



KENOSHA UNIFIED SCHOOL DISTRICT
REQUEST FOR PROPOSAL
(THIS IS NOT AN ORDER)

Date: February 27th, 2026

RFP Number: #5392 STUDENT TRANSPORTATION

Date Due: Wednesday, April 15th, 2026 at 10:00 AM

VENDOR SIGN AND RETURN ONE ORIGINAL, ONE PAPER COPY AND ONE ELECTRONIC COPY

INDIVIDUAL SIGNING THIS SECTION ACKNOWLEDGES THAT THEY HAVE READ THE KENOSHA UNIFIED SCHOOL DISTRICT REQUEST FOR PROPOSAL **#5392 STUDENT TRANSPORTATION** AND CERTIFIES THAT THE NAMED ORGANIZATION AGREES TO AND IS ABLE TO MEET THE REQUIREMENTS AS LISTED IN THIS RFP. INDIVIDUAL SIGNING THIS RFP ALSO CERTIFIES THAT INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE.

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

THE UNDERSIGNED AGREES TO FURNISH THE SERVICES DESCRIBED AT THE NET PRICE QUOTED SUBJECT TO THE STATED CONDITIONS

GENERAL CONDITIONS

1. Quote all prices less any applicable Federal Excise or State Sales Taxes.
2. Quote all prices F.O.B. destination in Kenosha
3. Unit prices will govern if price extensions are in error.
4. KUSD reserves the right to select the unit considered most suitable for its use and to award items individually, in combination, or not at all.
5. Quoted prices to remain firm for 60 days.

PRINT NAME: _____

TITLE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

DATE: _____



“NO-BID” Response Form

This form is designed to assist the bidder in providing information necessary to confirm a “No-Bid” response. To remain potentially involved in future opportunities, the bidder should state the reasons for declining such an invitation. Please submit to the KUSD Purchasing Department after completion and required signature.

RFP Number: #5392 STUDENT TRANSPORTATION

Company Name: _____

Contact Person: _____

Telephone Number: _____

Fax Number: _____

E-Mail: _____

Please Note:

A no-bid response is a critical factor in remaining on the bidders list, and thus ensures future business opportunities. In addition, a no-bid response demonstrates that, while you are not submitting a bid or you are not interested in bidding for a particular project, you are still interested in competing for future opportunities and want to stay on the prospective bidders list. We, the undersigned have declined to submit a bid for the following reason(s):

- _____ Specifications are too rigid (explain below.)
- _____ Unable to meet deadline for responding to above RFP number
- _____ We do not offer this product or service or are unable to meet specifications (explain below.)
- _____ Our schedule would not permit us to perform
- _____ Unable to meet Bond and/or Insurance requirement(s).
- _____ Specifications unclear (explain below.)
- _____ Please remove us from your “Bidders List”.
- _____ Other (explain below.)

COMMENTS:

I certify that the above information is true and correct, and that no other data, fact or consideration offered or given has influenced this response.

Submitted By: _____

Name (Printed)	Title/Department
Signature	Date

TABLE OF CONTENTS

Purpose 4

Background 4

Criteria for Selection of Awardee 4

District Responsibilities 5

Scope of Work 5

Terminal Requirements 8

Performance Guarantees 8

Vehicle Requirements 9

Pricing 11

Insurance 13

Termination for Performance 14

General Terms and Conditions 14

 I. Contract Agreement 16

 Indemnification 16

 Employees and Subcontractors 17

 Termination or Cancellation 17

 Disclosure of Information 18

 Examination and Disposition of Information 18

 II. Conflicts of Interest 18

 III. Economic Adjustments 18

 IV. Incurring Costs 18

 V. Method of Bid 19

 VI. References 19

 VII. Number of Bids Required 19

 VIII. Addressing of Bids 19

 IX. Calendar of Events 20

 X. Addenda 20

 XI. Withdrawal of Bids 20

 XII. Amendments of Bids 20

 XIII. Questions 21



Bidder Qualifications..... 22

Reference Data Sheet 24

Exceptions 25

PURPOSE

The purpose of this Request for Proposal (RFP) issued by the Kenosha Unified School District (the District), is to acquire proposals from qualified Vendors for school bus transportation services for the District’s PreK-12 student population.

The District will negotiate and administer the contract or agreement on behalf of all schools and departments of KUSD and will make any payments due under such an agreement or contract. The District may elect to award more than one contract or agreement or to select multiple vendors as a result of this RFP process. The District may elect to purchase some services from one vendor, and/or other services from another vendor. Any such decision shall be at the sole determination of the District. The requirements, provisions, and terms and conditions included in the RFP document will apply to any contract or agreement awarded as a result of this RFP and is the terms and conditions upon which the District will base negotiations. The Request for Proposal does not guarantee a purchase will be made.

BACKGROUND

The Kenosha Unified School District is the third largest school district in the state, employing over 4,000 individuals and educating approximately 19,000 students. It is located in Kenosha County, Wisconsin and serves the City of Kenosha, Village of Pleasant Prairie, and the Town and Village of Somers. The District contains 32 schools including 17 elementary schools, 4 middle schools, 3 high schools, and 8 charter/choice/specialty schools.

CRITERIA FOR SELECTION OF AWARDEE

- Safety record
- Computerized routing and scheduling proficiency
- Driver and attendant recruitment, training, supervision, and retention
- Quality of fleet
- Quality of communication and technology equipment
- Maintenance and vehicle inspection compliance
- Terminal and parking facilities
- Management experience and training
- Maintenance staff experience and training
- Flexibility and cooperation of the contractor
- Reference checks on owner, management, and staff
- Cost to the District

DISTRICT RESPONSIBILITIES

1. The District shall supply to the contractor the names, addresses, telephone numbers, grades, and school placements for all public and private school students who will be transported by the contractor, and any other

information necessary for the contractor to plan routes. Additions and deletions to the original lists will be communicated to the contractor as they become known during the summer and the school year.

2. Before the beginning of each school year, the District will supply the contractor with all forms necessary for the contractor to perform under the contract. These forms include but are not limited to school District calendars, school start times, student misconduct forms, rules and regulations for all students, and District transportation policies and procedures.
3. The District will provide the contractor at the end of each school year, a listing of all starting and closing times for the next school year for all of the public and private schools.
4. The District will be responsible for disciplining students who do not follow appropriate behavior rules and guidelines while being transported by the contractor. However, both parties recognize that in order for the discipline process to be effective, collaboration and partnership of efforts is necessary.
5. The District shall determine which transportation software to utilize for maintaining transportation records, scheduling runs, routes, and route optimization (currently using Versatrans). The Contractor shall be required to utilize such software and will be provided access to the software by the District at no cost.
6. The District retains the right in its sole discretion to the final determination of the method of transportation for each and every public and private school student.

SCOPE OF WORK

1. The contractor shall provide and furnish all buildings, sites, materials, labor, and equipment necessary to transport all students to and from their homes and their respective schools for the term of the contract. The contractor shall make buses available at all within specific times to the District for the purpose of transporting the District's students and staff to other points and destinations for such curricular, co-curricular, and field trips as may be requested by the District.
2. The contractor shall, at its expense, procure and maintain in effect any and all licenses, permits, and certifications, which are or may be required by the regulatory bodies for the performance of student transportation services.
3. The contractor shall assume all costs of the transportation operation, including but not limited to costs for buildings, sites, vehicles, communication and technology equipment, maintenance, supplies, accessories, all required insurance coverages, and salaries and benefits for drivers, attendants, and all other employees necessary to carry out the services required, except as provided herein.
4. The contractor must work in conjunction with the KUSD's Transportation Supervisor for all routing and scheduling involved in the student transportation system. The routes will be prepared according to District standards for length of ride, walking distance to meet the bus, elementary students separate from secondary students (6th-12th grade), and comfortable seating capacity. The contractor will be charged with the responsibility of maximizing efficiency when setting up bus routes. There must be a continuing effort to combine routes whenever possible. Alternatively, the proposal may indicate that the contractor is proposing that District personnel perform routing and/or other staffing services (behavioral attendants) if the provider believes that this would be a more effective delivery model.

5. Before the beginning of each school year, the contractor shall furnish to the District a listing of names, addresses, and telephone numbers of all drivers and attendants, along with their assigned routes who will be providing services under the contract. Within the contract, the District will reserve the right to demand that a driver(s) be reassigned or replaced if, in the District's opinion, the driver(s) is/are unsatisfactory in their assignment.
6. Before the beginning of each school year, the contractor will provide the District with a complete set of written descriptions for all routes. After the first 2 weeks of school have been completed the contractor will have three days to process any requests for changes. Requests for changes must be received before noon to be included in as the first day of such requests.
7. Before the start of the school year start up the contractor will provide evidence to the District that each bus run/route has an assigned driver and that each run/route has had a practice run with the assigned driver doing it. During the practice run the drivers shall check that the run/routes are accurate and that the pickup times are matching the driver directions. The drivers are expected to report to the contractor any scheduling conflicts or errors they may come across during the practice runs.
8. It is understood that a driver may choose to change assigned runs/routes during the school year, however the contractor will require that any driver doing a new permanent run/route will do a practice run with any new run/route before being assigned to it at no cost to the district.
9. The contractor will maintain an informative website and/or other social media site that provides information for students and families pertinent to transportation services. The district may provide to contractors with some information to include on the website.
10. The contractor will be responsible for proper supervision and performance evaluation of drivers. The evaluation tool will rate, among other tasks, the driver's performance regarding adherence to route plans. All drivers shall be evaluated for driving competency, understanding of laws, regulations, customer service and relations, and District policies.
11. The contractor shall be responsible for conducting emergency evacuation drills twice per year on each route. The drivers will be required to complete verification forms listing the date, time, and location of the drills.
12. The contractor shall provide to the District all necessary information, for the preparation of reports required by state and federal agencies or the District including monthly verification of actual riders. The contractor will provide the capability to track all special needs student's daily ridership electronically and provide the data to the district on an as need be basis.
13. The contractor shall not assign or sublet any contract entered into with the District, in whole or in part, without the prior written consent of the District. In the event the ownership of the company is acquired, transferred, or altered, the District shall have the right at any time thereafter to terminate the contract.
14. The contractor shall employ appropriate management and office personnel to adequately carry out the responsibilities and requirements of the transportation service to include responsive customer service and effective operations. At a minimum, the following office personnel are required to serve the district on site. The contractor agrees to provide a full-time on-site manager with complete authority to act on behalf of the contractor. The following positions will be required to be on site as well to support the district. 1 safety manager, 1 route scheduler, 2 driver dispatchers (1AM and 1 PM) and 1 fieldtrip coordinator/scheduler. The Contractor agrees to

have a minimum of 2 office personnel in the office answering phones during both the AM and PM routes.

15. The contractor will be a member of appropriate professional transportation organizations and participate in training offered by such organizations.
16. The contractor will provide on-going training for management and office personnel in areas such as management, customer service, technology training, and safety.
17. The contractor will employ ASE certified mechanics or mechanics working to be certified with the ASE certification to adequately service the vehicles and provide a preventative maintenance program. On- going training will be provided to the mechanics to keep current with industry standards and trends. At a minimum the contractor will use a bus to mechanic ratio of 1 mechanic for every 27 buses in service.
18. The contractor shall employ the necessary number of drivers and monitors to fulfill the student transportation services required in the contract. The contractor agrees to have bus drivers and monitors be assigned to the same routes insofar as possible. Drivers will permit only those students or adults who are authorized by the District to ride the bus. Drivers will follow designated routes provided by the District or contractor. Drivers will be responsible to display and change all route identifications on the bus and is to be displayed at the entrance of the bus so students know they are getting on the right bus.
19. All buses shall be operated, at all times by trained, competent, safe, and courteous drivers who meet the requirements for school bus drivers as set forth by the Wisconsin Division of Motor Vehicles. In addition, all drivers may be required to be First Aid and CPR certified and must be responsible for following all of the District's transportation policies and regulations. The district shall have the right to request that a driver or monitor be removed from a route, reassigned, or removed from complete transportation services under this contract if the District's deems the driver or monitor unsuitable for the performance of transportation services. The District shall provide such requests in writing, and will state the reasons therefore and include any supporting documentation. The contractor will honor such requests so long as the request does not violate applicable local, state, or federal laws, rules, or regulations.
20. The contractor will be required to establish and implement a screening, hiring, and training program that includes at a minimum the following:
 - Contractor must conduct a check on the applicant's driving record.
 - Contractor must conduct a criminal background check on the applicant.
 - Contractor must conduct a check of the applicant's references.
 - Contractor must provide training /orientation for the route the driver will drive.
 - Contractor must provide all training required by law.
 - Contractor must provide supplemental safety, defensive driving, assertive discipline, and customer service training prior to the driver beginning any assignment.
21. The contractor will provide and assign bus monitor to any school route that is requested by the District. The contractor will not charge the district for any monitor that is not required by the district and has been assigned to a route by the contractor. The contractor will provide and assign a monitor to all buses that are equipped with a wheelchair lift for students who are physically handicapped.
22. The contractor must provide on-going in-service meetings/training programs for drivers and attendants in the area of safety, discipline, customer service, drills, etc. Such training will be mutually agreed upon

between the District and the contractor. In addition, the drivers and attendants must participate in a minimum of one District coordinated driver training program per year at the District's expense. Additional, specific training in student management techniques may be mutually agreed upon considering scheduling, delivery, and cost of training.

23. Traffic and other accident notifications. In the event of any traffic accident regardless of whether law enforcement presence is required or students are aboard the bus the contractor will notify the Transportation Supervisor within 1 hour of such incident.

TERMINAL REQUIREMENTS

1. The contractor agrees to establish a terminal and base of operation within the boundaries of the District. The contractor's physical presence in the community is very important to parents and District tax paying citizens.
2. The terminal shall include at a minimum the following features:
 - A fully equipped, OSHA compliant maintenance shop with service bays and bus washing bay to adequately service the fleet.
 - Appropriate office space for terminal and management personnel and all appropriate office furniture, equipment, and technology.
 - Base station for the radio dispatch for all buses.
 - Driver area where all drivers can check in and out and receive training.
 - Appropriate meeting and training space.
 - Telephone service with a minimum of four incoming lines and messaging capabilities.
 - Parking space and electrical hook-ups for all vehicles.
 - A 10,000-gallon capacity underground fuel tank with metering dispensers and electricity to operate dispensers and no charge to the district.

PERFORMANCE GUARANTEES

1. After the first three (3) weeks of the school year, performance guarantees will be imposed for lack of service. These guarantees will apply for all contracted buses transporting students to and from school and for curricular and extracurricular trips. One or more of these guarantees may apply to any one route. Guarantees will not be imposed for situations beyond the control of the Contractor. This includes, but is not limited to, accidents, vehicles stuck in traffic, trains, closing of streets for repair, delays due to extreme weather conditions, route changes given without proper notice, and impassable streets, roads, or highways. All buses are expected to be at school on time:
 - Buses arriving 15-30 minutes after the scheduled arrival times for any school route in the AM, PM or Mid-Day can be assessed a penalty of 1/4 of the cost of a bus per day.
 - Buses arriving late for any school bell time on a consistent basis is considered chronically late and can be assessed a penalty of 1/4 of the cost of a bus per day. (chronically late is any 2-week period where the bus is arriving after a scheduled arrival time 6 out of 10 days)
 - All buses arriving more than 30 minutes after the scheduled arrival times for any school route in the AM, PM, or Mid-Day can be assessed a penalty of 1/2 the cost of a bus per day.
 - Failure to perform any assigned bus routes will be assessed the cost of one bus per day.
 - Failure to provide, and maintain in good working order, a two-way radio on each vehicle carrying school children can be assessed a penalty of 1/2 the cost of a bus per day.

2. All buses assigned to curricular and extracurricular trips are expected to be on time. Performance guarantees will be assessed for the following situations:
 - Buses that arrive 15-30 minutes after the scheduled arrival or departure time will be assessed a penalty of 10% of the route rate for that day of service.
 - Buses that arrive more than 30 minutes after the scheduled arrival or departure time will be assessed a penalty of 25% of the route rate for that day of service.
 - Buses that fail to perform the scheduled trip will be assessed the scheduled cost of the trip.
 - Satisfaction for scheduled trip service is to be assumed. In the event the District is dissatisfied with a scheduled trip, the Bus Company agrees to consider reasonable accommodation to the District for the trip.
3. For each failure to provide and maintain GPS, video, or air conditioning that is required on any given service day, the Bus Company can be assessed a penalty of 25% of the cost of the daily bus route rate bus run, per day and will have 48 hours to make corrections before a new penalty can be assessed.
4. For each failure to display the proper bus route id number on the bus, the Bus Company can be assessed a penalty of twenty dollars (\$20.00) for each such bus per day.
5. The District must notify the Bus Company of penalties assessed within (30) thirty days of infraction, so that the Bus Company has the opportunity to investigate the matter in order to either correct the cause of the penalty(s) or to establish the Bus Company did not cause the delays. If the District fails to alert the Bus Company within (30) thirty days of any penalties, the penalties will be waived.

VEHICLE REQUIREMENTS

1. The contractor shall provide the appropriate number and size of vehicles needed for providing the transportation service as requested for the term of the contract. All vehicles must meet the specifications as prescribed by the federal government, the Wisconsin Department of Transportation, Wisconsin Department of Public Instruction, and the District.
2. The standard size buses required needed to provide regular education transportation services are seventy-one passenger buses that are diesel powered. All other bus sizes and fuel source vehicles will be considered but must be approved for use by the district before being used. The contractor will also attempt to order on standard size buses the ability to have undercarriage storage compartments.
3. The buses needed for special needs routes can vary in size from twenty-one to fifty-three passenger capacity. Some buses must be equipped with powered wheelchair lifts and inside mounts for wheelchairs.
4. Wheelchairs must be secured with a four-point tie down system, and the mounts must be configured to allow all wheelchair students to be seated in a forward-facing position. Wheelchair passengers must be separately fastened to the vehicle through a lap and shoulder belt system similar to Q'STRAIT®. The wheelchair buses must also have some conventional seating for some ambulatory riders.
5. The contractor shall provide infant/booster seats, seat belts, and safety harness that are determined to be used by the District.
6. All school buses will be equipped with a child check/reminder system to prevent and student from being left behind on the bus.

7. The district may require air conditioning for students which will result in school buses being required to have air conditioning. Such requests will only be honored if the District approves it. The District will compensate the contractor for this added cost.
8. All vehicles used for special needs routes must be equipped with seat belts.
9. The Contractor agrees that no regular route bus shall be more than (12) years of age and no standby bus shall be more than (12) years of age at the start of the school year. The Contractor agrees that the average age of the entire bus fleet at the start of the school year will not exceed (7.5) years of age or less. On an annual basis, no later than September 1, the contractor will be required to provide the District with a written inventory of its fleet of vehicles, specifying the chassis, body, mileage, age, size, and serial number. This written inventory must be updated as vehicles are replaced or added. Age of the vehicles shall be determined by the age listed on the school bus title.
10. The contractor must provide a sufficient number of spare vehicles so as to not cause any disruption in service. Required spare bus numbers that are required for all buses that are assigned for daily bus services are 10% for all large school buses, 10% for all small bus and lift buses. 8 large school buses must be always available to provide service for all curricular, co-curricular, and field trips during prime route service times. A sufficient number of spare vehicles must be available to provide service for all curricular, co-curricular, and field trips. All spare buses must be maintained in the same manner as the regular route buses and are subject to the above requirements. At least one of the spare buses must be a wheelchair bus.
11. All buses used in this transportation service must be equipped with operable two-way radios. An adequate number of cell phones or spare radios must be available so that no bus is ever without communication while transporting students. A base station is required at the terminal and must be connected to an owned or leased tower. The radios must be of quality to assure consistent reliable service within the District boundaries (including coulees).
12. All buses must be equipped with cameras with audio and video capabilities. The contractor is responsible for maintaining spare cameras and hard drives so that all buses are equipped with working technology. One camera on every bus will be required to provide video coverage of the passenger compartment at a minimum (a second camera could be negotiated). One camera on every bus will be required to provide video and audio coverage of the driver area and the stepwell/door area of the bus. All access to video will be provided to the District within 1 day of any request. The District will be allowed to request immediately video access in emergency circumstances where a health or safety risk may exist for a student or staff member of the District.
13. The Contractor will provide and maintain at no cost to the District a GPS system. All buses must be equipped with GPS fleet tracking capabilities and the ability to electronically track student ridership. The GPS system needs to provide real time fleet tracking along with the ability to provide parents a bus tracking application. The contractor will be responsible for updating all software with accurate vehicle information for reporting and parent application purposes.
14. Additional/upgraded technology proposals for student management and safety will be strongly considered.
15. All buses used in the operation must be equipped with electrical engine heaters.
16. All buses are to be maintained in excellent mechanical condition so as to meet any and all requirements of the Wisconsin Department of Transportation at all times. They shall be kept neat and clean inside and outside at all

times. All buses must be inspected and approved for use by the Wisconsin Department of Transportation annually, and each bus shall carry an inspection certificate. The District will be provided with copies of all inspection reports.

17. Alternate vehicles (passenger vans / buses). The district will consider the use of passenger vans when the contractor can establish the needs and use of these types of vehicles. Passenger vans will have to follow the same safety rules and guidelines that school buses follow. Contractor cannot use passenger vans unless agreed upon by the district.

PRICING

1. Fuel, the contractor shall purchase and provide fuel for the buses used to transport students pursuant to this agreement. The contractor shall maintain records of all fuel purchases and necessary mileage records, and provide these records upon request by the District.
2. Definitions for pricing of school's transportation to and from school:
 - **A Run** is picking up or dropping off students to service a school with a large school bus (each school run is based off of 1-hour service).
 - **Third Run** is any additional run that a bus can complete after serving 2 other school runs in an AM or PM service event.
 - **Shuttle** is transporting students from one school to another without any stops in between.
 - **Wait fee** is an additional fee for a bus when the internal sit or wait time between 2 runs exceeds thirty minutes.
 - **Credit refund** is a credit per bus for any difference in the number of buses used in the AM vs PM
 - **Mid-Day run** is drop off and pick up work only serving 4k (half-day) students using small buses
 - **Special Ed run** is picking up or dropping off students with special needs to service a school with the use of a small school bus (each school run is based off of 1-hour service).
 - **Special Ed Lift run** is picking up or dropping off students with special needs to service a school with the use of a lift school bus (each school run is based off of 1-hour service).
 - **Monitor** is a person assigned to assist a driver on a bus run.
 - **Alternative Vehicle** is a different vehicle type other than a yellow school bus used to transport students (normally is a 4 to 9 passenger van / bus).
 - **Charter** is a bus doing any transportation for curricular, co-curricular, or any field trips

3. Template to use to show contractor rates: contractor needs to explain and show driver salary and fuel costs were part of the rates determined.

Kenosha Unified School District						
Regular Transportation	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Annual Increase		%	%	%	%	%
First and Second Runs (AM/PM) - per bus per day	\$	\$	\$	\$	\$	\$
Third Run AM or PM - each occurrence	\$	\$	\$	\$	\$	\$
Credit per bus per day for any difference in the number of buses used in AM and PM	\$	\$	\$	\$	\$	\$
Shuttles	\$	\$	\$	\$	\$	\$
Additional charge per bus per day when the interval between consecutive first and second runs in either AM or PM exceed thirty (30) minutes	\$	\$	\$	\$	\$	\$
Mid-day kindergarten routes defined as drop-off or pick-up alternative vehicle cost per day	\$	\$	\$	\$	\$	\$

Special Education Transportation	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Annual Increase		%	%	%	%	%
Rate per hour, without lift (4 hour minimum - 2 hours AM & 2 hours PM)	\$	\$	\$	\$	\$	\$
Rate per hour, with lift (4 hour minimum - 2 hours AM & 2 hours PM)	\$	\$	\$	\$	\$	\$
Monitors rate per hour	\$	\$	\$	\$	\$	\$

4. The following conditions are to be used and considered when setting up pricing for charters:

- The District will charter all curricular trips with the contractor insofar as possible, assuming satisfactory service and competitive rates.

- The cost of toll fees and parking fees are included in the trip rates and in all instances the most direct route will be taken.
- The in-district minimum rate will apply for in-district trips with one pick-up and one drop-off and no requirement for the bus driver to stay at the destination. The District will designate the return time, however, an additional hourly charge may be made by the contractor for any delay in the actual return time that exceeds one-half (1/2) hour.
- The hourly and mileage rates or the minimum rates, whichever is greater, will apply to all other curricular trips.
- When the bus driver is required to stay at the destination, the hourly rate will begin at the first pick-up and end at the last drop-off, plus one-half (1/2) hour. The mileage rate will begin at the first pick-up and end at the last drop-off.
- When the bus driver is not required to stay at the destination, the hourly rate charge will begin at the first pick-up and end at the terminal, and on the return trip, will begin at the terminal and end at the last drop-off, plus one-half (1/2) hour. The mileage rate charge will begin at the first pick-up and end at the terminal, and on the return trip, will begin at the terminal and end at the last drop-off.

5. Template to use to show charter rates:

Prime Time Rates	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Annual Increase		%	%	%	%	%
If any part of the trip falls within the hours of 6:00 AM to 8:30 AM or 2:00 PM to 4:00 PM during regular scheduled school days, the following rates apply for the entire trip:						
Hourly Rate	\$	\$	\$	\$	\$	\$
Plus Mileage Rate	\$	\$	\$	\$	\$	\$
Minimum Charge	\$	\$	\$	\$	\$	\$
Non-Cancellation Charge	\$	\$	\$	\$	\$	\$

Non-Prime Time Rates	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Annual Increase		%	%	%	%	%
The following applies to all trips that do not fall within the prime time rate description.						
Hourly Rate	\$	\$	\$	\$	\$	\$
Plus Mileage Rate	\$	\$	\$	\$	\$	\$
Minimum Charge	\$	\$	\$	\$	\$	\$
Non-Cancellation Charge	\$	\$	\$	\$	\$	\$

INSURANCE

1. The contractor shall at all times provide and pay for the public liability, property damage, medical coverage, underinsured motorist, and uninsured motorist insurance for all vehicles that it operates in compliance with all requirements of Wisconsin state law. The contractor shall provide the following minimum coverage:
 - \$10,000,000 Combined single limit for bodily injury and property damage per accident.
 - \$5,000 Medical payments per person per accident.

2. Policies providing the above described insurance coverage shall name the District as an additional insured. All insurance coverage shall be obtained from an insurance carrier authorized to do business in the state of Wisconsin. The contractor's insurance carrier shall have an A.M. Best rating of no less than A.
3. Certificates of insurance shall be filed at all times with the District during the term of the contract.
4. Any cancellation of the insurance policy in full or in part shall be made only after advance written notice of thirty days to the District.
5. The contractor shall carry all other required insurance coverages such as unemployment compensation and worker's compensation.

TERMINATION FOR PERFORMANCE

In the event the contractor shall fail to carry out the terms, conditions, or specifications of this contract to the satisfaction of the District (defined as a standard of a reasonable person/parent), the District shall provide written notice to the contractor of the areas needing to be cured. The contractor has the responsibility to cure the performance issue to the satisfaction of the District within 30 days. If District satisfaction is not obtained, the District reserves the right to terminate this contract for performance. Termination for performance will be accomplished in a manner deemed fit and proper possibly including the District taking control of the contractor's terminal and fleet for the purpose of providing continued transportation services until such time as a suitable alternate service provider is secured. Intent to terminate shall be provided in writing.

GENERAL TERMS AND CONDITIONS

1. General conditions printed on prior page(s) will apply.
2. The Kenosha Unified School District (KUSD) reserves the right to accept or reject any or all bids/proposals, to waive any informality or technicality in any bid/proposal submitted, and to accept any part of a bid/proposal deemed to be in the best interest of KUSD. KUSD reserves the right to negotiate with any company after the bid opening has occurred. The Request for Proposal does not guarantee a purchase will be made.
3. Service start date will be at the request of KUSD.
4. Written responses must be submitted in a sealed envelope marked "**RFP #5392 – STUDENT TRANSPORTATION.**" They are to be returned to Kenosha Unified School District, 3600-52nd Street, Kenosha, Wisconsin 53144, Purchasing Department, no later than Wednesday, April 15th, 2026 at 10:00 AM. Please include the entire bid package as your response, including the signed cover sheet and your companies W9, with an authorized signature. Responses received without the signature of a bidder's authorized agent on the cover sheet will be considered a non-responsive offer and will not be considered. Send one original, one copy, and one electronic copy (USB flash drive) of your RFP response in the sealed envelope. It is the responsibility of the bidder to ensure that proposals arrive to the specified location by the deadline for proposal submission. Late proposals may be accepted if it can be ascertained beyond a reasonable doubt that the circumstances, which caused the proposal to be late, were beyond the bidder's control and that the proposal was submitted without

prior knowledge of the contents of competing proposals. The acceptance of late proposals will be at the discretionary authority of the Purchasing Agent.

5. Bidders shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services as required by the solicitation. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the bidder.
6. The opening will take place at the Educational Support Center, 3600 – 52nd St, Kenosha, in **Room 180** on Wednesday, April 15th, 2026 at 10:00 AM where they will then be publicly opened. Bidders, or their authorized agents, are invited to be present for the opening; however, no decisions or evaluation will take place – only an acknowledgement of qualifying receipt. If you would like attend the opening, please notify Corki Roth at (262) 359-6338 or croth@kUSD.edu.
7. All proposals must be signed to be valid.
8. All proposals must include your companies W9, with an authorized signature.
9. Verbal commitments will NOT be honored.
10. Facsimile or email proposal responses will NOT be accepted.
11. State the terms and conditions of services being quoted. Indicate limitations and liabilities associated with the services and time frame for completion.
12. Bidders must make best efforts to ensure their product/services will not have a negative impact on the environment. Additionally, the awardee of this Request for Proposal will in part be selected based on the bidders' ability to meet all Federal and State environmental standards.
13. No item may be canceled, no price changed, once the proposal is received in our office. Orders resulting from this proposal will be considered binding.
14. Awarded vendors will be contacted by letter and will receive a subsequent purchase order.
15. The quantity of materials on the actual purchase order may vary depending on the District's estimated student enrollment.
16. Invoicing must be done through the United States Postal Service or emailed to acctspay@kUSD.edu.
17. Unless otherwise noted, the District is exempt from all and shall not pay or reimburse the successful bidder with respect to any local, state and federal taxes.

I. Contract Agreement

- a. The District may elect to award more than one contract or select multiple vendors as a result of this RFP process.
- b. Acceptance of a proposal is predicated on the total dollar amount to complete the project and the District's ability to secure adequate funding. In the event adequate funding is not available the District will not award a contract.
- c. The General Terms and Conditions, the bidder's Proposal, written letters, addenda and the Purchase Order are collectively an integral part of the contract between the District and the successful bidder.
- d. **Indemnification**

The successful bidder(s) shall assume the entire responsibility and liability to indemnify the Kenosha Unified School District, its elected and appointed officials, employees, volunteers and others working on behalf of the District. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the District against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith, including but not limited to attorneys' fees and court costs, that may be asserted or claimed against, recovered from or suffered by the District by reason of any injury or loss, including, but not limited to, personal injury, including bodily injury or death, property damage, including loss of use thereof, and economic damages arising out of or in any way connected or associated with any work and/or activities performed by the successful bidder pursuant to the provisions of this Agreement. The successful bidder obligation to indemnify the District contained in this Agreement is not limited by the amount or type of damages, compensation or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefit acts.

The District shall not be liable or in any way responsible for any injury, damage, liability, claim, loss or expense incurred by the successful bidder, its officers, employees, subcontractors, and others affiliated with the successful bidder, arising out of or in any way connected or associated with any work and/or activities performed by the bidder pursuant to the provisions of this Agreement, except for and only to the extent caused by the negligence of the District. The successful bidder expressly assumes full responsibility for any and all damages to the District property arising out of or in any way connected or associated with any work and/or activities performed by the successful bidder pursuant to the provisions of this proposal including, but not limited to, the activities of the bidder, its officers, employees, subcontractors, and others affiliated with the bidder.

The successful bidder shall ensure that its activities on the District premises will be performed and supervised by adequately trained and qualified personnel and the bidder will observe, and cause its officers, employees, subcontractors and others affiliated with the bidder to observe all applicable safety rules.

e. Employees and Sub-contractors

- i. The bidder shall not assign, transfer, convey, sublet or otherwise dispose of this contract/agreement, including any or all of its right, title or interest therein, or its power to execute such contract/agreement to any person, company or corporation without prior written consent of the District.
- ii. All employees of the bidder shall be considered to be, at all times, employees of the bidder under its sole direction and not an employee or agent of the District. Where required, employees shall be licensed and accredited. The District may require the successful bidder to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District. In accordance with the District's policy regarding the use of tobacco and alcohol products and/or illegal drugs, no employee of the successful bidder shall be permitted to use these substances when performing work on District property.
- iii. The successful bidder(s) shall certify that all employees employed in support of this contract/agreement who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of a felony, any offense involving the sexual molestation, physical or sexual abuse of a child, or a crime of moral turpitude.
- iv. The names of all subcontractors known, or contemplated, shall be listed. The District reserves the right to approve all subcontracts.

f. Termination or Cancellation

- i. In order to protect the vested interests of the District, and to ensure the efficient utilization of funds, the successful bidder shall comply with all contractual obligations contained in the General Terms and Conditions, Special Conditions and the Scope of Services. With respect to these obligations, the District will report any non-compliance issues to the successful bidder for corrective action. Continued non-compliance by the successful bidder shall be the District's justification for placing the bidder's contract/agreement on probation status or termination.
- ii. In the event that the successful bidder defaults on its contract/agreement or the contract/agreement is terminated for cause due to performance, the District reserves the right to re-procure the products or services from the next choice bidder or from other sources during the remaining term of the terminated/defaulted contract/agreement.
- iii. In the case of termination, costs shall be prorated to the date of termination and the parties shall execute a settlement agreement to specify the terms. Failure to agree in a settlement may be subject to arbitration.
- iv. With the mutual agreement of both the contractor and the District, upon receipt and acceptance of not less than thirty days written notice, the contract/agreement may be terminated on an agreed date before the end of the contract without penalties to either party.
- v. Either party may terminate the contract/agreement because of the failure of the other party to carry out the provisions of the contract/agreement. In such case, the party terminating the contract shall give thirty days' notice of conditions endangering performance and if after notice the offending party fails to remedy the violation of the terms to the satisfaction of the other party, the contract/agreement may be terminated.

- vi. In the event of the filing of a Petition in Bankruptcy by or against the successful bidder, the District shall have the right to terminate the contract/agreement by providing 15 days' notice of its intentions to terminate.
- vii. If funds anticipated for these products or services do not become available for any reason, the District shall have the right to terminate the contract/agreement without penalty by giving not less than 20 days written notice documenting the lack of funding.

g. Disclosure of Information:

The laws of Wisconsin dictate that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection by interested parties. The District will treat all information submitted by a bidder as public information. Bidders are advised that the District does not wish to receive confidential or proprietary information and bidders are not to supply such information except when it is absolutely necessary. Pricing information cannot be considered confidential information. Finally, identification of the entire Bid as confidential will be deemed non-responsive and disqualify the bidder's proposal.

h. Examination and disposition of information

Bidder agrees that any authorized auditor, the Office of Auditor of the State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the bidder relating to the orders, invoices, or payment of this contract/agreement.

All Bids become the property of the District and will not be returned to the bidder at the conclusion of the selection process; the contents of all Bids will be in the public domain and be open to inspection by interested parties

II. Conflicts of Interest

- a. It shall be understood and agreed that submitted bid proposals are offered independently of any other proposals
- b. Wisconsin Statute 19.59 prohibits a person serving in a public capacity from obtaining anything of value that could reasonably be expected to influence the person's vote, official actions of judgment, or could reasonably be considered as a reward for any official action of inaction on the part of the individual.

III. Economic Adjustments

Pricing shall be firm for the life of the contract or agreement. There is no limitation on the amount of price decreases that may be made under this clause.

IV. Incurring Costs

Kenosha Unified School District is not liable for any costs incurred in replying to this RFP.

V. Method of Bid

Bids written in pencil will be rejected. Erasures or corrections of mistakes on Request for Proposal must be initialed or signed by bidder. Failure to meet any requirements listed in this bid document may be cause for disqualification of the bid.

Submitted bids must include the pricing, signature page, and acknowledgement of addenda **if any**. A legally authorized representative of the bidder will sign the Certification of Bidder signature page in ink.

Any information held to be proprietary by a bidder must be plainly marked as such and may not include pricing.

If the bidder cannot meet a requirement the term "No Bid" must be entered for that item. An alternative equivalent service can be proposed in the form of an attachment labeled "Alternate".

VI. References

A minimum of three (3) references from other governmental or school district customers must accompany the bid. The "Reference Data Sheet" should be returned with the bid. Additional references may be contacted that are known to the District but not provided by the bidder.

VII. Number of Bids Required

Unless otherwise specified, one (1) original, one (1) paper copy and one (1) electronic copy of the entire bid. Please include a USB flash drive as the electronic copy containing all bid documents in the sealed bid envelope. This is a sealed bid; emailed bids CANNOT be accepted.

VIII. Addressing of Bids

The bid shall be submitted in a sealed envelope marked with the bidder's return address and must be addressed to:

PURCHASING DEPARTMENT - RFP #5392 – Student Transportation
KENOSHA UNIFIED SCHOOL DISTRICT
3600 52nd Street
Kenosha, WI 53144

The following remarks must be noted on the **outside** of the RFP Mailing packaging:

RFP #5392 STUDENT TRANSPORTATION
Due: Wednesday, April 15th, 2026 at 10:00 AM

IX. Calendar of Events

Issuance Date	02/27/2026
Inquiries Deadline	04/08/2026
Due Date	04/15/2026

Sealed bids will be accepted by the Kenosha Unified School District's Purchasing Department until Wednesday, April 15th, 2026 at 10:00 AM.

The opening will take place at the Educational Support Center. 3600 – 52nd St, Kenosha, where they will then be publicly opened and read aloud. Bidders or their authorized agents are invited to be present for the opening; however, no decisions or evaluation will take place – only an acknowledgement of qualifying receipt. If you would like attend the opening, please notify Corki Roth at (262) 359-6338 or croth@kUSD.edu.

Late bids and bids received via email or facsimile will not be accepted and shall remain unopened.

X. Addenda

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by Kenosha Unified School District's Purchasing Department, posted to our website and furnished to all individuals who have acknowledged receiving copies of the original RFP.

XI. Withdrawal of Bids

Bids may be withdrawn by written or facsimile request received from bidder prior to time and date fixed for bid opening. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened. Withdrawn bids will be retained in the RFP file but remain unopened.

XII. Amendments to Bids

Each bidder will be allowed a period of forty-eight (48) hours after the time and date set for receipt of bids to notify Kenosha Unified School District's Purchasing Department in writing of a material mistake in the bid. Failure of bidder to notify Kenosha Unified School District's Purchasing Department in the manner and within the time limit specified above will constitute a waiver by the bidder of all rights and remedies relative to a material mistake. Formal bid amendments thereto, or requests for withdrawal of bid received by Kenosha Unified School District's Purchasing Department after time specified for opening will not be considered.

XIII. Questions

Bidders with doubt as to the true meaning of any requirements or specifications included in this RFP must submit a written request for clarification to the District personnel listed below:

Corki Roth– Purchasing

3600-52nd Street
Kenosha WI 53144
Phone 262-359-6338
Email croth@kUSD.edu

The Purchasing Agent of the District will work with authorized agents of the District to respond to all inquiries and will render an official response to the question in writing to all bidders. All bidder questions and answers will be publicly posted to the district's Purchasing Department website.

BIDDER QUALIFICATIONS

Executive Summary: Please include an executive summary detailing your understanding of the requirements for this requests, as well as a detailed outline on how your company will address the needs of the District.

Contact Information

Please complete these sections below to indicate the structure of your organization and its ability to conduct business in the State of Wisconsin.

RFP Contact: _____

RFP Contact Email: _____

Title: _____

Name of Firm: _____

- Check One: Corporation
 Partnership
 Individual
 Joint Venture
 Other

Address: _____

Phone: _____

Fax: _____

Years in business: _____

Years the organization has been under its present name: _____

Former names used by your organization: _____

Corporation information:

Date of incorporation: _____

State of incorporation: _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

Individuals / Partnerships:

Date of organization: _____

Names and Addresses of all individuals and partners: _____

Qualified States & Business:

Is your company qualified to do business in Wisconsin? _____

List the states in which partnership or trade name is filed: _____

REFERENCE DATA SHEET

(TO BE COMPLETED AND SUBMITTED WITH BID)

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of all participating government agencies.

Indicate the length of time you have been in business as a company providing the type of service required for this contract. _____ years _____ Months

Provide a minimum of three (3) references that may substantiate past work performance and experience in the type of work required for this contract.

1. Company: _____
Address: _____

Contact: _____
Phone: _____
E-mail: _____

2. Company: _____
Address: _____

Contact: _____
Phone: _____
E-mail: _____

3. Company: _____
Address: _____

Contact: _____
Phone: _____
E-mail: _____

