

Dubuque Community School District

Request for Proposal for Student Transportation Services

January 26, 2024

The Dubuque Community School District (the “District”) is soliciting proposals for student transportation services for Spring Athletic trips for the 2023-2024 school year. All anticipated trips are listed on the attached sheets and should be priced individually. This request assumes that all listed trips will be provided.

All proposals are to be submitted on the forms provided and all proposals must be returned to the District in a sealed envelope, plainly marked on the outside “STUDENT TRANSPORTATION BUS SERVICES”, and addressed to Kevin Kelleher, Chief Financial Officer, 2300 Chaney Road, Dubuque, Iowa 52001-3095.

All bids are due in the District Business Office prior to 11:00 a.m. on February 9, 2024. Questions should be directed to Kevin Kelleher, Chief Financial Officer, at 563/552-3038.

If a Fuel Surcharge will be imposed on any of the listed trips, please include the formulation for determining that cost.

One contract will be awarded based on the total price for all trips listed. If proposer cannot provide buses for all listed trips, the District may select carriers for trips on an individual event and carrier-availability basis. Although a cost savings may be realized by selecting different carriers for various trips, the additional time spent working with two carriers is not cost effective for the District.

Some trips may be cancelled and rescheduled due to schedule changes, inclement weather or conditions beyond the control of the District. Trips specifying more than one bus may have the number of buses reduced to a lesser number depending on the number of student participants. In both cases, school personnel will notify the carrier at the earliest possible time.

Proposers should note any dates or events where busses are not available due to other commitments. Proposers may attach a separate explanation sheet(s) or make notes on the attached Schedule of Proposed Trips.

District reserves the right to cancel any trip if it is more cost effective to use yellow school buses and to reject any or all proposals.

The District further reserves the right to cancel any trip during any period of government-ordered shutdown of school events, such as may be caused by a pandemic, natural disaster or other catastrophic event. By submitting a proposal pursuant to this request, you agree that the District shall not be liable for any claim or loss resulting from any such cancellation.

Due to new legislation, the Dubuque Community School District must perform a background check on all drivers transporting District students. A list of drivers for each trip must be provided to the District at least three (3) weeks prior to the date of the trip.

Certificate of Liability Insurance

Carrier is to provide to the School District, upon award of the contract, an insurance certificate showing evidence of general liability coverage and protection in a minimum amount of \$5,000,000 for combined single-limit coverage. The School District is to be named as an additional insured on the Certificate of Insurance.

Subcontracting

Carriers may not subcontract transportation services with other carriers without the written approval of the District

Carrier must complete and return, along with the trip pricing sheet, the Service Provider Information Sheet shown on Page 3 of these Specifications.

Kevin Kelleher
Chief Financial Officer

Service Provider Information Sheet

***** Must be completed and returned with the signed Pricing Form *****

Company Name # _____

Company United States US DOT # _____

Name of Insurer:

Agent: _____

Company: _____

Briefly explain company procedure for on-the-road emergencies:

State date of company's last DOT Safety Rating:

Provide a copy of latest DOT Safety Report – Attach and return with price sheet

Explain company drug and alcohol screening program for drivers:

Date	Activity	School	Destination	Load Time	Depart	Return Time	Cost
3/4/2024	MTRACK	HHS	UNI-Dome	11:00am	11:15am	11:00pm	
3/5/2024	WTRACK	HHS	UNI-Dome	10:45am	11:00am	11:00pm	
03/05/24	MTRACK	SHS	St. Ambrose Univ., Davenport Iowa	1:30pm	1:45pm	10:00pm	
3/21/2024	WTRACK	HHS	Muscatine HS	1:15pm	1:30pm	11:00pm	
3/21/2024	MTRACK	HHS	Coe College - CR	12:45pm	1:00pm	10:00pm	
3/26/2024	WSOC	HHS	Brady St. Stadium - Davenport	2:15pm	2:30pm	11:00pm	
03/26/24	MSOC	SHS	The Pitch @ North Scott	2:45pm	3:00pm	8:30pm	
3/28/2024	WTRACK	HHS	Davenport Assumption HS	1:30pm	1:45pm	11:00pm	
3/28/2024	WSOC	HHS	Decorah HS	2:00pm	2:15pm	11:30pm	
3/28/2024	MTRACK	HHS	Pleasant Valley HS	1:15pm	1:30pm	10:30pm	
03/28/24	MTRACK	SHS	Pleasant Valley High School	1:30pm	1:45pm	10:00pm	
04/01/24	WSOC	SHS	CR Washington - Kingston Stadium	3:00pm	3:15pm	9:30pm	
4/2/2024	MTRACK	HHS	Bettendorf HS TouVelle Stadium	12:45pm	1:00pm	10:30pm	
04/04/24	MTRACK	SHS	Clear Creek Amana High School	1:30pm	1:45pm	10:00pm	
4/8/2024	MTRACK	HHS	Linn-Mar HS Stadium - Marion	12:45pm	1:00pm	10:30pm	
4/9/2024	WTRACK	HHS	RK & RQ AC - Clinton	1:00pm	1:15pm	11:00pm	
04/09/24	WTRACK	SHS	River King/Queen Complex, Clinton	1:45pm	2:00pm	9:00pm	
4/12/2024	WTRACK	HHS	Linn-Mar HS Stadium - Marion	1:45pm	2:00pm	11:00pm	
04/15/24	MTRACK	SHS	Brady Street Stadium, Davenport	1:45pm	2:00pm	10:00pm	
4/16/2024	MTRACK	HHS	RK & RQ AC - Clinton	1:00pm	1:15pm	11:00pm	
04/16/24	MSOC	SHS	Iowa City High School	1:30pm	1:45pm	10:00pm	
4/18/2024	WTRACK	HHS	Memorial Stadium @ CMM Waterloo	11:45am	12:00pm	11:00pm	
04/18/24	WTRACK	SHS	Memorial Stadium Track - Waterloo	12:15pm	12:30pm	9:00pm	
4/23/2024	WSOC	HHS	Memorial Stadium @ CMM Waterloo	1:45pm	2:00pm	11:00pm	
04/23/24	WSOC	SHS	Cedar Falls, IA High School	2:00pm	2:15pm	10:00pm	
4/25/2024	MSOC	HHS	IC City HS	1:30pm	1:45pm	11:00pm	

04/25/24	MSOC	SHS	Cedar Rapids Xavier High School	2:30pm	2:45pm	10:00pm	
4/30/2024	WSOC	HHS	Coe College - CR	3:00pm	3:15pm	11:00pm	
04/30/24	WSOC	SHS	CR Jefferson - Lower Kingston	1:30pm	1:45pm	10:00pm	
5/2/2024	WTRACK	HHS	Linn-Mar HS Stadium - Marion	1:45pm	2:00pm	11:00pm	
05/02/24	MTRACK	SHS	Iowa City Liberty HS- MVC Divisional	1:30pm	1:45pm	10:00pm	
5/3/2024	MSOC	HHS	Kingston Stadium - CR	1:30pm	1:45pm	11:00pm	
05/03/24	MSOC	SHS	CR Prairie High School Stadium	2:30pm	2:45pm	10:00pm	
5/7/2024	WSOC	HHS	IC West HS	2:00pm	2:15pm	11:00pm	
05/07/24	WSOC	SHS	Iowa City Liberty	1:30pm	1:45pm	10:00pm	
5/10/2024	MSOC	HHS	Linn-Mar HS Stadium - Marion	2:45pm	3:00pm	11:00pm	
5/13/2024	MBASEB	HHS	Lower Kingston - CR	1:45pm	2:00pm	11:00pm	
05/13/24	MBASEB	SHS	CR Kennedy HS Herkelman Field	1:00pm	1:15pm	9:30pm	
05/15/24	MBASEB	SHS	Davenport Central - Varsity/JV DH	1:45pm	2:00pm	11:00pm	
5/17/2024	MBASEB	HHS	Davenport North HS	1:45pm	2:00pm	11:00pm	
5/21/2024	MBASEB	HHS	Durgin BB & SB Cmplx-Clinton	1:45pm	2:00pm	11:00pm	
05/21/24	MBASEB	SHS	North Scott Baseball Field JV/Varsity	2:30pm	2:45pm	10:00pm	
5/22/2024	MBASEB	HHS	CRK Herkelman Field	1:45pm	2:00pm	11:00pm	
05/22/24	MBASEB	SHS	CR Jefferson Baseball Complex	2:15pm	2:30pm	10:00pm	
5/23/2024	WSOFTB	HHS	Liberty HS - North Liberty	1:45pm	2:00pm	11:00pm	
5/24/2024	WSOFTB	HHS	Johnston MS	11:00am	11:30am	11:00pm	
5/28/2024	MBASEB	HHS	CR Washington HS	1:45pm	2:00pm	11:00pm	
05/28/24	MBASEB	SHS	CR Prairie High School Baseball Field	12:45pm	1:00pm	9:00pm	
05/30/24	WSOFTB	SHS	Waterloo West HS Softball Field	2:45pm	3:00pm	10:00pm	
05/31/24	MBASEB	SHS	Iowa City Liberty High School	2:15pm	2:30pm	10:00pm	
						Grand Total	