

NOTICE TO PUPIL TRANSPORTATION VENDORS
INVITATION TO SUBMIT REQUEST FOR PROPOSALS

Notice is hereby given that the Terrell Independent School District hereinafter referred to as DISTRICT, will receive sealed proposals up to but no later than 10:00 a.m. on the 7th day of March 2019 for:

Pupil Transportation Service as specified in the Request for Proposal, specifically including Sample Agreement for furnishing Pupil Transportation Services.

Sealed proposals shall be received in the District's Office and addressed to:

Dr. Larry Polk, Assistant Superintendent
C/O: Mrs. Crystal Shirley, Director of
Business & Finance
Terrell Independent School District
700 N. Catherine St.
Terrell, Texas 75160

Any proposal not received by 10:00 a.m. on Thursday, March 7th, 2019, at the above address will **not** be accepted. Proposals will be opened at 10:00 a.m. on Thursday, March 7th, 2019 and all Proposers are invited to attend the proposal opening.

No oral, telephone, or telegraphic proposals will be considered. Note: The word Proposer/Contractor/Respondent hereinafter referred to in these specifications should be considered synonymous.

A bid bond must accompany the sealed proposals in the amount of 5% of the highest proposed amount of your annual home-to-school base cost. All security deposits received will be refunded except when a contract offered by the District is rejected by the selected Proposer. **CASHIER'S CHECKS ARE NOT ACCEPTABLE SECURITY.** An approved surety, duly licensed and authorized to transact business in the State of Texas, in a form and content acceptable to the District must issue the bid bond.

PROPOSAL CHECKLIST

To help ensure that you include all the materials necessary to complete a thorough evaluation of your bid proposal, we suggest that you use this checklist as a reminder to yourself, by placing a check in each box in the “Verified” column indicating that the item is included in your bid proposal packet.

Verified	Description of Item
	Proposal Form Price Schedules – Model I and Model II a. & b.
	Proposal Questionnaire Submittals 1 - 17
	Sample Agreement
	Proposer Certification Form
	Proposer Tabulation Form
	Bid Bond
	Bid Bond Certification Form
	Workers’ Compensation Certificate
	Evidence of Insurance or Insurability
	Insurance Certification Form
	Felony Conviction Notification
	Affidavit of Non-Collusion
	Conflict of Interest Questionnaire
	W-9
	Three Years Financial Statements
	EDGAR Compliance http://docs.wixstatic.com/ugd/6a4feb_2e4fbcf930ac4c6b8b1b39da6c82ac5a.pdf

REQUEST FOR PROPOSALS - PUPIL TRANSPORTATION SERVICES

TERMS & CONDITIONS

A. Use of District Documents

Proposals must be submitted on forms or in the format provided by the District. No alteration to the District forms will be permitted, including substitutions, additions, deletions or interlineations, without written consent of the District. Reproduction of District documents is permitted, so long as reproduced copies are exactly the same in size, format and content as forms prepared by the District. Any proposal submitted in altered form shall result in rejection of such proposal at the option of the District.

1. The District proposal packet includes the following documents:
 - a. Invitation to Submit Proposals
 - b. Proposal Checklist
 - c. Terms and Conditions
 - d. Proposal Form Price Schedules – Model I and Model II a.&b.
 - e. Proposal Questionnaires Submittals 1-17
 - f. Proposer Certification Form
 - g. Proposer Tabulation Form – Model I and Model II a.&b.
 - h. Bid Bond Certification Form
 - i. Workers' Compensation Certificate
 - j. Evidence of Insurance or Insurability
 - k. Insurance Certification Form
 - l. Felony Conviction Notification
 - m. Transportation Information
 - n. TISD School Bus Inventory
 - o. Affidavit of Non-Collusion
 - p. Conflict of Interest Questionnaire
 - q. W-9
 - r. EDGAR Compliance

B. Inspection of Documents

1. Each Proposer receiving forms prepared by the District is responsible for inspection of District documents for missing or illegible pages, or other indication of incomplete information provided to the Proposer.
2. The failure or neglect of Proposer to receive or examine any contract document, form, instrument, addendum, or other document shall in no way relieve Proposer from obligations with respect to his or her proposal. The submission of a proposal shall be taken as prima facie evidence of compliance with this section.

3. Receipt of addenda to the proposal documents by a proposer must be acknowledged on the proposal or by letter or telegram received before the time proposals are due.

C. Submitting Proposals

1. Proposals must be received by the District no later than 10:00 a.m., Thursday, March 7th, 2019, at:

Dr. Larry Polk, Assistant Superintendent
C/O: Mrs. Crystal Shirley, Director of
Business & Finance
Terrell Independent School District
700 N. Catherine St.
Terrell, Texas 75160

Any proposals received after this time shall be returned unopened.

Two (2) copies of the proposal and one (1) Flash Drive, in PDF format, containing the Proposer's entire response must be submitted.

2. Each Proposer must submit his/her proposal in **a sealed envelope**.
3. The envelope marked with the Proposer's name, address, and the time of the opening and the words "Sealed Proposal-Pupil Transportation Services" must contain:
 - a. Proposal Form Price Schedules – Model I and Model II a.&b.
 - b. Proposal Questionnaire Submittals 1-17
 - c. Sample Agreement
 - d. Proposer Certification Form
 - e. Proposer Tabulation Form – Model I and Model II a.&b.
 - f. Bid Bond
 - g. Bid Bond Certification Form
 - h. Workers' Compensation Certificate
 - i. Evidence of Insurance or Insurability
 - j. Insurance Certification Form
 - k. Felony Conviction Notification
 - l. Affidavit of Non-Collusion
 - m. Conflict of Interest Questionnaire
 - n. W-9
 - o. Three Years Financial Statements
 - p. EDGAR Compliance

http://docs.wixstatic.com/ugd/6a4feb_2e4fbcf930ac4c6b8b1b39da6c82ac5a.pdf
4. The right is reserved, as the interests of the District may require, to revise or amend the specifications prior to the date set for opening proposals. An addendum or addenda to this Request, if any, will announce such revisions and amendments, for Proposal. If the revisions and amendments are of a nature which requires material changes in quantities or prices proposed or both, the date set for the opening proposals may be postponed by such number of days as in the opinion of

the District will enable proposals to revise their proposals. In such cases, the addendum will include an announcement of the new date for opening proposals.

D. Erasures or Corrections to Entries

1. The proposal submitted must not contain any erasures, strikeouts or other corrections of entries that impair accurate interpretation of the entry and understanding of the proposal.
2. If correction of an unintended entry is desired such correction must be legible and clearly authenticated by initials of the person signing the proposal. Illegible or unauthenticated corrections may result in rejection of the proposal at the option of the District.

E. Withdrawal or Amendment of Submitted Proposal

1. Any proposal, which has been submitted, may be withdrawn prior to the scheduled time for opening of proposals. A request to withdraw a proposal must be in writing and be received by the District prior to the scheduled time for opening of proposals.
2. No amendment, addendum or modification shall be accepted after the deadline for submitting the proposal has been submitted to the District. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted prior to the time scheduled for opening of proposals.
3. No Proposer may have more than one proposal on file with the District.
4. After the scheduled time for opening of proposals, proposals may not be withdrawn for 90 days.

F. Proposal Security

1. A bid bond must accompany each sealed proposal in the minimum amount of 5% of proposed annual home-to-school base cost. CASHIER'S CHECKS ARE NOT ACCEPTABLE SECURITY.
2. Proposal security received by the District will be returned within ten days for all proposals rejected by the District. Proposal security for a Proposer's proposal under consideration by the District will be returned within 90 days following the opening of proposals if the District does not accept the Proposer's proposal.
3. If a Proposer's proposal is accepted by the District and a contract is offered pursuant to the terms of the invitation, but the Proposer does not execute a contract within ten days from the date of offer of a contract, the District may declare such Proposer's proposal security forfeited to the District.

G. Agreement Document

By submitting a proposal, each Proposer acknowledges that if the District selects him, the District will execute an Agreement with a term of five years for a period beginning July 1, 2019 and ending June 30, 2024, with an option to renew up to five years.

H. Evaluation and Award of Contract

In awarding a contract, the District shall consider: purchase price, the reputation of the Proposer and of the Proposer's goods and services, the quality of the Proposer's good or services, the extent to which the goods or services meet the District's needs, the Proposer's past relationship with the District, the impact on the ability of the District to comply with laws relating to historically underutilized businesses, the total long-term cost to the District to acquire the goods or services, and any other relevant factor specifically listed in the request for proposals.

The award of contract, if made by the District, will be made in accordance with the following procedures:

1. **Written Proposal Evaluation - Weighted 25%:** Written proposals shall be assigned a rating which will carry weighting of 25% in the proposal evaluation process and will be evaluated by an evaluation committee consisting of representatives of the District. Written proposals will be initially screened for completeness and those written proposals deficient will not be evaluated further. The remaining written proposals will be evaluated using the following criteria, which are not listed in any order of weight or priority:

- Firm Experience
- Management Capability
- Financial Condition
- Hiring Practices
- Safety Program
- Training Program
- Maintenance Program
- Proof of How Proposer Will Obtain Performance Bond
- Proposed Bus Inventory
- Other Criteria as Determined by District

All data and information in the written proposal will be subject to verification and consideration.

2. **Site and/or References Evaluation - Weighted 25%:** Site and/or references evaluations will be assigned a rating, which will carry weighting of 25% in the overall, proposal evaluation process. One or more members of the District's evaluation committee may conduct one or more site evaluations for those Proposers not eliminated during the "written proposal" evaluation. The District may contact any references provided by the Proposer, and/or other school districts served by the Proposer. Site evaluations will be conducted at facilities of the District's choice where the

Proposer currently provides pupil transportation services. Site and references evaluation criteria, not listed in any order of weight or priority, are as follows:

- Personnel
- Overall Appearance of Facility
- Fleet Quality
- Customer References
- Recordkeeping
- Previous Experience with District
- Other Criteria as Determined by District

By submitting a proposal, each Proposer agrees to make selected facilities and facility's personnel available to District evaluation upon reasonable notice.

- 3. **Cost Bid - Weighted 50%:** The costs submitted by each Proposer will carry a weight of 50% in the overall proposal evaluation process.
 - a. If the Transportation Cost Proposal of the apparently successful Proposer is within an acceptable range, the District may either enter into a contact with the apparently successful Proposer at the prices set forth in his/her Transportation Cost Proposal, or enter into negotiations with the apparently successful Proposer, at the District's option.
 - b. If the Transportation Cost Proposal of the apparently successful proposal is not within an acceptable range, or if the District is unable to negotiate to its satisfaction, the District, at its option, may then enter into a contract or negotiations with the proposal receiving the second highest ranking in the evaluation.

I. Rejection of Proposal and Waiver of Irregularities

The District reserves the right to reject any or all proposals. The District also reserves the right to select any proposal which the District believes is in the best interest of the District and which may not represent the lowest prices submitted or contains proposal irregularities.

J. Performance Bond

The District may require, as a condition to granting a contract award, receipt of a renewable annual performance bond naming the District as obligee or beneficiary in the amount of the estimated annual amount of the contract. An approved surety duly licensed and authorized to transact business in the State of Texas, in a form and content acceptable to the District must issue the performance bond. The cost of such bond shall be stated separately on the bid form and shall **not** be included in Proposer's calculations in arriving at service prices per day. If

the District elects to require the Proposer to provide a performance bond, it shall be separately invoiced to the District and paid by the District.

K. Obtaining Information

1. Outside Sources: The District reserves the right to obtain, from any and all sources, information concerning a Proposer which the District deems pertinent to this RFP and to consider such information in evaluating the proposal.
2. Inspections: The District reserves the right to make on-site inspections of the Proposer's installations and any proposed sub-Proposer's facilities which the District deems pertinent and necessary to evaluate the proposal and to consider any information received from such inspection in evaluating the proposal.

L. Proposal Costs

The District shall not be liable for any cost incurred by a Proposer in the preparation or delivery of its response to this RFP or for any other costs incurred because of this RFP.

M. Proposal Disclosure

1. All proposals received shall remain confidential until the District and the apparent successful Proposer sign a contract resulting from this RFP; thereafter the proposal shall be deemed a public record. In the event that a Proposer desires to claim that portions of its proposal are exempt from disclosure, it is incumbent upon the Proposer to identify those portions in its transmittal letter. The transmittal letter must identify the page, the particular exemptions(s) from disclosure and the contended justification for exemption upon which it is making its claim. Each page, or part thereof, claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed on the lower right hand corner of the page.
2. The District will consider a Proposer's request(s) for exemption from disclosure; however, the District will not be bound by the assertion that a page contains exempt material. An assertion by a Proposer that an entire volume of its proposal is exempt from disclosure will not be honored.
3. Until a contract resulting from this RFP is executed, no employee, agent or representative of any Proposer shall make available or discuss its proposal with the press, any elected or appointed official or officer of the District, or any employee, agent, or other representative of the District, unless specifically allowed to do so in this RFP or in writing by the District for the purposes of clarification, evaluation and/or negotiation.
4. Proposers shall not issue any news release(s) or make any statement to the news media pertaining to this RFP or any bid and/or contract or work resulting there from without the prior written approval of the District, and then only in cooperation with the District.

N. Notification

Firms whose proposals have not been selected for further negotiation or award will be notified in writing at the address given in the proposal.

O. Agreement to Interview Current Employees

1. By submitting a proposal in response to this RFP, the proposer thereby agrees to interview all employees working for the current provider.
2. Terrell ISD has a firm belief that service levels are directly impacted by the ability of the service provider to recruit, train, and retain an adequate supply of qualified transportation employees. For the above stated reasons, Terrell ISD has set the starting wage for drivers at \$16.00 hour with a five (5) hour per day guarantee. All drivers employed by the current provider and hired by proposer, will receive a \$3.00 per hour increase over their current driving wage. The current driver wage ranges from \$13.00 per hour to a top wage of \$18.30. The current starting bus monitor wage ranges from \$8.75 per hour to a top wage of \$12.03. The monitors will have a four and half (4.5) hour per day guarantee.

P. Staffing Plan

Contractor shall submit a staffing plan that clearly shows how the daily operations will be managed during the normal hours of operation and during any emergency or out-of-hours situation that may arise. At minimum, staff shall include the following positions:

Full-Time: General Manager, Operations/Safety Supervisor, Dispatcher, Maintenance Supervisor and Mechanic. Total of five (5) full-time positions.

Part-Time: Classroom and Behind the Wheel Trainer, Student Management Coordinator, and Router/Student Tracking Coordinator. Total of three (3) part-time positions.

This plan must include both operations and vehicle maintenance functions.

Q. Transportation Information

Enclosed with the proposal documents and labeled "Transportation Information" is a collection of data summarizing operations from the most recent completed school year. This information is provided to assist Proposers in formulating their proposals. The District cautions, however, that the information is approximate. The District makes no warranty or representation about its accuracy, and the District does not intend any Proposer to rely on the accuracy of the information in submitting his/her proposal.

R. Fuel Purchase

The District will be responsible for providing all fuel and Diesel Exhaust Fluid utilized under the terms of this agreement. The Proposer will supply all liquids and lubricants (with the exception of vehicle fuel and Diesel Exhaust Fluid) needed in the performance of the Contract.

S. Use of Transportation Facility

The District hereby grants the Proposer the nonexclusive right to use the facility in the conduct of its operations. The Proposer shall comply with all federal, state, and local environmental quality laws and rules. The Proposer shall reimburse the district a monthly rental cost of \$1,000.00 for the use of school facilities. TISD has the right to charge for, or to refuse to allow, the use of the facility to provide logistic or support service for other customers on a regular basis. Cost of the rental agreement will be reviewed and adjusted each year. The successful Proposer will be responsible for all utilities and maintenance related to the operation of the facility including but not limited to electricity, water, heat, snow removal, trash removal, waste oil disposal, waste metal disposal, and general cleaning of the building. The Proposer will supply its own internet office, shop, and computer equipment, and telecom.

T. Maintenance

1. The Proposer must supply vehicles that meet or exceed all state and federal requirements and laws.
2. The Proposer shall maintain all vehicles in a clean, non-offensive smelling, safe and reliable mechanical condition.
 - a. Proposer shall maintain interior and exterior appearance of the buses to district standards. This will include but is not limited to paint (with special attention to hood), body, seats, flooring, etc. and provide maintenance so as to minimize oxidation and fading of paint.
3. The Proposer shall provide to the District, upon request, a list of vehicles used under this contract which states the vehicle number, license number, model year and odometer reading, passenger capacity, fuel type, air conditioned or not, W/C lift or not, and assignment (route, spare, ETC.).

U. Buses

1. District will furnish all Buses: Model I Proposal

The District shall be responsible for providing all buses utilized under the terms of this agreement. The Proposer will provide a 10 year lease purchase option for the District to own the buses and all equipment associated with the buses.

And

2. Proposer will furnish all Buses: Model II Proposal

All route and spare buses will be provided by the Proposer. All buses must be original Texas – built specification buses and not moved in from another state. The Proposer shall provide pricing for the following two options:

- a. The average age of the active school bus fleet used in the District may not

exceed six (6) years and the maximum age for the active school bus fleet may not exceed twelve (12) years. All buses will be air conditioned and only those buses manufactured after September 1st, 2017 must have seat belts.

- b. Proposer will provide a brand new bus fleet. All buses will be air conditioned and have three (3) point seat belts.

V. Equipment

1. All buses will be equipped with two-way radios compatible with district channels and the Proposer shall be responsible for base radio(s), securing and renewing proper FCC licensing, repeater (to reach all TISD routes) and that will allow for district administrative/emergency channel.
2. Buses longer than 54 passenger capacity will be equipped with a minimum of 5 internal digital camera heads. Buses with a capacity of 35-54 students will be equipped with a minimum of 4 internal digital camera heads. Buses with a capacity of less than 35 students with a minimum of 3 internal digital camera heads.
3. All buses will be equipped with active GPS tracking capabilities.
4. All buses used in the District shall be marked "Terrell ISD" (meeting the lettering requirements in the Texas School Bus Specification document), have white roofs and yellow hoods consistent with the rest of the bus.
5. All buses will be equipped with crossing arm.
6. All buses will be equipped with strobe light.
7. All buses will be equipped with child/check.
8. All buses will have the ability to track students via a Student Tracking System.

W. Advertisement

The State of Texas allows school districts to display certain advertisement on transportation vehicles. The District retains the right to advertise and/or contract with a Proposer to display District approved advertisement on transportation vehicles provided under this contract. All revenue resulting from transportation vehicle advertisement will be the property of the District. The District will be responsible for the installation and maintenance of advertisement.

X. Assignment

The contract will not be transferred or assigned to another vendor or contractor without the prior written consent of the District. In the event that the District approves a transferor reassignment of this agreement, all terms and conditions of this agreement, and addenda to this agreement, will be honored throughout the period and option periods of the agreement.

Y. Student/Passenger Behavior

The Board of Education shall publish a code of conduct for students who ride school

buses. The board approved conduct code shall be enforced by the Contractor's staff of drivers at all times. The driver will write the rider up and the Contractor's personnel will be responsible for taking the appropriate disciplinary action.

Z. Route Criteria Goals

Routing will be established by the Contractor and approved by the District. Preference will be given to contractors with digital routing capabilities. The Contractor agrees to make good faith efforts to route schedules that will insure a student on a normal home to school route, will not be on a bus longer than one hour, and that pick-up will not be before 6 a.m. or drop off after 5:30 p.m. Proposer shall balance with the goal of not significantly escalating cost. Contractor shall provide data requested by the District in the format requested by the District.

AA. On-time Performance

The District has set a standard on time performance of 15-minutes from start/end time by school type (elementary, middle school, and high school). The District will be requesting a financial penalty for each bus that is more than 15-minutes late. See Section BB., Liquidated Damages.

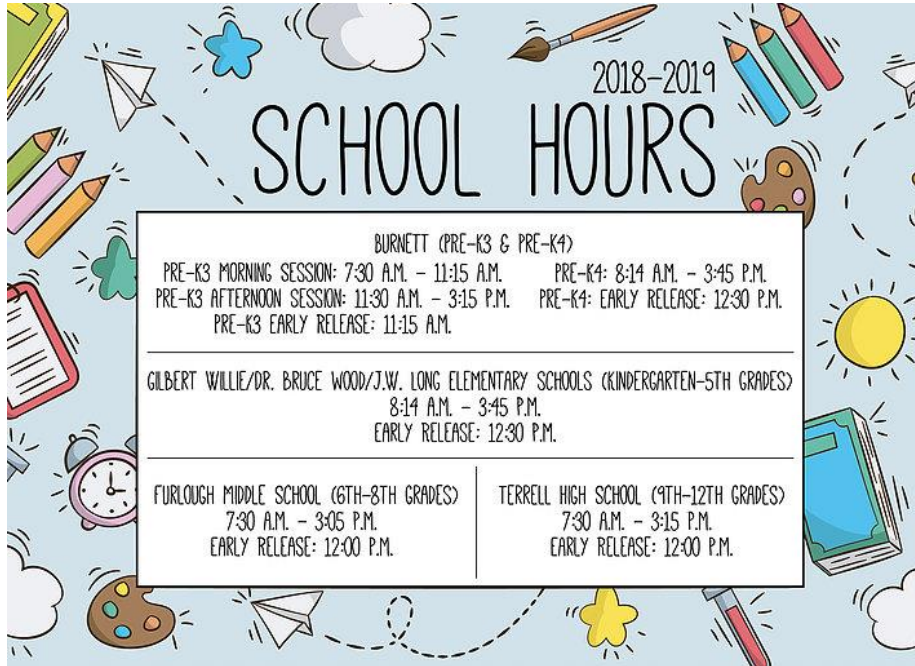
BB. Liquidated Damages

The District will require liquidated damages of \$25 per occurrence, per day, to be incurred for each shortage in the areas of on-time performance deficiencies, shortage in number of buses required, and staffing levels below the required 110% of routes being conducted on a daily basis.

CC. Alternate Proposals

The District encourages innovative alternate proposals; however, the District will utilize the tabulation form based on current service levels to determine the low Proposers for contract award purposes. A separate proposal tabulation form must be prepared for each alternate proposal.

DD. 2018/19 Bell Times:



**PROPOSAL FORM PRICE SCHEDULE
MODEL I PROPOSAL FORM
DISTRICT SUPPLIED BUSES**

Proposed prices shall be bid based on a Daily Rate that includes the first 5 hours of service each day. This form may not be altered. Each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Proposer to add and delete buses to or from service at the rates specified below subject to any price escalation clause included in the attached Transportation Service Agreement.

**Regular and Special Education
Home-To-School Transportation
Normal District School Year**

Based on 5 hours.		
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours
20 and smaller	\$	\$
21 - 57 psg	\$	\$
58 - 77 psg	\$	\$
78 psgr and larger	\$	\$

**Regular and Special Education
Home-To-School Transportation
Extended District School Year ***

Based on 5 hours.			
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours	
20 and smaller	\$	\$	
21 - 57 psg	\$	\$	
58 - 77 psg	\$	\$	
78 psgr and larger	\$	\$	

* The District requires the Proposer to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

PROPOSAL FORM PRICE SCHEDULE
MODEL I PROPOSAL FORM
DISTRICT SUPPLIED BUSES

In addition to Home-To-School transportation, the District expects the Proposer to provide transportation services in support of other District related activities. Conflicting trips will require additional staff beyond the numbers needed to provide regular home-to-school service and will preclude the use of home-to-school vehicles.

Additional Transportation Services
Extracurricular Trips, Mid-day Runs,
and Other District Requested Bus Service

	Hourly Rate	Mileage Rate	Minimum Call-out Charge
All Bus Capacities	\$	\$	\$

Bus Monitors & Bus Aides: The District may require the use of bus monitors and/or bus aides in the performance of this contract. If monitors or aides are required the District shall compensate the Proposer \$ _____ per hour. Billable time is to be based on total driving time, including layover time. Monitors or Aides working in excess of eight hours per day or forty hours in one week shall be billed at one-and-one-half times the hourly rate stated.

Performance Bond: The District may require the Proposer to furnish a performance bond in accordance with the requirements of this proposal specification. If a performance bond is required, the District shall compensate the Proposer \$ _____ per year.

Non-School Bus Vehicle Maintenance: \$ _____ Rate per Hour
 _____ Additional Charges for Parts
 Above Actual Cost (% or \$)

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean up, fueling and layover time. For drivers' times in excess of forty hours per week, or eight hours in any one-day, the charge will be one-and-one-half time the hourly rates stated above.

**PROPOSAL FORM PRICE SCHEDULE
MODEL IIa PROPOSAL FORM
PROPOSER SUPPLIED BUSES**

- a. **The average age of the active school bus fleet used in the District may not exceed six (6) years and the maximum age for active school bus fleet may not exceed twelve (12) years. All buses will be air conditioned.**

Proposed prices shall be bid based on a Daily Rate that includes the first 5 hours of service each day. This form may not be altered. Each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Proposer to add and delete buses to or from service at the rates specified below subject to any price escalation clause included in the attached Transportation Service Agreement.

**Regular and Special Education
Home-To-School Transportation
Normal District School Year**

Based on 5 hours.			
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours	
20 and smaller	\$	\$	
21 - 57 psg	\$	\$	
58 - 77 psg	\$	\$	
78 psgr and larger	\$	\$	

**Regular and Special Education
Home-To-School Transportation
Extended District School Year ***

Based on 5 hours.			
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours	
20 and smaller	\$	\$	
21 - 57 psg	\$	\$	
58 - 77 psg	\$	\$	
78 psgr and larger	\$	\$	

* The District requires the Proposer to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

**PROPOSAL FORM PRICE SCHEDULE
MODEL IIa PROPOSAL FORM
PROPOSER SUPPLIED BUSES**

- a. **The average age of the active school bus fleet used in the District may not exceed six (6) years and the maximum age for active school bus fleet may not exceed twelve (12) years. All buses will be air conditioned.**

In addition to Home-To-School transportation, the District expects the Proposer to provide transportation services in support of other District related activities. Conflicting trips will require additional staff beyond the numbers needed to provide regular home-to-school service and will preclude the use of home-to-school vehicles.

**Additional Transportation Services
Extracurricular Trips, Mid-day Runs,
and Other District Requested Bus Service**

	Hourly Rate	Mileage Rate	Minimum Call-out Charge
All Bus Capacities	\$ _____	\$ _____	\$ _____

Bus Monitors & Bus Aides: The District may require the use of bus monitors and/or bus aides in the performance of this contract. If monitors or aides are required the District shall compensate the Proposer \$ _____ per hour. Billable time is to be based on total driving time, including layover time. Monitors or Aides working in excess of eight hours per day or forty hours in one week shall be billed at one-and-one-half times the hourly rate stated.

Performance Bond: The District may require the Proposer to furnish a performance bond in accordance with the requirements of this proposal specification. If a performance bond is required, the District shall compensate the Proposer \$ _____ per year.

Non-School Bus Vehicle Maintenance: \$ _____ Rate per Hour
 _____ Additional Charges for Parts
 Above Actual Cost (% or \$)

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean up, fueling and layover time. For drivers' times in excess of forty hours per week, or eight hours in any one-day, the charge will be one-and-one-half time the hourly rates stated above.

**PROPOSAL FORM PRICE SCHEDULE
MODEL Iib PROPOSAL FORM
PROPOSER SUPPLIED BUSES**

- b. Proposer will provide a brand new bus fleet. All buses will be air conditioned and have three (3) point seat belts.**

Proposed prices shall be bid based on a Daily Rate that includes the first 5 hours of service each day. This form may not be altered. Each invoice period, total home-to-school charges submitted to the District shall be the sum of the applicable Daily Rates and the sum of all excess hours incurred beyond the hours included in each individual bus. The District reserves the right to require the Proposer to add and delete buses to or from service at the rates specified below subject to any price escalation clause included in the attached Transportation Service Agreement.

**Regular and Special Education
Home-To-School Transportation
Normal District School Year**

Based on 5 hours.			
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours	
20 and smaller	\$	\$	
21 - 57 psg	\$	\$	
58 - 77 psg	\$	\$	
78 psgr and larger	\$	\$	

**Regular and Special Education
Home-To-School Transportation
Extended District School Year ***

Based on 5 hours.			
Bus Capacity	Daily Rate per bus to 5 hours	Daily Rate per bus hour over 5 hours	
20 and smaller	\$	\$	
21 - 57 psg	\$	\$	
58 - 77 psg	\$	\$	
78 psgr and larger	\$	\$	

* The District requires the Proposer to submit rates for the performance of Extended Year and/or Summer School programs without regard to the current status of these programs in the District. The rates submitted here shall apply to all transportation services provided after the conclusion of the District's normal school year.

**PROPOSAL FORM PRICE SCHEDULE
MODEL IIb PROPOSAL FORM
PROPOSER SUPPLIED BUSES**

- b. Proposer will provide a brand new bus fleet. All buses will be air conditioned and have three (3) point seat belts**

In addition to Home-To-School transportation, the District expects the Proposer to provide transportation services in support of other District related activities. Conflicting trips will require additional staff beyond the numbers needed to provide regular home-to-school service and will preclude the use of home-to-school vehicles.

**Additional Transportation Services
Extracurricular Trips, Mid-day Runs,
and Other District Requested Bus Service**

	Hourly Rate	Mileage Rate	Minimum Call-out Charge
All Bus Capacities	\$	\$	\$

Bus Monitors & Bus Aides: The District may require the use of bus monitors and/or bus aides in the performance of this contract. If monitors or aides are required the District shall compensate the Proposer \$_____ per hour. Billable time is to be based on total driving time, including layover time. Monitors or Aides working in excess of eight hours per day or forty hours in one week shall be billed at one-and-one-half times the hourly rate stated.

Performance Bond: The District may require the Proposer to furnish a performance bond in accordance with the requirements of this proposal specification. If a performance bond is required, the District shall compensate the Proposer \$_____ per year.

Non-School Bus Vehicle Maintenance: \$_____ Rate per Hour
 _____ Additional Charges for Parts
 Above Actual Cost (% or \$)

Rates provided for all transportation trips shall begin and end at the transportation center, and shall include total driver's time, including time for bus pre-trip checkout, clean up, fueling and layover time. For drivers' times in excess of forty hours per week, or eight hours in any one-day, the charge will be one-and-one-half time the hourly rates stated above.

**PROPOSER TABULATION FORM –
MODEL I**

	Daily Rate	Number of Routes		Hourly Rate	Number of Hours*	-	Number of Miles*	Number of Days Billed	Total Cost				
Normal Home-To-School Service:													
20 and smaller		x	1	+	x	1.28	+	x	93.3	x	167	=	
21 - 47 psg		x	5	+	x	1.28	+	x	93.3	x	167	=	
48 - 77 psg		x	19	+	x	1.75	+	x	68.9	x	167	=	
78 and larger		x	9	+	x	1.75	+	x	68.9	x	167	=	
48 - 77 psg - Half Route		x	1	+	x	0.0	+	x	34.5	x	167	=	
		x		+	x		+	x		x		=	
		x		+	x		+	x		x		=	
		x		+	x		+	x		x		=	

Extended Year Home-To-School Service:													
20 and smaller		x	0	+	x	0.0	+	x	0.0	x	0	=	
21 - 47 psg		x	2	+	x	1.57	+	x	79.3	x	22	=	
48 - 77 psg		x	5	+	x	0.34	+	x	79.3	x	17	=	
78 and larger		x	0	+	x	0.0	+	x	0.0	x	0	=	
		x		+			+	x		x		=	

All Bus Capacities													
					8,818	+			48,856	=			
Bus Monitors/Aides		7			5.20		x		167	=			
				=									
Total Proposed First Year Billing													

* Hours and miles shown should represent all hours and miles in excess of those included in the Daily Rate, as defined on the Bid Proposal Form.

Each Proposer is required to complete the above tabulation form to provide the District with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the District to easily determine the specific level of service being proposed by the Proposer. If the Proposer is proposing service or other items not specifically included in this proposal specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.

**PROPOSER TABULATION FORM –
MODEL IIa**

Daily Rate	Number of Routes	Hourly Rate	Number of Hours*	-	Number of Miles*	Number of Days Billed	Total Cost
------------	------------------	-------------	------------------	---	------------------	-----------------------	------------

Normal Home-To-School Service:

20 and smaller		x	1	+		x	1.28	+		x	93.3	x	167	=	
21 - 47 psg		x	5	+		x	1.28	+		x	93.3	x	167	=	
48 - 77 psg		x	19	+		x	1.75	+		x	68.9	x	167	=	
78 and larger		x	9	+		x	1.75	+		x	68.9	x	167	=	
48 - 77 psg - Half Route		x	1	+		x	0.0	+		x	34.5	x	167	=	
		x		+		x		+		x		x		=	
		x		+		x		+		x		x		=	
		x		+		x		+		x		x		=	

Extended Year Home-To-School Service:

20 and smaller		x	0	+		x	0.0	+		x	0.0	x	0	=	
21 - 47 psg		x	2	+		x	1.57	+		x	79.3	x	22	=	
48 - 77 psg		x	5	+		x	0.34	+		x	79.3	x	17	=	
78 and larger		x	0	+		x	0.0	+		x	0.0	x	0	=	
		x		+		x		+		x		x		=	

Field Trips:

All Bus Capacities			8,818	+			48,856	=			
Bus Monitors/Aides	7						5.20	x	167	=	
				=							

Total Proposed First Year Billing

* Hours and miles shown should represent all hours and miles in excess of those included in the Daily Rate, as defined on the Bid Proposal Form.

Each Proposer is required to complete the above tabulation form to provide the District with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the District to easily determine the specific level of service being proposed by the Proposer. If the Proposer is proposing service or other items not specifically included in this proposal specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.

**PROPOSER TABULATION FORM –
MODEL IIb**

	Daily Rate	Number of Routes		Hourly Rate	Number of Hours*	-	Number of Miles*	Number of Days Billed	Total Cost				
Normal Home-To-School Service:													
20 and smaller		x	1	+	x	1.28	+	x	93.3	x	167	=	
21 - 47 psg		x	5	+	x	1.28	+	x	93.3	x	167	=	
48 - 77 psg		x	19	+	x	1.75	+	x	68.9	x	167	=	
78 and larger		x	9	+	x	1.75	+	x	68.9	x	167	=	
48 - 77 psg - Half Route		x	1	+	x	0.0	+	x	34.5	x	167	=	
		x		+	x		+	x		x		=	
		x		+	x		+	x		x		=	
		x		+	x		+	x		x		=	

Extended Year Home-To-School Service:													
20 and smaller		x	0	+	x	0.0	+	x	0.0	x	0	=	
21 - 47 psg		x	2	+	x	1.57	+	x	79.3	x	22	=	
48 - 77 psg		x	5	+	x	0.34	+	x	79.3	x	17	=	
78 and larger		x	0	+	x	0.0	+	x	0.0	x	0	=	
		x		+			+	x		x		=	

Field Trips:												
All Bus Capacities				+		8,818	+		48,856	=		
Bus Monitors/Aides		7				5.20		x		167	=	
				=								

Total Proposed First Year Billing

* Hours and miles shown should represent all hours and miles in excess of those included in the Daily Rate, as defined on the Bid Proposal Form.

Each Proposer is required to complete the above tabulation form to provide the District with the most realistic projection of their expected annual cost. Each cost category of service provided should be clearly annotated, allowing the District to easily determine the specific level of service being proposed by the Proposer. If the Proposer is proposing service or other items not specifically included in this proposal specification, the expected billing calculation for each item should be clearly detailed on the tabulation form.

SUBMITTAL PROPOSAL QUESTIONNAIRE

Using this decision-making methodology, the following criteria will be used to evaluate all proposals:

- Submittal 1: Implementation Plan
Respondent shall detail their implementation plan and specific timelines to be followed.

- Submittal 2: Experience in School Transportation
Respondent shall provide a statement of its qualifications to provide the specific services requested herein.

- Submittal 3: Staffing Plan
Respondent shall submit a staffing plan that clearly shows how the daily operations will be managed during the normal hours of operation and during any emergency or out-of-hours situation that may arise. This plan must include both operations and vehicle maintenance functions. Please include separately, annual total wages for full-time staff and annual total wages for part-time staff, identified in Section P. – Staffing Plan.

- Submittal 4: References
Respondent shall supply a list of five references and contracts held in Texas describing their experience in transporting physically challenged and typically developing school-age children. Names, addresses and phone numbers of the references must be included.

- Submittal 5: Maintenance Program
Respondent shall provide a description of its proposed vehicle maintenance program and how it will be administered. The maintenance program shall include the description of the maintenance schedule and service.

- Submittal 6: Driver Hiring and Retention Program
Respondent shall provide a description of their hiring process and the selection criteria used.

- Submittal 7: Driver Safety and Training Program
Respondent shall provide an overall description of its training process and driver education program.

- Submittal 8: Student Safety Program / Student Tracking System
Respondent shall provide a description of how it will address the issue of student safety, including any educational programs it has implemented in other districts.

- Submittal 9: Cost Proposal Form
Respondent must provide a fixed cost proposal for the services requested. Although cost is an important consideration, proposals will also be evaluated in terms of the quality of the respondent's proposal relative to the other criteria listed here. Only after identifying the apparently successful Proposer based upon the evaluation criteria set forth in this document, will the District's evaluation committee make public the Proposers' rates.
- Submittal 10: List of Bus Driver Qualifications
The respondent shall submit a list of bus driver qualifications, certifications and indications of ability to meet all driver requirements under Texas statutes and regulations, and how the respondent proposes to supply these drivers, assuming existing drivers will not be available.
- Submittal 11: Mechanics Training and Certification Process
Respondent shall describe its mechanic training and certification process.
- Submittal 12: Customer Feedback
Respondent shall provide a description of its formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.
- Submittal 13: Plan For Substitute Buses and Relief Drivers
Respondent shall address the provision for substitute buses (in the amount of 10% of the fleet) and drivers (in the amount of 10% of route driver corps) needed for performance under the terms of this contract. Please include here; number of route drivers, number of spare drivers, number of monitors, and the number of spare monitors.
- Submittal 14: Presentation to Constituents
Respondent shall outline in detail the procedure that it would use for presenting its proposal to the District's constituents.
- Submittal 15: Customer Service Philosophy
Respondent shall describe its customer relations philosophy and its program in this area.
- Submittal 16: Description of Buses Proposed
This can be answered as a narrative of the type of buses to be proposed or a spreadsheet of actual buses to be deployed. Either format must include make, year (range), mileage (range), description bus type, capacity, AC/non-AC, etc.

Submittal 17: Current Texas Districts under Contract
Respondent shall provide a list of all Texas Districts that are under Transportation Contract with Proposer. Include:

- a. Name of District
- b. Total years with District
- c. Current years left in Contract
- d. Number of routes
- e. Number of buses
- f. Average daily ridership
- g. District phone number
- h. District Contact

PROPOSER CERTIFICATION FORM

I, the undersigned, hereby certify that I am a representative of the below named firm, and am duly authorized to execute contracts on behalf of the firm. I further hereby certify that all of the information presented in answer to the questions contained in this Proposal/Questionnaire is complete and accurate to the best of my knowledge. I understand that if the Terrell Independent School District awards a Contract for transportation services to my firm that the information and commitments made within this questionnaire will become an effective part of the Contract between the District and my firm.

Name of Firm

(Signature of Authorized Agent)

Title

Date

BID BOND CERTIFICATION FORM

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THE NOTICE TO PROPOSER, INFORMATION FOR PROPOSER, AGREEMENT FOR FURNISHING PUPIL TRANSPORTATION SERVICES, AND ALL OTHER PARTS OF THE PROPOSAL PACKAGE.

A BID BOND IN THE AMOUNT OF 5% OF THE HIGHEST PROPOSED AMOUNT OF YOUR ANNUAL HOME-TO-SCHOOL BASE COST IS ENCLOSED WITH THIS COST PROPOSAL AS SECURITY.

Each of these costs should be calculated from your prices above.

Company Name

Signature of Authorized Agent

Address (City, State and Zip Code)

Business Telephone Number

Date Signed

WORKERS' COMPENSATION CERTIFICATE

The Proposer shall sign and submit the following certificate with the transportation written proposal: Terrell Independent School District requires Proposer to provide workers' compensation as per state law requirements.

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY LIMITS

Workers' Compensation:	Statutory	
Employer's Liability:	Each Accident	\$ 1,000,000
	Disease - Each Employee	\$ 1,000,000
	Disease - Policy Limit	\$ 1,000,000

Company Name

Signature of Authorized Agent

Date Signed

Note: Proposers may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said coverage.

EVIDENCE OF INSURANCE OR INSURABILITY

The proposal shall include a copy of one or more insurance certificates currently held by your firm that include general liability, auto liability, auto physical damage, garage liability, and fire legal liability coverage. If your firm is selected for a Site Evaluation visit, you may be required to produce a certification of your firm's insurability to the following effect:

GENERAL LIABILITY:		<u>Limits</u>
A. Commercial General Liability		
a. General Aggregate		\$ 2,000,000
b. Products-Completed Operations Aggregate		\$ 2,000,000
c. Personal and Advertising Injury		\$ 1,000,000
d. Each Occurrence		\$ 1,000,000
e. Fire Damage (any one fire)		\$ 100,000
AUTOMOBILE LIABILITY:		<u>Limits</u>
A. Commercial Auto Liability		\$ 1,000,000
Any Auto (includes all owned, scheduled, hired and non-owned autos.)		
B. Garage Liability		\$1,000,000
EXCESS LIABILITY:		<u>Limits</u>
A. Umbrella Form		
a. Each occurrence		\$ 5,000,000
b. Aggregate		\$ 5,000,000

Note: ADDITIONAL INSURED - (SEE ATTACHED EXAMPLES)

Terrell Independent School District must be named on the policy as well as be named as additional insured on certificate of insurance if your firm is awarded the contract.

INSURANCE CERTIFICATION FORM

I, the undersigned, have attached a copy of a certificate of insurance that I attest (1) remains currently in force and (2) has been issued for the purposes of insuring a school district, nonpublic school or superintendent of schools which (whom) currently contracts for student transportation services from my firm.

Company Name

Signature of Authorized Agent

Date Signed

NOTE: Proposers may submit current certificate of insurance with a signed statement that the above stated coverage will be in force prior to award of contract.

FELONY CONVICTION NOTIFICATION

State of Texas Legislative Senate Bill No. 1, Section 55.035, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony".

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract".

This Notice is Not Required of a Publicly-Held Corporation.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name Printed): _____

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: _____

- B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Company Official: _____

- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of felon(s): _____

Details of Conviction(s): _____

Signature of Company Official: _____

TRANSPORTATION INFORMATION
2017-2018 School Year

Days of Operation	Regular Home to School	163
	Summer School	17/22
Route Information	Regular Routes	28
	Average Rt Miles	66
	Average Hours	5.44
	Total Miles	407,121
	Special Education / Deaf Ed.	6
	Average Miles	89.2
	Average Hours	5.1
	Total Miles	89,930
	Bus Assistants	5
	Average Hours	5.0
	Summer School	
	Regular Routes	5/(18 days)
	Average Miles	79.3
	Average Hours	4.34
	Total Miles	7,137
	Special Education	2/(18 days)
	Average Miles	79.3
	Average Hours	5.57
	Total Miles	2,854.8
Field Trip Information	Total Trips	618
	Total Miles	46,400
	Average Miles	75.0
	Average Hours	4.25
Bus Configuration-	84 Passenger	7
	84 Passenger air conditioned	3
	77 Passenger	13
	71 Passenger	6
	47 Passenger 2 wheel chair stations	5
	20 Passenger	1
	20 Passenger 1 wheel chair station	1
	77 Passenger air conditioned	6
	<u>Total</u>	<u>42</u>

TRANSPORTATION INFORMATION
2018-2019 School Year Forecast

Days of Operation

Regular Home to School	167
Summer School	17/22

Route Information

Regular Routes	29
Average Rt Miles	68.9
Average Rt Hours	5.75—Includes Mid-days /Tutorials/Shuttles
Total Miles	359,658

Special Education / Deaf Ed.	6
Average Rt Miles	93.3
Average Rt Hours	5.28
Total Miles	93,487

Bus Assistants-Special Needs	5
Average Rt Hours	5.18
Bus Assistants-3 Year Old Program	2
Average Rt Hours	5.26

Summer School

Regular Routes	5/(17 days)
Average Rt Miles	79.3
Average Rt Hours	4.34
Total Miles	7,137

Special Education	2/(22 days)
Average Rt Miles	79.3
Average Rt Hours	5.57
Total Miles	2,855

Field Trip Information

Total Trips	663
Total Miles	48,856
Average Miles	73.7
Average Hours	4.25

Bus Configuration

84 Passenger	7
84 Passenger air conditioned	3
77 Passenger	13
71 Passenger	6
47 Passenger 2 wheel chair stations	5
20 Passenger	1
20 Passenger 1 wheel chair station	1
<u>77 Passenger air conditioned</u>	<u>6</u>
Total	42

**TERRELL ISD
SCHOOL BUS INVENTORY**

VEHICLE ID#	MAKE	MODEL	YEAR	LIFT	CAPACITY
-------------	------	-------	------	------	----------

Not included in bus configuration.

**TERRELL INDEPENDENT SCHOOLDISTRICT
AFFIDAVIT OF NON-COLLUSION**

By submission of this bid or proposal, the undersigned certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder or with any other competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, to any other bidder, competitor prior to the opening of bids or proposals for this project;
- c. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not submit a bid or proposal;
- d. The undersigned certifies that he is fully informed regarding the accuracy of the statements contained in this certification, and that the penalties herein are applicable to the bidder as well as to any person signing on his behalf.

Email Address: _____

Company Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Printed Name: _____

Authorized Signature: _____

Title: _____

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 1591, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

5

Signature of person doing business with the governmental entity

Date

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ◆ _____ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ◆	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 5 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 5.

Sign Here

Signature of
U.S. person ◆

Date ◆

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Three (3) Years Financial Statements

(Remainder of page intentionally left blank)

EDGAR Certifications:

(Remainder of page intentionally left blank)