



Signature Routing Form

AOM Initials: rm 5/20/25

For Superintendent's Approval/Signature

Date: 5/19/2025

Division Head: Erick Hofstetter (Operations)

Initials: EH

Purpose: Superintendent's Approval/Signature

Other: Click here to enter text.

Title of Document: Service Agreement – MTI Bus Company, Inc. - Charter Bus Services

From (if other than Division Head): Click here to enter name & department.

Legal Review: ☐ NO ☒ YES

BOE Approval: ☐ NO ☒ YES

Charge Code: VARIOUS

Notes: Service Agreement – MTI Bus Company, Inc. - Charter Bus Services

DEADLINE and DUE BY AREAS ARE FOR URGENT ITEMS ONLY

Deadline: Choose an item.

Due by: Click here to enter a date

Return documents to: Crystal Holley/Belinda Quillet

For Superintendent's Office Use Only

Date received: 5.20.25

Date returned: 5/21

Processor's Initials: rm



DATE RECEIVED: _____

MATTER ASSIGNED TO: _____

Request for Legal Assistance DCSD Office of Legal Affairs

ATTORNEY – CLIENT COMMUNICATION

PLEASE SUBMIT COMPLETED REQUEST FORM TO
DCSD OFFICE OF LEGAL AFFAIRS.

*** This request is a confidential communication and should be treated as such ***

DESCRIPTION OF REQUEST

Title of Item/Topic: Legal Review and Approval Request - Contract Award
(e.g., contract review, policy matter, etc.)

Date of request: 3/19/2025
days)

Due Date: 3/24/2025 3 to 5 business

Background information/Detail: Contract Award - RFP 25-472- Charter Bus Services – Atlantic Transportation & Coaches LLC, Coast to Coast Tours, LLC, Cooper Global, Eagle Christian Tours, Allstate Tours, LLC dba Elite Tours of Atlanta, Friendship Tours, LLC, Georgia Coach Lines, Inc., MTI Bus Company, R & W Motorcoach, Samson Tours, Inc., and William Charters & Tours, LLC

PROCUREMENT DETAILS (if applicable)

Include details confirming that all applicable DCSD procurement policies and requirements have been adhered to: _____

SUPPORTING DOCUMENTATION

Please attach/include any additional supporting documentation that are relevant to your request.

Description of supporting documentation, if any _____

REQUIRED AUTHORIZATION

Requested by: Darlene Y. Hughes, Esq.

Email: darlene_hughes@dekalbschoolsga.org Telephone: 678-676-1447

Department: Operations Division

Cabinet Member authorizing the request: Erick Hofstetter

LEGAL APPROVAL

Approved as to form by the DCSD Office of Legal Affairs? ☒ Yes ☐ No

-OR- (check one only)

Approved as to form by Outside Legal Counsel? ☐ Yes ☐ No

*Referrals to Outside Legal Counsel must be coordinated and approved by the DCSD Legal Dept.

Approving Attorney (and law firm if Outside Counsel) _____

Comments: _____

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Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer
Division of Operations

FROM: Dr. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: April 21, 2025

RE: **Contract Award ~ RFP 25-472 ~ Charter Bus Services ~ Atlantic Transportation & Coaches LLC, Coast to Coast Tours, LLC, Cooper Global, Eagle Christian Tours, Allstate Tours, LLC dba Elite Tours of Atlanta, Friendship Tours, LLC, Georgia Coach Lines, Inc., MTI Bus Company, R & W Motorcoach, Samson Tours, Inc., and William Charters & Tours, LLC**

At its business meeting on Monday, April 21, 2025, the DeKalb Board of Education approved the contract Award for **RFP 25-472** for the following Charter Bus Services:

- **Atlantic Transportation & Coaches LLC**
- **Cooper Global**
- **Friendship Tours, LLC**
- **MTI Bus Company, R & W Motorcoach**
- **William Charters & Tours, LLC**
- **Allstate Tours, LLC dba Elite Tours of Atlanta**
- **Coast to Coast Tours, LLC**
- **Eagle Christian Tours**
- **Georgia Coach Lines, Inc.**
- **Samson Tours, Inc.**

Please take the appropriate action to affect this directive of the Board.

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance

SERVICE AGREEMENT
BETWEEN THE
DEKALB COUNTY SCHOOL DISTRICT
AND
MTI BUS COMPANY, INC.

Project Name: Charter Bus Services

Service Provider Address: 2581 Sullivan Road, College Park, GA 30337

RFP No.: 25-472

Description: Charter Bus Services

THIS SERVICES AGREEMENT and the below referenced documents attached as Exhibits (hereinafter the "Service Agreement") is made and entered into by and between the **DeKalb County School District** (hereinafter the "DCSD") whose address is **1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083** and **MTI Bus Company, Inc.** (hereinafter the "Service Provider") whose physical address is **2581 Sullivan Road, College Park, GA 30337**. DCSD and Service Provider are referred to herein collectively as the "Parties" and individually as a "Party."

WHEREAS, DCSD desires to retain the services of a competent and qualified Service Provider to provide district wide charter bus services; and

WHEREAS, the DCSD has solicited for these services via an advertised request for proposals and has received responsive proposals thereto; and

WHEREAS, after review and consideration of all responsive proposals, DCSD intends to engage the Service Provider to provide district wide charter bus services; and

WHEREAS, the Service Provider remains agreeable to provide Charter Bus Services and represents that it is competent, qualified, capable, and prepared to do so according to the terms and conditions stated herein;

The Service Agreement consist of:

- a. This Service Agreement (Agreement for Services);
- b. Request for Proposals (RFP) No. **25-472 (Exhibit A)**;
- c. The Service Provider's Proposal to the above-numbered RFP, including pricing, and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this Service Agreement shall not be included in this Service Agreement and shall be given no weight or consideration; **(Exhibit B)**;
- d. Board Directive originally dated **April 21, 2025 (Exhibit C)**; and
- e. Notice of Award dated **April 29, 2025 (Exhibit D)**.

This Service Agreement together with the aforementioned exhibits collectively forms **the Service Agreement**. All prior and contemporaneous negotiations and Service Agreements between the Parties on the matters contained in this Service Agreement are expressly merged into and superseded by this Service Agreement. DCSD shall not be bound by any additional terms and conditions, including but not limited to, terms and conditions related to any provided service or good, limitations of the Service Provider's liability or any other third party's liability, limitation of warranties, packaging, invoices, service catalog, brochure, technical data sheet, electronic disclosures, electronic Service Agreements, or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions of this Service Agreement.

Any inconsistency or conflict among the specific provisions of this Service Agreement shall be resolved as follows:

- a. First, by giving preference to the specific provisions of this Service Agreement and any change orders or modifications issued after execution of this Service Agreement;
- b. Second, by giving preference to the specific provisions of the RFP attached hereto as **Exhibit "A;"**

- c. Third, by giving preference to the specific provisions of Service Provider's Proposal, including pricing and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached hereto as **Exhibit "B,"** except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this shall not be included in this Service Agreement and shall be given no weight or consideration.

NOW, THEREFORE, in consideration of the mutual promises, covenants and Service Agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, DCSD and the Service Provider agree as follows:

ARTICLE 1

PARTIES TO THE SERVICE AGREEMENT

The DCSD's address and its contact person are:

DeKalb County School District
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

Attention: Ms. Carla Smith, Vendor Services Executive Director

Phone: 678-676-0133

Email: Carla_1_Smith@dekalbschoolsga.org

With a copy to:

DeKalb County School District
1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

Attention: Dr. Devon Q. Horton, Superintendent

The Service Provider's contact information is:

Company Name: MTI Bus Company, Inc.

Address: 2581 Sullivan Road
College Park, Georgia 30337

Contact Person: Cameron I. James

Title: Vice President

Phone: (404) 669-0900

Email: cijames@mtilimos.com

Any notice or consent required to be given by or on behalf of any Party hereto to any other Party hereto shall be in writing and shall be sent to DCSD or to the Service Provider by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the above addresses shall be binding unless said address is changed, and provided in writing to the other Party, no less than fourteen days before such notice is sent.

ARTICLE 2

DURATION OF AGREEMENT

- 2.1 **Agreement Term.** The term of this Service Agreement begins on the date executed by the last Party to execute below (hereinafter the "Effective Date"). The performance period for this Service Agreement is one (1) year from the Effective Date.
- 2.2 **Agreement Renewal.** In addition to the base period, there are four (4) one-year optional renewal terms (each a "Renewal Term") to be exercised at the sole discretion and approval of DCSD. Additionally, as required by O.C.G.A. § 20-2-506, this Service Agreement shall terminate absolutely and without further obligation on the part of DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed, but shall be automatically renewed for each subsequent calendar year during the term unless DCSD terminates this Service Agreement, by providing Service Provider with thirty (30) days advance notice of termination prior to the end of the calendar year. Renewal will depend upon the best interests of the DCSD, funding, and Service Provider's performance subject to the other termination methods available to the DCSD herein. Any respective obligations of Service Provider or DCSD hereunder which by their nature would continue beyond the termination, cancellation or expiration of this Agreement shall survive such termination, cancellation or expiration.

ARTICLE 3

SCOPE OF SERVICES

- 3.1 DCSD does hereby retain Service Provider to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the DCSD's Request for Proposal 25-472, to include all attachments and addenda, attached hereto as Exhibit "A" and incorporated herein by reference; and (ii) the Service Provider's final responsive thereto, attached hereto as Exhibit "B" and incorporated into this Agreement by this reference. A complete copy of the Scope of Work section of RFP 25-472, to include the Service Provider's final responsive proposal, is attached as Exhibit "B" and made a part of this Service Agreement.
- 3.2 Service Provider shall be solely responsible for the professional quality, accuracy, competence, methodology, and the coordination of all Services performed pursuant to this Agreement.
- 3.3 DCSD's review, approval, or acceptance of any of the Service Provider's Services shall not be construed to: (i) operate as a waiver of any rights the DCSD possesses under this Agreement; or (ii) waive or release any claim or cause of action arising out of the Service Provider's performance or nonperformance of this Agreement. The Service Provider shall always remain liable to the DCSD in accordance with applicable law for any and all damages to the DCSD caused by the Service Provider's breach of this Agreement.

ARTICLE 4

COMPENSATION

4.1 The Service Provider agrees that the compensation for all services under this Service Agreement shall be the specific price set forth in the attached Exhibit "A" and Exhibit "B." There shall be no add-on charges of any kind.

ARTICLE 5

WORKING RELATIONSHIP

5.1 The Service Provider will function in cooperation with the DCSD's designated representative, which is set forth in Article 1 of this Service Agreement. The Service Provider will consult with the DCSD's representative before finalizing recommendations or taking action at Services milestones or other key decision points. The Service Provider shall fully cooperate with the DCSD and, if applicable, the DCSD's representative or designee. Such cooperation shall include, without limitation, providing any requested information to the DCSD's representative and advising, meeting with, consulting with, and coordinating with the DCSD's representative.

5.2 The DCSD shall have the right, at its sole discretion, to demand and require the Service Provider to remove any employee or subcontractor working for the Service Provider on the Services and to replace the employee or subcontractor without cost or liability to the DCSD.

5.3 For purposes of safety and otherwise, the Service Provider, at all times, shall ensure its ability to thoroughly and clearly communicate, in any and all necessary languages, with the DCSD representative and with the Service Provider's employees, agents, representatives, and subcontractors.

5.4 The Service Provider shall ensure that any and all electronic devices, computers, software, hardware, equipment and other similar and related items that are utilized by the Service Provider, or any entity or person under the Service Provider's supervision or control, do not harm, or allow harm, to the DCSD's computers, systems, networks, and technology. The Service Provider shall take any and all measures possible to protect the DCSD's computers, systems, networks, and technology from viruses and other malicious codes.

ARTICLE 6

INVOICING

6.1 **Invoices.** The Service Provider shall submit invoices, to DCSD, for services rendered pursuant to the attached Exhibit "A" and Exhibit "B." Invoices will be paid by DCSD within thirty (30) days after receipt of the invoice from the Service Provider. All invoices shall be submitted by Service Provider shall be submitted to: Ms. Carla Smith, Executive Director Vendor Services, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

ARTICLE 7

CANCELLATION OR TERMINATION BY DCSD

7.1 DCSD reserves the right to cancel or terminate this Service Agreement at any time for any reason, with notice in writing to the Service Provider. In the event of cancellation or termination, the DCSD shall pay to the Service Provider all compensation earned for actual services rendered. Any cancellation or termination by DCSD shall be effective within thirty (30) business days of the receipt of such cancellation or termination to Service Provider by DCSD.

7.2 Upon termination of this Service Agreement, the Service Provider shall:

- 7.2.1 Cease work under the Service Agreement and take all necessary or appropriate steps to limit disbursements and minimize costs
- 7.2.2 Immediately cease using and return to the DCSD, any personal property or materials, whether tangible or intangible, provided by the DCSD to the Service Provider
- 7.2.3 Cooperate in good faith with the DCSD and its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor(s); and
- 7.2.4 Immediately return to the DCSD any payments made by the DCSD for Services that were not delivered or rendered by the Service Provider.

ARTICLE 8

INDEPENDENT CONTRACTOR

8.1 The Service Provider and its employees shall perform as an independent contractor and not an employee or representative of the DCSD. The Service Provider retains sole and exclusive liability for all contributions, taxes or payments required to be made on account of the Service Provider's employees under federal or state income tax laws, unemployment and workers' compensation acts, social security acts, and all other legislation requiring employer contributions or withholdings.

8.2 The Service Provider shall maintain strict discipline among all personnel employed at DCSD, nor shall any person employed on any Services site have in his or her possession any drugs, alcohol or firearms. Unprofessional conduct, including but not limited to horseplay, wrestling, and fighting, shall not be permitted or allowed. No employee, subcontractor or representative of the Service Provider shall use any tobacco product while at any Services site, on any property owned by DCSD or at any function or event sponsored by or held on behalf of DCSD.

8.3 The Service Provider agrees that the Service Provider is not an employee of DCSD for purposes of the Patient Protection and Affordable Care Act, 42 U.S.C. § 18001, et seq. ("ACA"), or for any other purpose. The Service Provider agrees that the Service Provider will be responsible for reporting requirements under the ACA and certifies that the Service Provider has their own individual health plan coverage. The Service Provider agrees that the Service Provider shall make the necessary federal, state, and local filings and returns as required by law at the appropriate times, including, but not limited to, federal, state, and local income tax (including estimates), filings and returns required by the Self-Employment Contribution Act, and any other filing or return, required by federal, state, or local government. With respect to ACA compliance obligations, Service Provider acknowledges and agrees that:

- Service Provider is responsible for filing Form 1094-C and Form 1095-C with respect to all assigned workers assigned to DCSD;
- Service Provider is responsible for compliance with Internal Revenue Code Section 4980H with respect to assigned workers;
- If requested by DCSD in connection with any governmental audit or inquiry, Service Provider will cooperate in furnishing DCSD with detailed information on assigned workers as reasonably needed for DCSD to respond to such audit or inquiry, and at no additional charge;
- Service Provider will offer health plan coverage to assigned workers (and their dependents) that complies with the ACA's minimum value and affordability requirements and, during the term of their staffing Service Agreement; and
- In addition to any existing indemnification obligations set forth in Article 20, herein, Service Provider agrees to reimburse DCSD for any penalty or tax imposed against DCSD with respect to any assigned worker, and to indemnify and hold harmless DCSD against all liabilities, penalties and fees that may be imposed upon DCSD, under Internal Revenue Code Section 4980H(a) or (b); *provided* that DCSD will provide prompt notice to Service Provider of its receipt of any notice of assessment of penalty or taxes under Code Section 4980H and Service Provider will cooperate fully with DCSD in contesting such assessment and accepting responsibility for its assigned workers.

ARTICLE 9

RESPONSIBILITY FOR SERVICES

9.1 In the performance of this Agreement, the Service Provider warrants that it shall consistently render its best efforts and shall exercise that degree of skill and care which others would exercise in like circumstances and that its Services will be performed without errors or omissions. Service Provider shall be responsible for the accuracy of its Services and any error and/or omission made by the Service Provider in any work under this Agreement, and Contract. Services performed by the Service Provider shall be subject to review and acceptance in stages as required by DCSD. Acceptance shall not relieve the Service Provider of its professional obligation to correct, at Service Provider's own expense, any errors in the Services.

9.2 If Services performed by the Service Provider fail to meet the standards set forth in Paragraph 9.1, DCSD may elect to have the Service Provider re-perform, or cause to be re-performed, at no cost to DCSD any of the Services which fail to meet said standards where: (i) such failure appears during the performance of the Service Provider's Services or within one year from the date of completion of the Service Provider's Services, and (ii) DCSD notifies Service Provider of any such failure within sixty (60) days of the time that the failure becomes apparent. This Paragraph 9.2 shall not be interpreted to limit the right of DCSD to pursue and obtain any and all other remedies against the Service Provider at law or in equity.

9.3 Service Provider warranties that any goods to be produced to or delivered to Owner during the course and scope of work for these Services will be of merchantable quality, free from defects in materials and workmanship.

9.4 DCSD acknowledges that the Service Provider shall be entitled to rely on the accuracy and currency of information supplied by DCSD or by any of the Owner's contractors or consultants, or available from generally accepted reputable sources.

9.5 DCSD MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED.

ARTICLE 10

OWNERSHIP OF WORK PRODUCT

10.1 Any reports, recommendations, estimates, specifications, drawings, technical data, sketches, computer software, and all other information developed, created, procured or requested by the Service Provider in connection with its performance under this Service Agreement (the "Information") shall be the property of the DCSD. In entering into this Service Agreement, the Service Provider hereby transfers to the DCSD all right, title, and interest, including the copyright, in and to the Information.

10.2 Any reports, recommendations, estimates, specification, drawings, technical data, sketches, computer software, and all other information developed by equipment vendors or other third parties that relate to the Services shall be the property of the DCSD. This provision shall not act to transfer rights of DCSDs of standard software or specification packages for which copyright is retained by the developer.

10.3 All original technical data, evaluations, reports and other work product of the Service Provider shall be delivered to the DCSD upon the completion, cancellation or termination of Services under this Service Agreement within three (3) business days of such completion, cancellation or termination. The Service Provider may retain one (1) copy of all documents produced by the Contractor for its permanent file.

ARTICLE 11

ACCOUNTING AND RECORDS

11.1 The Service Provider shall maintain a system of accounting and record keeping for all Services. Further, the Service Provider will allow the DCSD's inspection of necessary supporting receipts and documentation for audit purposes for a period of seven (7) years after completion of Services provided under this Service Agreement.

ARTICLE 12

COMPLIANCE WITH LAWS

12.1 The Service Provider shall comply with all federal, state and local laws, regulations, ordinances, and DeKalb County Board of Education policies that are in any way applicable to the performance of its Services under this Service Agreement including but not limited to laws governing health, safety, the protection or preservation of the environment, and occupational licensing.

ARTICLE 13

EQUAL EMPLOYMENT OPPORTUNITY

13.1 The Service Provider will not discriminate against any worker, employee or applicant for employment because of race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. The Service Provider will take affirmative action to ensure that applicants are employed, and that workers are treated during employment, without regard to their race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

ARTICLE 14

CONTINGENCY FEES

14.1 The Service Provider represents that it has not employed and shall not employ any person other than its own principals and employees to solicit this Service Agreement or any contract with the DCSD, and that it has not and shall not pay any person other than its own principals and employees any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Service Agreement or any other contract with the DCSD

ARTICLE 15

SUBCONTRACTORS

15.1 Service Provider shall manage all work and Services performed under this Service Agreement. Upon the DCSD's prior written consent, the Service Provider may subcontract all or part of the Services to be provided. In such event, the rights and obligations of the Service Provider and the DCSD will not be diminished.

15.2 All of the Service Provider's Subcontractors shall be directly responsible to Service Provider and shall be under the Service Provider's direct supervision. The Service Provider shall be as fully responsible and accountable to DCSD for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by Subcontractors in the performance of Services under this Service Agreement as the Service Provider is for the acts and omissions of persons it directly employs. Other than DCSD being a third-party beneficiary to any Service Agreement between the Service Provider and its Subcontractors, no other contractual relationship between DCSD and any subcontractor is created by any provision contained in this Service Agreement.

15.3 If the Service Provider utilizes Subcontractor(s) with respect to this Service Agreement then the Service Provider will require Subcontractor(s) to comply with all terms and conditions of this Service Agreement including, but not limited to the insurance requirements. The Contractor shall require all Subcontractors to supply a certificate of insurance as required herein before the Subcontractor commences any work.

ARTICLE 16

SUCCESSORS AND ASSIGNS

16.1 The Service Provider shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the DCSD. Subject to the provisions of the immediately preceding sentence, each Party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other Party.

ARTICLE 17

INSURANCE

17.1 The Service Provider and all Subcontractors shall maintain insurance in the types and coverage amounts shown below, which insurance shall provide coverage for Service Provider during the term of this Service Agreement. Prior to the date the Service Provider signs this Service Agreement, the Service Provider shall provide the DCSD with (i) an endorsement from the insurer naming the DeKalb County School District and The DeKalb County Board of Education as an additional insured under the liability policies and (ii) certificate(s) verifying that these insurance coverages and limits are in force. Additional certificates of insurance shall be provided whenever individual policies are renewed (or replaced) on their anniversary date and at such other times as the DCSD requests.

17.2 If the Service Provider is a joint venture involving two (2) or more entities, then each independent entity shall satisfy the limits and coverages specified below or the joint venture will be a named insured under each respective policy specified.

17.3 The insurance requirements of this Contract are:

Type of Insurance	Coverage Limits
Workers Compensation	\$1,000,000
Employer's Liability	\$1,000,000 annual aggregate
Comprehensive General Liability Including Contractual Liability, Bodily Injury and Property Damage	\$2,000,000 annual aggregate \$1,000,000 per occurrence
Comprehensive Auto Liability Bodily Injury and Property Damage Covering Owned, Hired and Non-Owned Autos	\$5,000,000 annual aggregate \$1,000,000 per occurrence
Umbrella or Excess Insurance	\$5,000,000 annual aggregate \$1,000,000 per occurrence

17.4 The Service Provider waives all rights, including rights of subrogation, against the DCSD and its respective directors, officers, partners, Board Members, officials, agents, insurers, subcontractors, consultants and employees for damages covered by any type of insurance during and after the completion of the Work.

- 17.5 Certificates of Insurance must be executed with the following provisions:
- (a) Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Service Agreement;
 - (b) Certificates to contain the project number, location of property, name of property and operations information to which the insurance applies;
 - (c) Certificates are to be issued to:
DeKalb County School District
DeKalb County Board of Education
1701 Mountain Industrial Blvd.
Stone Mountain, GA 30083
Attention: Risk Management Department
 - (d) Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to the DCSD.
 - (e) Service Provider shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

ARTICLE 18

ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

18.1 The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DCSD Contracts for physical performance of services (i.e. public works contracts).

18.2 Service Provider's compliance is set forth in Exhibit "B". The Service Provider warrants and represents that evidence of the Service Provider and their subcontractor(s)' compliance by completing the following forms is included in Exhibit "B" and incorporated herein as reference:

- (a) Immigration and Security Certification
- (b) Contractor Affidavit
- (c) Subcontractor Affidavit
- (d) Sub-Subcontractor Affidavit

ARTICLE 19

TERMINATION FOR CAUSE

19.1 Either Party hereto may terminate this Service Agreement upon giving seven (7) days prior written notice to the other Party in the event that such other Party substantially fails to perform its material obligations set forth herein. Any Party seeking to terminate this Service Agreement for cause shall, as a condition precedent to the termination of this Service Agreement, provide the other Party written notice specifically describing its failure to perform its material obligations and allow that Party thirty (30) days after receipt of the notice in which to cure any performance deficiency.

ARTICLE 20

INDEMNIFICATION

20.1 The Service Provider agrees to hold harmless and indemnify the DCSD, its Board, officers, employees and representatives (herein "Released Parties") from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons, damage to property, or financial loss, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation, defense

or prosecution thereof, to the extent caused in whole or in part by a negligent act, error or omission of the Service Provider or any subcontractor(s), or as a result of defective Services under this Service Agreement. Notwithstanding anything to the contrary in this Agreement, Service Provider shall not be liable for, or have any duty of indemnification with respect to any acts or omissions of DCSD.

20.2 The Service Provider further agrees to release, indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action inuring to the Service Provider from events over which the Released Parties exercise no control. The Service Provider further agrees to indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action arising out of Service Provider's negligent performance under this Agreement.

ARTICLE 21

AGREEMENT ADMINISTRATION

21.1 DCSD and the Service Provider have each appointed certain individuals whose names and phone numbers appear in Article 1 to be their respective representatives in the administration and performance of this Service Agreement. The DCSD's representative shall have no power or authority to change this Service Agreement, or to execute or agree to any change orders. The DCSD may change its representative or declare a designee by written notice to the Service Provider.

21.2 To be binding against the DCSD, and as a condition precedent thereto, any addition, deletion or modification to the terms of this Service Agreement must be in writing and signed by the DCSD. The Service Provider acknowledges that the DCSD does not, and will not be deemed to, waive this condition precedent under any circumstances.

21.3 Failure of the DCSD or the Service Provider to insist in any one or more instances on performance of any of the terms and conditions of this Service Agreement, or to exercise any right or privilege contained in this Service Agreement or the waiver of any breach of the terms and conditions of this Service Agreement, shall not be considered as creating or constituting a waiver of any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect.

21.4 The Service Provider and the DCSD will adhere to all applicable health and safety laws, rules and regulations including Occupational Safety and Health Administration's ("OSHA") Rules and Regulations effective at the time the work was performed.

21.5 This Service Agreement shall be governed by the laws of the State of Georgia.

ARTICLE 22

PUBLIC RECORDS

22.1 The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

ARTICLE 23

FORCE MAJEURE

23.1 The Service Provider will not be responsible or liable in any way for delay or failure to perform its obligations under this Service Agreement during any period which performance is prevented or hindered by conditions reasonably beyond its control, acts of God, fire, flood, and other unusually adverse weather conditions, war, embargo, explosions, riots, laws, rules, regulations and order of any governmental authority.

ARTICLE 24

CAPTIONS

24.1 The headings in this Service Agreement are for the convenience of the Parties hereto and shall in no way affect the construction or interpretation of this Service Agreement or any part hereof.

ARTICLE 25

ENTIRE SERVICE AGREEMENT

25.1 This Service Agreement constitutes the entire and exclusive Service Agreement between the Parties with reference to the Services and supersedes any and all prior communications, discussions, negotiations, understandings, or Service Agreements. This Service Agreement may be amended only by a writing signed by both the DCSD and the Service Provider. The signature of Service Provider below, represents to DCSD that he/she is duly authorized to execute and deliver this Service Agreement on behalf of Service Provider.

ARTICLE 26

MISCELLANEOUS

26.1 Unless otherwise expressly provided to the contrary in this Service Agreement, the term "day" shall mean calendar day.

26.2 Any claim, dispute or other matter in question arising out of or related to this Service Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. The DCSD and Service Provider shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other Party to this Service Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by Service Agreement of the parties or a court order. The Parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Services is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

26.3 The exclusive venue for any civil action arising out of or related to this Service Agreement shall be in the federal, superior, or state courts of DeKalb County, Georgia. If any civil action is instituted to interpret, enforce or rescind this Service Agreement, the prevailing party in such lawsuit shall be entitled to recover, in addition to any other relief awarded, its reasonable attorney fees and other fees, costs, and expenses of every kind, incurred in connection with the lawsuit.

26.4 If any provision of this Service Agreement or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Service Agreement or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Service Agreement shall be valid and enforced to the fullest extent permitted by law.

26.5 This Service Agreement may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Service Agreement. A scanned or photocopy of an original signature shall be deemed an original for purposes of this Service Agreement.

26.6 Service Provider, and all personnel of Service Provider, agree to a background check. The Service Provider, and all personnel of Contractor, shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Service Provider. Additionally, any charges against the Service Provider, or personnel, may be deemed unacceptable in DCSD's sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a "first offender" or dead docketed. Upon receipt and evaluation of DCSD's background check results, DCSD may demand that the personnel named in the check result, not provide services to DCSD premises. Any failure of the Service Provider, or personnel, to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between Service Provider and DCSD. Confirmation of background checks must be submitted in writing prior to commencement of any services to DCSD to: Ms. Carla Smith, Executive Director Vendor Services, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

26.7 Service Provider shall obtain prior written approval from DCSD's Department of Communications before the distribution of any news, press release or any marketing materials, by Service Provider, which mentions DCSD, DeKalb County Board of Education, or any of the schools or centers within DCSD, or uses DCSD's logo or trademark. All requests for prior written approval shall be sent to: Communications Department, DeKalb County School District, 1701 Mountain Industrial Blvd., Stone Mountain, Georgia, 30083.

[signature page follows]

IN WITNESS WHEREOF, the DCSD and the Service Provider, agreeing to the above terms and conditions and intending to be legally bound and each acting through persons duly authorized, have placed their signatures on duplicate original copies of this Service Agreement.

DCSD:

DEKALB COUNTY SCHOOL DISTRICT

By: 
[Signature]

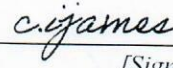
Dr. Devon Q. Horton, Superintendent
Printed Name & Title

1701 Mountain Industrial Blvd
Stone Mountain, Georgia 30083

5-20-25
[Date of Execution]

SERVICE PROVIDER:

MTI BUS COMPANY

By: 
[Signature]

CAMERON IJAMES/VICE PRESIDENT
Printed Name & Title

2581 Sullivan Road
College Park, GA 30337

05/15/2025
[Date of Execution]

EXHIBIT "A"

 DeKalb County School District	Vendor Services Department Procurement 1701 Mountain Industrial Boulevard Stone Mountain, Georgia 30083
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REQUEST FOR PROPOSAL (RFP) 25-472

Charter Bus Services Schedule of Events

EVENT	DATE(S)	TIME	LOCATION
Solicitation Posts	October 10, 2024		https://dekalbschoolsga.ionwave.net
Optional Pre-Proposal Conference	October 24, 2024	11:00 AM	Via Microsoft Teams (registration required)
Site Visit	N/A	N/A	N/A
Deadline to Submit Questions (Q&A)	October 28, 2024	12:00 PM	https://dekalbschoolsga.ionwave.net
Q&A Deadline Responses	November 1, 2024	4:30 PM	https://dekalbschoolsga.ionwave.net
Submission Deadline	November 5, 2024	2:00 PM	https://dekalbschoolsga.ionwave.net
Virtual Public Acknowledgement	November 5, 2024	3:00 PM	Via Microsoft Teams (Registration required)

SUBMISSIONS MUST BE RECEIVED ELECTRONICALLY VIA <https://dekalbschoolsga.ionwave.net>

DeKalb County School District Solicitation Contact Person:
Fred Christopher, Procurement Manager III-Non-Capital
(678) 676- 0217 and/or email at solicitationquestions@dekalbschoolsga.org



1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

<https://dekalbschoolsga.ionwave.net>

REQUEST FOR PROPOSAL

RFP 25-472 CHARTER BUS SERVICES

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DeKalb County School District ("DCSD") extends this offer to submit a proposal for the possible purchase or lease of goods and/or services conforming to the following designated specifications, terms, and conditions. This solicitation will require DCSD Board of Education approval.

Format and Submission of Proposals

Submittal responses to this solicitation will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net>.

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- RFP responses must be submitted electronically via <https://dekalbschoolsga.ionwave.net>.
- Proposals must be presented in a PDF format. All attachments must be identified properly for easy recognition and association.
- Each page of the response must be numbered.
- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a "point-by-point" format may be disqualified.
- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all the required information may be disqualified.

All potential respondents must register as a vendor at <https://dekalbschoolsga.ionwave.net>.

Time is of the essence. Specify your earliest _____ and latest _____ service commencement dates after receipt of award letter.

Approval by the DeKalb County Board of Education

Official approval by the DeKalb County Board of Education is required for this procurement. No contract shall be construed to be formed without the advance official approval of the DeKalb County Board of Education. **The successful offeror will be notified after DeKalb County Board of Education approval.**

Funding Provisions

No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

Compliance with Requirements

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

___ Proposal is in complete compliance with proposal requirements.

___ Proposal deviates from stated requirements as follows:

Cancellation

Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the Offeror.

Fiscal Year Funding Implications

The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options.

This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

Payment to Successful Vendor(s)

Payment for goods and services will be made by electronic funds transfer (EFT). Vendor(s) doing business with DCSD are required to provide EFT payment information when registering as a DCSD vendor at:

<https://www.dekalbschoolsqa.org/purchasing/>

Rights Reserved

DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final.

DCSD reserves the right to request and negotiate a "best and final" response from offerors.

Taxes

Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

F.O.B. Delivery

All prices are to be F.O.B. delivery to various DCSD locations.

Estimated Quantities

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

Exclusions of Trade Usages

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

Conditional Proposals

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

Offeror Failure

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

Georgia Open Records Act

All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

No Assignment of Award

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

The Laws of the State of Georgia

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

2 CFR 200.322(a)***§ 200.322 Domestic preferences for procurements.***

- (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, or other manufactured products).

Additional Terms

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD IONWAVE WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:

<https://dekalbschoolsga.ionwave.net/Login.aspx>

PART I BACKGROUND AND INFORMATION

A. Objectives

The DeKalb County School District (DCSD) is seeking proposals from qualified offerors with professional qualifications, technical competence, and specialized experience to provide district wide charter bus services as outlined in the scope of work in Part III of this RFP.

Awarded offeror shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary to provide charter bus services, in accordance with the requirements of this RFP. There shall be no add-on charges of any kind. DCSD reserves the right to make multiple awards.

B. General Information

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the fourth largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of approximately 93,000 students in pre-kindergarten through grade 12. With 139 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with approximately 14,000 employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and desires to significantly improve leadership, teaching, and student learning to fulfill its mission as an organization for public education.

DCSD includes approximately:

- 77 Elementary Schools
- 19 Middle Schools
- 22 High Schools
- 8 Start-up Charter Schools
- 12 Specialized Learning Centers
- 6 Administrative Centers, and
- 5 Athletic Stadiums

DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

C. Procurement Process

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

D. Addenda

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation.

All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission.

Click on the following link to the Purchasing Bulletin Board: <https://dekalbschoolsqa.ionwave.net>

E. Proposal Contact Person

The assigned contact person for offerors is Fred Christopher, Procurement Manager III-Non-Capital who can be reached at (678) 676-0217 or by email to solicitationquestions@dekabschoolsga.org.

F. Prohibited Contact(s)

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP between the time a request for proposal is formally released and a recommendation is made by the administration to the Board, other than as provided herein. Communication with anyone other than the proposal contact person regarding any portion of this RFP can result in the violating firm being disqualified. Furthermore, no employee, officer, or agent of the DeKalb County Board of Education or DCSD may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.

Board Member Communication with Prospective Vendors

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract between the time a request for proposal is formally released and a recommendation is made by the administration to the Board. If a vendor violates this prohibition during this timeframe, consideration for the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

G. Optional Virtual Pre-Proposal Conference

An optional virtual pre-proposal conference will be held via Microsoft Teams at 11:00 AM EST on Thursday, October 24, 2024.

Prospective offerors must provide the following information by 5:00 PM EST, on Wednesday, October 23, 2024:

Name and Title
Company Name
Telephone Number
Email Address

This information must be sent to solicitationquestions@dekabschoolsga.org. Please enter "Optional Virtual Pre-Proposal Conference – RFP 25-472 Charter Bus Services" in the subject line of your email. An invitation will be sent via Microsoft Teams to those providing the above information no later than Thursday, October 24, 2024, by 10:30 AM EST.

H. Proposal Submission Deadline

All potential offerors must register as a vendor at <https://dekalbschoolsga.ionwave.net>.

Proposals in response to this RFP must be received electronically via IonWave no later than 2:00 PM on Tuesday, November 5, 2024. Proposals received after the stated deadline will not be considered.

I. Virtual Public Acknowledgement

The public acknowledgment will be held virtually through Microsoft Teams on Tuesday, November 5, 2024, at 3:00 PM EST. For those who would like to attend the acknowledgement, please register no later than Monday, November 4, 2024, by 5:00 PM EST, by sending an email to solicitationquestions@dekabschoolsga.org.

Please enter "Public Acknowledgement - RFP 25-472 Charter Bus Services" in the subject line of your email.

An invitation will be sent via Microsoft Teams to those participants no later than Tuesday, November 5, 2024, by 2:30 PM EST.

J. Questions and Answers

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions, all questions shall be submitted electronically to: <https://dekalbschoolsga.ionwave.net>. Questions submitted to any other mailbox, voice mail or e-mail address will not be considered for response. The deadline to submit questions is **Monday, October 28, 2024, at 12:00 PM EST**. Questions received after the deadline will not be considered.

All questions received by the deadline shall be answered in writing and both the questions and answers will be posted to the website <https://dekalbschoolsga.ionwave.net> no later than **Friday, November 1, 2024, at 4:30 PM EST**. Responses to questions will not be posted on official DCSD holidays.

<https://dekalbschoolsga.ionwave.net>

PART II GENERAL REQUIREMENTS

A. Offeror Performance

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations if an award ensues. Failure of the offeror to fully perform these obligations may result in the cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub-offerors or assigned to any third party.

B. News Release

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Executive Director of Communications.

C. Non-Discrimination

DCSD does not discriminate based on race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

D. Drug-Free Workplace

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

E. Smoke-Free Workplace

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

F. Background Checks

A criminal background check must be performed on all contractors, consultants, subcontractors, volunteers and vendors (hereinafter jointly referred to as "Individuals") who provide services on DCSD premises, supervise services on DCSD premises, or has contact with students. These Individuals shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Individual at a cost of \$45.00 per individual.

Additionally, any charges against the Individual, may be deemed unacceptable in DCSD's sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a "first offender" or dead docketed. Upon receipt and evaluation of DCSD's background check results, DCSD may demand that the Individual have no contact with DCSD students or parents or provide services to DCSD premises.

Any failure of the contractor to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between contractor and DCSD.

G. Costs Incurred

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

H. Insurance

Certificate of Insurance and/or ACORD Form is required with solicitation submittal and required upon award. **Upload this documentation under the Response Attachment tab via IonWave titled "Certificate of Insurance".**

The DCSD Director of Risk Management sets insurance and indemnification requirements for each Solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal upon award. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within six (6) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Manager within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement. The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

- (a) Name and address of authorized agent;
- (b) Name and address of insured;
- (c) Name of insurance company;
- (d) Description of coverage in standard terminology;
- (e) Policy period;
- (f) Policy Number;
- (g) Limits of liability;
- (h) Name and address of certificate holder;
- (i) Acknowledgment to the DCSD of notice of expiration or cancellation;
- (j) Signature of authorized agent;
- (k) Telephone number of authorized agent; and
- (l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

(2) Offeror is required to maintain the following insurance coverage during the term of this agreement:

(a) Workers Compensation Insurance in the amounts of the statutory limits established by The General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers' compensation coverage if offeror is an approved self-insurer in the State of Georgia.

(b) Commercial General Liability Policy, or equivalent coverage, to include products and completed operations liability and contractual liability. The Commercial General Liability Policy shall have dollar limits sufficient to ensure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.

(c) Automobile Liability Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to ensure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.

(d) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual occurrence and annual aggregate limit not less than \$2,000,000 per claim.

(e) Professional Liability or Errors & Omissions coverage with limits not less than \$2,000,000 per claim/\$2,000,000 aggregate. The deductible shall not exceed \$10,000 per claim.

(f) Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:

(i) All policies and coverage shall be on an "occurrence" not "claims made" basis (excepting (e) above)

(ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to DCSD.

(iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.

(iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.

(v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.

(vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

(g) Under coverage and certificates required under Sections 2(a), 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:

(i) Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate.

Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.

- (ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity applies to liability assumed by the named insured.
- (iii) Shall include Indemnitees as additional insured except on coverages (2) (a) and (2)(e).
- (iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
- (v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
- (vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section H of this RFP).
- (h) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

I. Indemnification

- 1) The successful offeror shall indemnify, defend, and hold harmless the DeKalb County School Board, the DeKalb County School District, DCSD, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnitees" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.
- 2) The successful offeror shall also indemnify, defend, and hold harmless the Indemnitees from any and all costs, expenses, claims, demands, rights, liabilities and causes of action inuring to offeror from events over which the Indemnitees exercise no control, such as Acts of God, strikes or government restrictions.

Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

J. Illegal Immigration Reform and Enforcement Act of

Upload this documentation under the Response Attachment tab via IonWave titled "IMMIGRATION SECURITY DOCUMENTATION".

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DeKalb County School District solicitations for physical performance of services (i.e., public works contracts). The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.

Offerors must complete and/or have their subcontractors complete the following forms:

- 1) Immigration and Security Certification
- 2) Offeror E-Verify Affidavit
- 3) Contractor Affidavit (Contractor Only)
- 4) Subcontractor Affidavit (Subcontractor Only); and
- 5) Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Offeror E-Verify Affidavit, the Contractor Affidavit, Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your bid response.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulation.

_____ Please check here if the Illegal Immigration and Reform Act of 2011 does not apply to your solicitation, because it is one for items, commodities, or products. If this does not apply to any portion of the solicitation, then the Offeror is not required to complete the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit (reference Attachment page).

K. Interviews

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

L. Contract Terms

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming firm fixed price and other terms shall be signed by the parties. **Services will begin on or about February 2025. The initial contract term shall be one (1) year from the contract execution date.** The contract may contain four (4), one (1) year renewal options contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract.

DCSD reserves the right to terminate any resulting contract for convenience. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and accepted. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the offeror. Non-performance of contract terms shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include,

but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

A contract is attached which includes all of the terms and conditions that the offeror must affirm and comply. **Refer to Attachment L, Sample Service Agreement.** Please review DCSD's attached contract terms and conditions prior to submitting a response to this RFP. Offerors should plan on the contract terms and conditions attached to this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the offeror.

M. Permits and Applicable Laws

By submitting a proposal, offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal.

If an offeror takes exception to a contract term or provision, the offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted as an attachment to the offeror's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

N. Infringement

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

O. Ownership Rights

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

P. Non-Collusion

Upload this documentation under the Response Attachment tab via IonWave titled "Non-Collusion".

Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

Q. Conflict of Interest

Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member.

Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the

award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default.

The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

R. Financial Stability

Upload this documentation under the Response Attachment tab via IonWave titled "FINANCIAL STATEMENTS".

1. Offerors shall provide a copy of their company's audited financial statements for the previous two (2) years – 2022 and 2023. A certified audit is preferred however, an offeror's 2022 and 2023 tax returns and balance sheets will be accepted.
2. Indicate here if your company is publicly traded or not publicly traded:
My company is publicly traded. ☐
My company is not publicly traded. ☐
3. If your company is a publicly traded company, provide a copy of your company's annual report for the previous two (2) years – 2022 and 2023.
4. List all civil and criminal proceedings your company has been the subject of, or named a party in, and provide the outcome of those proceedings. This list should include any lawsuits, administrative actions, or litigation to which your company is currently a party or has been a party. Please explain the basis for all claims, your response to those claims and state whether a settlement was reached, or a judgment entered.
5. State whether your company, or any affiliate currently or previously associated with your company, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratoriums or assignment for the benefit of creditors, or otherwise sought relief from creditors.
6. State whether your company was the subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining your company from engaging in any type of business practice.

S. No Obligation/No Award Guaranteed/Cost to Propose

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP. The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror.

T. Confidentiality and Non-Disclosure

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD.

Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and human resource file contents.

U. Business License

Upload this documentation under the Response Attachment tab via IonWave titled "**BUSINESS LICENSE**".

Offerors shall submit with their proposal, a copy of their valid company business license. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license.

If the offeror is not a Georgia corporation, offeror shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract.

V. Protest Process

This section describes the mandatory administrative procedure whereby Offerors submitting sealed competitive bids/proposals (hereinafter referred to as "bidders") to DCSD for proposals worth \$100,000 or more may challenge the solicitation process, and whereby bidders/Offerors on sealed competitive bids directly related to Vendor Services for proposals worth \$100,000 or more, may challenge contract awards.

1. **Protests.** A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions:
 - a) appropriate identification of the solicitation;
 - b) a statement of reasons for the protest;
 - c) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.
2. **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.
3. **Form of Protest.** At a minimum, the written protest must include the following:
 - a) the name and address of the protestor;
 - b) appropriate identification of the solicitation;
 - c) a statement of reasons for the protest;
 - d) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.

DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting Offeror.

4. **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the Offeror, and is received by the Vendor Services. The protest may be sent by any of the following means:

MAIL: Attention: Carla Smith, Executive Director
DeKalb County School District
Vendor Services

1701 Mountain Industrial Boulevard
Stone Mountain, Georgia 30083

Email: solicitationquestions@dekalbschoolsqa.org

The Offeror must observe the following deadlines when filing a protest:

Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	Two (2) business days prior to the closing date and time of the solicitation as identified on the Invitation to Bid.
Challenge to an Intended or Actual Contract Award	In the event DCSD posts a Notice of Intent to Award ("NOIA"), the protest must be filed within ten (10) calendar days of the date the NOIA is posted.
	In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award ("NOA") is posted.

If a bidder fails to file a protest by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.

5. Stay of procurement during protest review.

When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the facilities management department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the Vendor Services Department makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/Offeree with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

6. Protest Resolution.

The Vendor Services Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

- If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.
- If a protest of the intended/actual contract award is sustained, available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

7. Costs

In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

PART III SCOPE OF WORK

A. Purpose/Project Overview

The DeKalb County School District (DCSD) is seeking highly qualified, experienced, capable, fully licensed for both intrastate and interstate travel, and responsible charter bus service companies to provide a variety of passenger carrier services for DCSD students and staff expressly for educational and school related functions.

DCSD reserves the right to make multiple awards. DCSD at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

Awarded offeror shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other costs and charges, and all things and services necessary to provide Charter Bus Services in accordance with the requirements of this RFP. There shall be no add-on charges of any kind.

DCSD, at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

DCSD reserves the right to add or remove DCSD facilities (schools, centers and portable classrooms) as needed.

B. Project Scope of Services

The District is seeking multiple vendors for this service. This service may not be subcontracted out, except to other bus companies that are on the District's approved carrier list. Any bus that is subcontracted out must be on **Attachment C, Bus List – Equipment Summary** of the approved carrier providing the subcontracted service(s).

Special Instructions And Conditions

1. Offeror shall provide ground transportation for students and staff to and from school related activities.
2. Services may be required for one (1) or more days of travel and include overnight stay.
3. Services may be required for intrastate and interstate travel. Some examples of recent DCSD trips include:

a. Field Trip Example

Travelers: (Who will be traveling i.e. school, organization, team, i.e. Blue Elementary School 5th Graders)
 Purpose of Travel: (Field Trip, Sporting event)
 Number of Travelers: 25
 Departure Date: December 15, 2024
 Departure Location: (Where the trip will depart from; Moss High School)
 Coach Arrival Time: (The time the bus needs to arrive for before departure)
 Departure Time: (The expected time of departure)
 Destination: (Where the trip is headed, i.e. Atlanta Aquarium)
 Destination Arrival Time: (Expected time of arrival at destination, 9:15 AM)
 Length of Stay: (The scheduled time in hours the trip will remain at the destination, i.e. 4-hours)
 Return Date: December 15, 2024
 Return Departure Location: (The location where the trip will return, i.e. Atlanta Aquarium)
 Return Departure Time: (The expected time of departure from the event, i.e. 5:45 PM)
 Arrive Back Location: The location where the trip will return to, i.e. James High School)
 Arrive Back Time: (The expected time the trip will arrive at the Arrive Back Location, i.e. 7:30 PM)

b. Athletic Department Field Trip Example

Travelers: Stephenson High School Football Team/Three (3) Coaches for Football, Four (4) Coaches for Band
 Purpose of Travel: State Playoff Game
 Number of Travelers: 56
 Departure Date: January 6, 2025
 Departure Location: Stephenson High School
 Report Time for Travelers: 9:30 AM
 Departure Time: 10:00 AM
 Destination: Ware County High School, Waycross, Georgia
 Arrival Time at Destination: 3:00 PM
 Length of Stay: Seven (7) hours
 Return Date: January 6, 2025
 Return Departure Location: Ware County High School, Waycross, Georgia
 Return Departure Time: 10:00 PM
 Arrive Back Location: Stephenson High School
 Arrive Back Time: 3:00 AM

4. Offeror shall list the variety and quantity of available fleet vehicles, including but not limited to full size buses (each providing minimum seating for 47-55 passengers); and mini coaches. Full size buses shall be "suburban or intercity coach" style accommodations (build on a "heavy" chassis as defined in the bus industry), with lavatory facilities, heat and air conditioning, tinted glass (preferable), overhead baggage or parcel racks, adequate headroom (a minimum of 74 inches preferable), and other features normally associated with comfortable suburban or intercity passenger service. Upon at least 48-hours prior notice, Offeror must ensure that the requested fleet vehicle(s) is readily accessible to and usable by individuals with disabilities, including but not limited to individuals who use wheelchairs and/or ramps. The entry doorstep height should be as low as is practical to permit easy boarding by passengers. In their proposal, the Offeror shall provide accommodation specification associated with other types of vehicles such as mini coaches. Offerors are not required to bid both types of vehicles to submit a proposal for this solicitation. Note: Offeror shall include all full-size buses on Attachment C, Bus List/Equipment Summary. Upload this documentation under the Response Attachment tab via IonWave titled "Attachment C – Bus List/Equipment Summary".

5. Each vehicle shall be equipped to meet all applicable federal and state Highway Specifications, Interstate Commerce Commission specifications and local specifications, safety standards, emission requirements, and handicap provisions. It is preferred that each bus have a front destination sign. Offeror shall state if their vehicles are equipped with wheelchair lifts to allow persons with wheelchairs to board on Attachment C, Bus List – Equipment Summary.
6. Each vehicle shall be maintained in good working condition, to include but not limited to properly functioning reclining seats, overhead bins that close, and operable interior lights, if applicable. **Each vehicle shall not be more than six (6) years old.** Overall appearance, interior and exterior, must be clean, in good repair, and free of unpleasant odors.

If an awarded charter bus service vehicle breaks down in a location that makes it impossible or unrealistic for the charter bus service to efficiently recover the students, the charter bus service may utilize the nearest/closest federally approved and fully insured carrier to assist the broken-down bus. The replacement carrier must be compliant with the U.S. Department of Transportation ("DOT") regulations. The District will ensure the replacement carrier's compliance via the DOT's Safety Measurement System (<https://ai.fmcsa.dot.gov/sms/>).
7. Equipment Summary. Offerors shall provide a summary of all vehicles that may be provided to DCSD for use. Refer to Attachment C, Bus List - Equipment Summary. In addition, offerors shall provide a current copy of the Georgia Department of Public Safety vehicle annual inspection report with a satisfactory rating for all vehicles listed on Attachment C, Bus List/Equipment Summary. **Upload this documentation under the Response Attachment tab via IonWave titled "Attachment C – Bus List/Equipment Summary".**
8. Storage of all vehicles shall exclusively be the responsibility of the Offeror.
9. All drivers of the vehicles shall have specialized driver training. Drivers shall have received customer relations training prior to providing any services under this contract. All customer service complaints received by the Contractor shall be reported verbally to the DCSD within 24 hours and followed up in writing within ten (10) working days.
10. All drivers must have a Commercial Driver's License (CDL) with a Passenger endorsement from the Department of Driver Services (DDS). Offerors are required to provide a list of all certified drivers under the company's employment on the Driver Certification Form and include a copy of each driver's license. Refer to Attachment B, Driver Certification Listing. **Upload this documentation under the Response Attachment tab via IonWave titled "Attachment B – Driver Certification Listing".**
11. All drivers must have a valid medical certificate. **Upload this documentation under the Response Attachment tab via IonWave titled "Valid Medical Certificate".**
12. The contractor shall be responsible for paying all toll charges, licenses, fees, taxes, parking fees, violation fines, and other operating costs incurred by the Contractor as part of this program. **There shall be no add-on charges of any kind.**
13. If lodging is required, the contractor will book and pay the actual lodging costs of the driver. Driver's meals shall be the responsibility of the Contractor.
14. All vehicles shall be equipped with two-way radios, cellular telephones, or like equipment that will enable communication with the Contractor's administrative and maintenance facility.
15. The Contractor shall be responsible for providing all services, equipment, functions, and all things necessary for the safe, reliable, and efficient operation of the vehicle service that are not specifically discussed herein.
16. The driver shall not smoke or operate a cell phone while performing the services provided for herein.
17. All Contractor drivers providing services to DCSD shall have been issued a DCSD identification badge. Badges are issued to drivers once a background check has been completed by the DCSD. The cost of

- performing driver background check will be billed to the Contractor for payment (see Part II, F). Drivers who have not been issued an identification badge by the DCSD will not be permitted to perform services and shall immediately be replaced by an employee already in possession of DCSD identification badge.
18. During field trips, bus and driver must remain with the group from DCSD departure through return to DCSD school/facility.
 19. Driver must have precise directions to specified locations upon arrival at DCSD, and not rely on DCSD staff.
 20. No friends or family of the driver are to accompany them on any trip at any time.
 21. Charter Buses must arrive at Pick-Up location at least twenty (20) minutes prior to departure time.
 22. Awarded Carriers must immediately contact the Requestor or designee for any of the following while contracted for an event: Bus accident (all types, minor and major); Breakdowns (All incidents in which the bus is not able to precede); Delays (Any delay which will impair the departure/arrival).
 23. All contract bus drivers will always present themselves in a professional manner with both students and staff during contract event period. Failure to do so will disqualify said driver from further contracts with DCSD.

Vehicle Maintenance

- a. The Contractor shall be fully responsible to meet or exceed all Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) required inspections. During the term of the contract, the DCSD reserves the right to review current vehicle inspection and repair records.
- b. The Contractor shall be responsible for providing fuel, lubricants, tools, and employee uniforms.
- c. All vehicles shall have operable heating and air conditioning.
- d. DCSD expects all buses provided under this RFP to be in top operating condition. Firms that provide substandard buses that cause breakdowns, delays or otherwise inconvenience the participants or put them at risk, will be debarred for a to-be-determined length of time from participating in DCSD solicitations until such time as all problems have been demonstrated to have been corrected.
- e. Offeror shall provide information in their proposal of any additional services they will provide (i.e. lodging arrangements, tour guide arrangements, tour itinerary, etc.)

Request For Service/Reservations

- a. Individual schools or departments will contact the awarded offeror to request a quote and the pricing shall be based on pricing submitted in the proposal. The District may request services verbally or in writing. However, verbal orders must be acknowledged by the contractor within five (5) calendar days from the date of the order on the Contractor's standard confirmation form.
- b. DCSD has the right to request departure points anywhere within the County, weekdays, or weekends, at no additional charge.
- c. Notice of cancellation for a trip after reservations have been made, shall be given 24 hours before departure time at no cost to the DCSD. For service where less than 24-hour notice is given, except for weather conditions, the District agrees that Contractors may charge \$250.00 as a cancellation fee, if cancelled before leaving the terminal or cancelled on the job.
- d. DCSD has the right to revise or cancel trips due to snow emergency or other weather conditions, within two (2) hours' notice prior to the first pick-up, without financial penalty, and to revise departure and return times, trip intervals and number of trips during the time period covered by the contract without any additional cost to the DCSD.

Method Of Ordering

Purchase order(s) for bus services will be issued as required throughout the period of this contract and will become an integral part of the resulting contract. The purchase order(s) does not supersede any provision of the resulting contract. Blanket purchase order(s) may be issued by the Using Department in place of individual purchase orders, to expedite the procurement process for contracted services.

Cost Of Services

The Offeror shall include all charges incurred in fulfilling the terms of each contract. Contractors shall provide a cost breakdown for each service separately (i.e., hourly, daily, per mile, overnight stay, etc.). Pricing should include all reasonable expenses incurred by the Contractor (i.e., fuel, mileage, lodging (if applicable), etc.). Refer to Attachment A, Cost Proposal Form.

C. Brochures, Catalogs, Manuals, Websites, Literature

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, and any other marketing and informational media which will support and enhance their submission value.

D. Added Value

Offerors are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to DCSD in their RFP responses. Attach and label as **"ADDED VALUE."**

E. Technical Proposal

DCSD advertises this RFP as an opportunity for interested and qualified firms specializing in providing assessment services for science centers to submit responses consistent with the scope of work stated herein. Respondents to this RFP are encouraged to submit their most comprehensive, innovative and creative proposals for services for DCSD.

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the needs of DCSD, based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

Technical Proposals shall include the following:

Compliance Information

Firms must meet minimum criteria as specified to receive further consideration. This is a compliance section and carries no evaluation points. Proposals shall include the following:

The submitting company must be licensed by the State of Georgia or otherwise duly licensed in such a manner as to be able to provide all services specified in this RFP in Georgia and all documents must be in the name of the submitting company.

All employees of the submitting company that are assigned to this project must be either licensed by the State of Georgia or, if licensed by another state, authorized by Georgia to provide the licensed services in Georgia. Company must submit copies of all employees' licenses that will be assigned to this project.

Litigation Information: Identify and briefly discuss any instances in the past five (5) years where your contract was terminated, with or without cause. Provide Owner name, project name and Owner Project Representative Name and Number. For joint ventures responding to this RFP, provide the above information as it pertains to the joint venture and for each partner or entity creating said joint venture. **If there is no failure or failures to complete a contract, please include a statement that the Firm has never failed to complete a contract or contracts or have defaulted or have been declared in default on any contract.**

Identify any legal actions that have been filed against your company for services rendered in connection with in the past (5) years. Provide a brief explanation for each occurrence and the outcome/disposition. **If there have been no legal actions filed against your company, please include a statement that the Company has not had any legal actions filed against them in the past five (5) years.**

Evaluation Criteria

An Evaluation Committee will evaluate the proposals using the following criteria:

1. Firm's Overview (15 points)

- a. Provide a full and complete company profile to include, but not limited to Firm's name, address, headquarters and or branch office handling this project, as well as primary contact name, title, related telephone/fax numbers and email address.
- b. State how many years licensed to do business under the name stated above. Describe firm ownership structure and history.
- c. List the number of permanent licensed employees and provide an organizational chart of the firm. Include management-level employee(s) the firm intends to assign to the project. Include a professional biographical summary including any certifications/licenses and detailed outline of the role and responsibility of each employee that will be assigned to the project.

2. Scope of Services (25 points)

- a. Please provide your company's comprehensive and proposed strategy for providing charter bus services as outlined in the scope of work: Special Instructions, Vehicle Maintenance and Request for Services/Reservations. Please be detailed and specific in your response to each requirement.
- b. Provide the name and telephone number of the individual(s) that can be contacted in case of an emergency or for services needed after hours, holidays or weekends.
- c. Provide your company procedures and timeline to replace a disabled bus within the State of Georgia, outside the State of Georgia, i.e. accident breakdown, etc.
- d. Describe in detail your company training and education program for employees.
- e. Describe in detail your company's ability for accommodating disabled and special needs riders.
- f. Describe in detail amenities on units (bathrooms, TV/DVD, Wi-Fi, etc.)

3. Firm's Relevant Experience and Expertise (25 points)

- a. Submit past experience with projects that are comparable in scope and organizational size which best illustrates your firm's ability to provide charter bus services for K-12 school districts. While K-12 experience is preferred, experience with other governmental entities is allowed.

Please list no more than ten (10) projects and do not list projects that were not completed by your firm or completed over ten (10) years ago. Each project listed should include the following information:

1. Company/Entity Name
2. Mailing Address
3. Contact Name, Phone Number, and Email Address
4. Scope of Services Provided
5. Project Start and Finish Date

4. References (5 points)

- a. Minimum of three (3) references required. Offers must complete and upload Attachment H, Offeror Client Reference Form. Information provided on Attachment H: Offeror Client Reference Form, must be legible.

DCSD reserves the option of contacting any of the references provided to confirm information provided.

5. Cost Proposal (30 points) – Do not include with Technical Proposal

- a. Indicate your proposed price to provide the services as stated in this RFP using **Attachment A – Cost Proposal Form** provided as part of this RFP.
- b. Please provide any and all pricing breakdown as requested on the **Attachment A-Cost Proposal Form**.
- c. The **Attachment A-Cost Proposal Form** shall not be altered in any way. Any alterations to the provided cost proposal form may cause your company to be deemed non-responsive and disqualified from further consideration.
- d. The **Attachment A-Cost Proposal Form** shall be signed by an authorized company representative. Failure to sign the **Attachment A-Cost Proposal Form** may result in your proposal being deemed non-responsive.

Relative Weight	Evaluation Criteria
15	Firm's Overview
25	Scope of Services
25	Firm's Relevant Experience and Expertise
5	References
30	Cost Proposal
100 points	

F. Transition Plan/Transition on Commencement of Contract

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

Transition and Continuity of Service upon Expiration of Contract

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

- a. Exercise best efforts and cooperation for an orderly and efficient transition to another provider or to DCSD.
- b. Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing provider shall provide sufficiently experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.
- c. All DCSD property (including but not limited to, students and DCSD records, parts, equipment, facilities, keys, and materials) shall be returned to DCSD upon expiration of contract.
- d. Offeror shall include in their response any DCSD or any subsequent contractor requirements if offeror is awarded this contract and does not retain this contract upon its expiration.

G. REQUIRED CONTENT / DOCUMENT CHECKLIST

All potential respondents must register as a vendor at <https://dekalbschoolsga.ionwave.net/Login.aspx>.

IMPORTANT NOTICE: Submittals to this solicitation will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net/Login.aspx>.

IonWave will not accept a bid submission without the required documents listed below. Failure to upload the required information and/or documentation required in this solicitation may cause the submission to be declared non-responsive and rejected.

Offerors are required to upload one (1) pdf. copy electronically via <https://dekalbschoolsga.ionwave.net/Login.aspx> of their response. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

The Request for Proposals document, RFP 25-472 Charter Bus Services (MUST BE the first document in the submission); this document is located at <https://dekalbschoolsga.ionwave.net/Login.aspx>

Table of Contents for your submission

- Addenda – Each individual Addendum must be printed, signed, and inserted immediately following the Table of Contents (Upload Required)
- Audited Company Financial Statements/Company Annual Reports for 2022 and 2023 (Upload Required)
- Business License (Upload Required)
- Certificate of Insurance (Upload Required)
- Valid Medical Certificate (Upload Required)
- Attachment A – Cost Proposal Form/Fee Schedule (Upload Required)
- Attachment B – Driver Certification Listing (Upload Required)
- Attachment C – Bus List/Equipment Summary (Upload Required)
- Attachment D – DCSD Locations and Addresses
- Attachment E – Non-Collusion (Upload Required)
- Attachment F – Conflict of Interest (Upload Required)
- Attachment G – Critical Paragraphs (Upload Required)
- Attachment H – Offeror Client Reference Form (Upload Required)
- Attachment I – Statement of Confidentiality (Upload Required)
- Attachment J – Suspension and Debarment Certification (Upload Required)
- Attachment K – Immigration & Security Certification (Upload Required)
- Attachment L – Sample Service Agreement
- Attachment M – Signature Page (Upload Required)
- Technical Proposal (Upload Required)
- Brochures, Catalogs, Manuals, Websites, Literature, and other marketing media
- Added Value

EXHIBIT "B"



RFP 25-472 Addendum 4 MTI BUS COMPANY Supplier Response

Event Information

Number: RFP 25-472 Addendum 4
Title: Charter Bus Services
Type: Request for Proposal-Non Capital
Issue Date: 10/10/2024
Deadline: 11/5/2024 03:00 PM (ET)

Contact Information

Contact: Fred Christopher
Address: 1701 Mountain Industrial Blvd
Stone Mountain, GA 30083
Phone: 1 (315)
Email: solicitationquestions@dekalbschoolsga.org

MTI BUS COMPANY Information

Address: 2581 SULLIVAN RD
COLLEGE PARK, GA 30337
Phone: (404) 669-0900

By submitting your response, you certify that you are authorized to represent and bind your company.

CAMERON IJAMES

Signature

Submitted at 11/5/2024 11:03:02 AM (ET)

CIJAMES@MTILIMOS.COM

Email

Requested Attachments

Audited Financial Statements 2022	2022 Requested Financials.pdf
Audited Financial Statements 2023	2023 Requested Financials.pdf
Business License	MTI Limo 2024 Business License.pdf
Certificate of Insurance	Insurance - MTI Limo and Shuttle Services Inc.pdf
Attachment A - Cost Proposal Form	Cost Proposal.pdf
REVISED Attachment B - Driver Certification Listing	Driver List.pdf
Attachment C - Bus List/Equipment Summary	MTI VEHICLE LIST 4.30.24.pdf
Attachment E - Non-Collusion	Non Collusion.pdf
Attachment F - Conflict of Interest	Conflict of Interest.pdf
Attachment G - Critical Paragraphs	Critical Paragraphs.pdf
Attachment H - Offeror Client Reference Form	Attachment H.pdf
Attachment I - Statement of Confidentiality	Attachment I.pdf
Attachment J - Suspension and Debarment Certification	Attachment J.pdf
Attachment K - Immigration & Security Certification	Scanned from a Xerox Multifunction Printer.pdf
Attachment M - Signature Page	Attachment M.pdf
Technical Proposal	DEKALB rfp.pdf
Brochures, Catalogs, Manuals, Website, Literature, etc.	No response
Added Value	No response
RFP 25-472 Addendum No. 1	RFP 25-472 Addendum No. 1 (1).pdf
RFP 25-472 Addendum No. 2	RFP 25-472 Addendum No. 2.pdf
RFP 25-472 Addendum No. 3	RFP 25-472 Addendum No. 3(1).pdf
RFP 25-472 Addendum No. 4	RFP 25-472 Addendum No. 4 (1).pdf

2024

City of College Park
3667 Main Street, College Park, Georgia 30337
OCCUPATION TAX CERTIFICATE

Business Classification

LIMOUSINE SERVICE

Expiration:

12/31/2024

License #

6065

Licensee Name

MTI LIMO & SHUTTLE SERVICES

Name of Business

MTI LIMO & SHUTTLE SERVICES

Business Location

2581 SULLIVAN RD
COLLEGE PARK, GA 30337



This certificate must be posted in a conspicuous place.

This certificate entitles business to be conducted in the conformity with and subject to the provisions of the ordinances of the City of College Park and the laws of the State of Georgia.

Shavala Moore

Shavala Moore
City Clerk



SECTION 7 - INSURANCE AND RISK MANAGEMENT PROVISIONS

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Page 1

Insurance and Risk Management Provisions

The following is the minimum insurance and limits that the Contractor/Vendor must maintain. If the Contractor/Vendor maintains higher limits than the minimum shown below, Fulton County Government requires and shall be entitled to coverage for the higher limits maintained by the Contractor/Vendor.

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.

- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Project Name, Number and Description must appear on the Certificate of Insurance).
- A combination of a specific policy written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government. Evidence of said insurance coverages shall be provided on or before the inception date of the Contract.

Accordingly the Respondent shall provide a certificate evidencing the following:

1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE STATUTORY (In compliance with the Georgia Workers Compensation Acts, including but not limited to U.S. Longshoremen and Harbor Workers Act and any other State or Federal Acts or Provisions in which jurisdiction may be granted)

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$500,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$500,000

2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	\$2,000,000
(Other than Products/Completed Operations) General Aggregate		\$3,000,000
Products/Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000

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Bus and Shuttle Services FY 25
Page 2

3. **BUSINESS AUTOMOBILE LIABILITY INSURANCE**

Bodily Injury & Property Damage Each Occurrence \$2,000,000
(Including operation of non-owned, owned, and hired automobiles).

4. **UMBRELLA LIABILITY** Per Occurrence/Aggregate \$2,000,000/\$2,000,000
(in excess of above noted coverage)

Certificates of Insurance

Contractor/Vendor shall provide written notice to Fulton County Government immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled or altered. Certificates of Insurance are to list Fulton County Government, its Officials, Officers and Employees as an Additional Insured (except for Workers' Compensation), using ISO Additional Insured Endorsement form CG 2010 (11/85 version), its' equivalent or on a blanket basis.

The Contractor/Vendor insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County Government.

If Fulton County Government shall so request, the Contractor/Vendor shall furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation and Professional Liability), with no Cross Suits exclusion.

Such certificates and notices must identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance Department
130 Peachtree Street, S.W.
Suite 1168
Atlanta, Georgia 30303-3459

Certificates must list Project Name (where applicable).

Important:

The obligations for the Contractor/Vendor to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Contractor/Vendor from any liability incurred as a result of their activities/operations in conjunction with the Contract and/or Scope of Work.

USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials (Where applicable).

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Professional Services Indemnification. With respect to liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments that arise or are alleged to arise out of the Consultant/Contractor's acts, errors, or omissions in the performance of professional services, the Consultant/Contractor shall indemnify, release, and hold harmless Fulton County, its Commissioners and their respective officers, members, employees and agents (each, hereinafter referred to as an "Indemnified Person"), from and against liability, damages, costs, expenses (including reasonable attorney's fees and expenses incurred by any of them), claims, suits and judgments only to the extent such liability is caused by the negligence of the Consultant/Contractor in the delivery of the Work under this Agreement, but such indemnity is limited to those liabilities caused by a Negligent Professional Act, as defined below. This indemnification survives the termination of this Agreement and shall also survive the dissolution or to the extent allowed by law, the bankruptcy of Consultant/Contractor.

For the purposes of the Professional Services Indemnity above, a "Negligent Professional Act" means a negligent act, error, or omission in the performance of Professional Services (or by any person or entity, including joint ventures, for whom Consultant/Contractor is liable) that causes liability and fails to meet the applicable professional standard of care, skill and ability under similar conditions and like surrounding circumstances, as is ordinarily employed by others in their profession.

Consultant/Contractor obligation to indemnify and hold harmless, as set forth hereinabove, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product or service, or other tort or any type whatsoever, or any actual or alleged violation of trade regulations.

Consultant/Contractor further agrees to indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Consultant/Contractor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

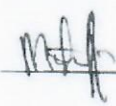
PROTECTION OF PROPERTY

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed (Where applicable).

CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THE AFOREMENTIONED STATEMENTS, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.

COMPANY: MTI LIMO AND SHUTTLE SERVICES INC SIGNATURE: 

NAME: MIKE TOYE TITLE: CEO

DATE: 10/31/24

CERTIFICATE OF INSURANCE				DATE (MM/DD/YYYY) 10/25/2024
PRODUCER AND THE NAMED INSURED Evolution Insurance Brokers, LLC. 8722 S. Harrison St. Sandy, UT 84070 (801) 304-5500		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE OF INSURANCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE INSURANCE POLICIES BELOW.		
INSURED MTI Bus Company, Inc. DBA: 2581 Sullivan Rd College Park, GA 30337		INSURERS AFFORDING COVERAGE INSURER A: Prime Insurance Company INSURER B: INSURER C: - Company #12556		
COVERAGES		"LIMITS SHOWN ARE THOSE IN EFFECT AS OF POLICY INCEPTION"		743386
The policies of insurance listed below have been issued to the insured named above for the policy indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Aggregate limits shown may have been reduced by paid claims.				
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
☐ Commercial Liability ☐ Claims Made ☐ Exclude Products ☐ Exclude Completed Operations				
☒ Commercial Auto Liability ☐ Any Auto ☐ All Owned Autos ☒ Scheduled Autos ☐ Hired Autos ☐ Non-Owned Autos ☐ Drive Away ☐ Specifically Described Autos	SC24081108	09/11/2024	09/11/2025	\$7,000,000 Per Accident \$725,000 Physical Damage-total scheduled value \$25,000 U.M. Per Person \$50,000 U.M. Per Accident \$25,000 U.M. Property Damage
☐ Commercial Garage Liability ☐ G.K.L.L. ☐ O.T.R.P.D. ☐ D.O.G. ☐ Cargo ☐ On Hook ☐ Contractual Liability Indemnification ☐ Wrongful Repossession ☐ Exclude Completed Operations ☐ Exclude Products ☐ Claims Made ☐ Excess Liability ☐ Claims Made				
OTHER				
DESCRIPTION OF OPERATION/LOCATION/VEHICLE/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Coverage is limited to only insured activities or operations identified in the Policy.				
☒ CERTIFICATE HOLDER ☐ ADDITIONAL INSURED ☐ LOSS PAYEE ☐ WAIVER OF SUBROGATION ☐ PRIMARY AND NON-CONTRIBUTORY				
PROOF OF INSURANCE .		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NO WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE 		

UDA-F-030 14FEB2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RRL Insurance Agency 4450 W. Eau Gallie Blvd., Suite 115 Melbourne FL 32934		CONTACT NAME: PHONE (A/C, No, Ext): 800-407-4077 E-MAIL: policies@RRL-ins.com FAX (A/C, No): 321-752-7980
INSURED MTI Limo and Shuttle Service, Inc. 2581 Sullivan Road College Park GA 30337		INSURER(S) AFFORDING COVERAGE INSURER A: Prime Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
License#: L089001 MTICAR-01		NAIC # 12588

COVERAGES

CERTIFICATE NUMBER: 959716267

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJ. ☐ LOC ☐ OTHER					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		SC24091087-0	9/10/2024	9/10/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A				PER STATE ☐ OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate for Insurance Verification purposes only
2019 Freightliner M2 1FVACXFC4KHK5603
2019 Freightliner M2 3ALACXFC4KDKL6476
2019 Freightliner M2 1FVACXFC0KHK4206
2019 Freightliner Thomas 4UZABRFC0KCJZ4451
2019 Freightliner Thomas 4UZABRFC4KCJZ4453
2017 Freightliner M2 EXECUTIVE 3ALACXDT6HDJG9337
2016 Ford F550 1FDGF5GY6GEB88618
See Attached...

CERTIFICATE HOLDER**CANCELLATION 00******PROOF OF INSURANCE****

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER RRL Insurance Agency 4450 W. Eau Gallie Blvd., Suite 115 Melbourne FL 32934		CONTACT NAME: PHONE [A/C, No, Ext]: 800-407-4077 FAX [A/C, No]: 321-752-7980 E-MAIL ADDRESS: policies@RRL-ins.com
INSURED MTI Limo and Shuttle Service, Inc. 2581 Sullivan Road College Park GA 30337		INSURER(S) AFFORDING COVERAGE INSURER A: Burlington Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
License#: L089001 MTICAR-01		NAIC # 23620

COVERAGES

CERTIFICATE NUMBER: 931580285

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY		892B016941	9/18/2024	9/18/2025	
	☐ CLAIMS-MADE ☒ OCCUR					EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMPIOP AGG \$ Included
						\$
	AUTOMOBILE LIABILITY					
	☐ ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB ☐ OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED ☐ RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N		N/A			PER STATUTE ☐ OTH-ER ☐
	If yes, describe under DESCRIPTION OF OPERATIONS below					E L EACH ACCIDENT \$
						E L DISEASE - EA EMPLOYEE \$
						E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as Additional Insured with respects to their interest in the operations of the named insured.

CERTIFICATE HOLDER**CANCELLATION 30 Days******PROOF OF INSURANCE****

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Client#: 2009160 595MTILIM

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services LLC 7391 Hodgson Memorial Drive Savannah, GA 31406 912 544-5050		CONTACT NAME: Tracy Allmond PHONE (A/C, No, Ext): 912 544-5050 FAX (A/C, No): E-MAIL ADDRESS: tracy.allmond@mcgriff.com	
INSURED MTI Limo & Shuttle Service Inc 2581 Sullivan Road Atlanta, GA 30337-6203		INSURER(S) AFFORDING COVERAGE INSURER A: BusinessFirst Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 11697	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	52118759	09/01/2024	09/01/2025	PER STATUTE ☒ OTH-ER ☐ E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

** Workers Comp Information **

Other States Coverage

Proprietors/Partners/Executive Officers/Members Excluded:

Mike Toye, Chief Executive Off

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Amor

ACORD 25 (2016/03) 1 of 1
#S35681837/M35414994

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TALLM

Attachment A
RFP 25-472
Charter Bus Services

COST PROPOSAL FORM

The Offeror shall include all charges incurred in fulfilling the terms of each contract. Contractors shall provide a cost breakdown for each service separately (i.e., hourly, daily, per mile, overnight stay, etc.). Pricing should include all reasonable expenses incurred by the Contractor (i.e., fuel, mileage, lodging (if applicable), etc.)

NOTE: PRICING MUST BE PROVIDED IN THE REQUESTED FORMAT. PRICING PROVIDED IN OTHER FORMAT WILL BE DEEMED NON-RESPONSIVE AND YOUR PROPOSAL WILL NOT BE CONSIDERED.

Rate for full contained Charter Coach:

A. IN STATE TRAVEL

1. Up to 35 passenger mini-bus

\$ 650.00 for first 5 hours and \$ 130.00 per hour thereafter

\$ 1300.00 *Daily Rate

*Number of hours required to convert to daily rate 10

\$ 3.50 Rate per mile

2. Up to 40 passenger mini-coach

\$ 700.00 for first 5 hours and \$ 140.00 per hour thereafter

\$ 1400.00 *Daily Rate

*Number of hours required to convert to daily rate 10

\$ 4.00 Rate per mile

3. Up to 56 passenger full-size coach

\$ 900.00 for first 5 hours and \$ 180.00 per hour thereafter

\$ 1800.00 *Daily Rate

*Number of hours required to convert to daily rate 10

\$ 5.00 Rate per mile

B. OUT OF STATE TRAVEL**1. Up to 35 passenger mini-bus**

\$ 650.00 for first 5 hours and \$ 130.00 per hour thereafter

\$ 1300.00 *Daily Rate \$ 1300.00 Overnight Rate

*Number of hours required to convert to daily rate 10

\$ 130.00 Per day extra driver charge for trips that exceed 10 hours

\$ 3.50 Rate per mile

2. Up to 40 passenger mini-coach

\$ 700.00 for first 5 hours and \$ 140.00 per hour thereafter

\$ 1400.00 *Daily Rate \$ 1400.00 Overnight Rate

*Number of hours required to convert to daily rate 10

\$ 140.00 Per day extra driver charge for trips that exceed 10 hours

\$ 4.00 Rate per mile

3. Up to 56 passenger full-size coach

\$ 900.00 for first 5 hours and \$ 180.00 per hour thereafter

\$ 1800.00 *Daily Rate \$ 1800.00 Overnight Rate

*Number of hours required to convert to daily rate 10

\$ 150.00 Per day extra driver charge for trips that exceed 10 hours

\$ 5.00 Rate per mile

Pricing should include all reasonable expenses incurred by the Contractor (i.e., fuel, mileage, lodging (if applicable), etc.). Please refer to Cost of Services for additional information to provide comprehensive pricing.

Complete the following:

MTI LIMO AND SHUTTLE SERVICES

Company Name
CAMERON IJAMES

Authorized Company Representative Name (please print) VICE PRESIDENT

Title

Authorized Company Representative Signature Date

2581 SULLIVAN RD COLLEGE PARK GA 30337

Address
404 669 0900 404 669 0950

Phone Fax

Cijames@mtlimos.com

Email

Driver #	Name	Drivers license #	DL Ex Date	State licensed	Valid Medical Certification - Yes or No
2	Eddie Howard	060688393	8/22/2026	GA	Y
3	Leonard Barnes	025237432	10/4/2029	GA	Y
5	Mark Rice	002469182	8/5/2029	GA	Y
6	Rufus Brinson	054219417	2/19/2025	GA	Y
7	Sherie West	060535693	3/9/2025	GA	Y
9	Crosby Elder	060693538	3/22/2025	GA	Y
12	Henry Butler	049052200	4/4/2027	GA	Y
13	Jean Chrispin	059165109	5/23/2027	GA	Y
14	Johnny Jones	053903968	1/12/2030	GA	Y
18	Wilbertford Bernard	056436474	1/21/2029	GA	Y
19	Willie James Rhoden	005257516	7/11/2027	GA	Y
22	Quentin Black	052045845	2/23/2029	GA	Y
24	Bridgett Hightower	59694011	7/13/2025	GA	Y
29	Johnnie McCauley	61053375	1/11/2026	GA	Y



MTI Fleet Inventory

UNIT #	YEAR, MAKE, MODEL, VIN	SEATING	Vehicle Type	LICENSE PLATE	AMENITIES
2	2005 CHEVROLET C4500 1G8E4V1215F516500	23	LIMO BUS	UC1142	LEATHER SEATS, HARDWOOD FLOORS, TV, ELECTRICAL OUTLETS
9	2011 VANHOOL C2045 YE2CC138012045166	57	MOTORCOACH	UD1820	RESTROOM, TV, ELECTRICAL OUTLETS
36	2007 FREIGHTLINER LIMOBUS 4U27CHCY66CX71518	40	LIMOBUS	UC1136	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS
39	2007 HUMMER H2 5GRGN23U77H101136	16	STRETCH LIMO	LM2365	LEATHER SEATS
63	2009 VANHOOL C0245 YE2CC178792047583	61	MOTORCOACH	UD1941	RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
68	2012 GLAVAL TITAN II 1G83G38G3C1198516	16	SHUTTLE BUS	LK1530	WIFI
71	2013 GLAVAL TITAN II 1G83G38G4D1130422	16	SHUTTLE BUS	LK1529	STANDARD
73	2013 GLAVAL TITAN II 1G86G58G3C1181157	13	SHUTTLE BUS	PQW1810	WHEELCHAIR ACCESSIBLE
74	2015 FORD GOSHEN 1FDEE3FL7FDA24951	13	SHUTTLE BUS	DTF418	STANDARD
75	2017 TEMSA T-45 NLEJXY88H1000157	56	MOTORCOACH	C5502A	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
76	2017 FREIGHTLINER M2 EXECUTIVE 3ALACKDT6HDJG9337	44	MINICOACH	C867CJ	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS
77	2016 MERCEDES BENZ SPRINTER WDAPF4CCGGP317795	14	EXECUTIVE SPRINTER	LM7694	LEATHER SEATS, HARDWOOD FLOORS, TV, ELECTRICAL OUTLETS
78	2017 CHEVROLET EXPRESS 1G86GUG5H1149554	16	SHUTTLE BUS	DS8345	STANDARD
79	2018 TEMSA T-45 NLEJXM8XJ1000186	56	MOTORCOACH	C759CL	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
80	2016 CHEVROLET SUBURBAN 1GNSCHKC1GR397088	5	SUV	LM10165	LEATHER SEATS
81	2016 FORD F350 1FDGF5GY6GE88618	32	MINIBUS	DSC271	STANDARD

UNIT #	YEAR, MAKE, MODEL, VIN	SEATING	Vehicle Type	LICENSE PLATE	AMENITIES
82	2018 FREIGHTLINER M2 EXECUTIVE 1FVACXFC9KHK3958	48	MINICOACH	C5098B	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS
83	2019 FREIGHTLINER M2 EXECUTIVE 1FVACXFC4KHK5603	34	MINIBUS	DSD714	LEATHER SEATS, ELECTRICAL OUTLETS
84	2019 FREIGHTLINER M2 EXECUTIVE 3ALACXF2KDKL6475	34	MINIBUS	DSD713	LEATHER SEATS, ELECTRICAL OUTLETS
85	2019 FREIGHTLINER M2 EXECUTIVE 3ALACXF4KDKL6476	34	MINIBUS	DSD712	LEATHER SEATS, ELECTRICAL OUTLETS
86	2019 FREIGHTLINER M2 EXECUTIVE 1FVACXFC0KHK4206	34	MINIBUS	EBR874	LEATHER SEATS, ELECTRICAL OUTLETS, WHEELCHAIR ACCESSIBLE
87	2019 CHEVROLET STARCRAFT 1HA6GUBG7KN002868	13	SHUTTLE BUS	CKR5499	WHEELCHAIR ACCESSIBLE
88	2019 GM DIAMOND 1HA3G5BG3KN005578	16	SHUTTLE BUS	VCE471	STANDARD
89	2020 FREIGHTLINER M2 EXECUTIVE 3ALACYFE3LDM2277	54	SUPERCOACH	C092E8	STANDARD
90	2020 FREIGHTLINER M2 EXECUTIVE 3ALACYFEXLDM2275	50	SUPERCOACH	C594DQ	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS
91	2020 NISSAN KICKS 3N1CP5BV5LL555454	4	SEDAN	CVQ5110	STANDARD
93	2014 VANHOOL TX45 YE2CC11BXE2041155	56	MOTORCOACH	C003DY	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
94	2019 CHEVY EXPRESS 1GAWGFFG6K1217443	14	VAN	TGQ9620	STANDARD
95	2019 FORD TRANSIT VAN 1FDEE3F53KDC32102	13	SHUTTLE BUS	YED311	WHEELCHAIR ACCESSIBLE
96	2020 FORD TRANSIT VAN 1FBAX2Y8XLA42548	13	VAN	CUC4560	STANDARD
97	2018 FORD TRANSIT VAN 1FBZX2YM0KB06142	13	VAN	GCY407	STANDARD
98	2016 FORD E350 1FDWE3FL7GDC33287	13	SHUTTLE BUS	GCY488	STANDARD
99	2011 FORD E450 1FDXE4F55BDB01770	13	SHUTTLE BUS	YED310	STANDARD
100	2018 TEMSA T 45 NLTEJXM89/1000213	56	MOTORCOACH	C912EF	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
105	2019 FREIGHTLINER SCHOOL BUS 4UZA8RFOCKJ24451	72	SCHOOL BUS	DAF401	STANDARD

UNIT #	YEAR, MAKE, MODEL, VIN	SEATING	Vehicle Type	LICENSE PLATE	AMENITIES
106	2019 FREIGHTLINER SCHOOL BUS 4UZABRF4KJ24453	72	SCHOOL BUS	DAF400	STANDARD
103	2019 FREIGHTLINER CHASSIS B2B 4UZABRF3KJ24458	72	SCHOOL BUS	DAF402	STANDARD
104	2019 FREIGHTLINER CHASSIS B2B 4UZABRF3KJ24464	72	SCHOOL BUS	DAF403	STANDARD
107	2016 FORD F550 1FDGF5G9GEB88595	32	MINIBUS	YET152	STANDARD
108	2011 VANHOOL T2145 YE2TC19B6B2044709	56	MOTORCOACH	C878EJ	LEATHER SEATS, HARDWOOD FLOORS, RESTROOM, TV, ELECTRICAL OUTLETS, WIFI
109	2015 FORD F550 1FDGF5G93FEC42200	32	MINIBUS	YDU757	STANDARD
110	2017 FORD E450 1FDFF4F54HDC51390	25	MINIBUS	YBU796	STANDARD
111	2017 FORD E450 1FDFF4F57HDC49150	25	MINIBUS	C0907145	STANDARD
112	2015 FORD F550 1FDGF5G93FEB40685	32	MINIBUS	YBU797	STANDARD
113	2013 FORD F550 1FDGF5G9YDEA94101	32	MINIBUS	YBU798	STANDARD
114	2024 STARCRAFT FORD F550 1FDUF5GNORDA00239	25	MINIBUS	GKB511	LEATHER SEATS, ELECTRICAL OUTLETS
115	2024 STARCRAFT FORD F550 1FDUF5GN2RDA00226	32	MINIBUS	GKB508	LEATHER SEATS, ELECTRICAL OUTLETS
116	2024 STARCRAFT FORD F550 1FDUF5GNORDA03593	32	MINIBUS	GKB514	LEATHER SEATS, ELECTRICAL OUTLETS
117	2008 VANHOOL C2045 YE2CC15B982046128	56	MOTORCOACH	C169EU	RESTROOM, TV, ELECTRICAL OUTLETS
118	2005 MCIB J45 2M93JMPA85W062791	56	MOTORCOACH	GJU995	RESTROOM, TV, ELECTRICAL OUTLETS

**Attachment E
RFP 25-472
Charter Bus Services**

NON-COLLUSION

Upload this documentation under the Response Attachment tab via IonWave titled "NON-COLLUSION"

Bidders shall fully certify that they, as an individual or as an engaging official of a formal business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this bid. Further, bidders guarantee that their response are not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

Bidder must sign below acknowledging the above statement.

Signature of Company Representative:

MTI LIMO AND SHUTTLE *c. james*

Company Name/Certifying Official Signature

Date: 11/5/2024

Attachment F
RFP 25-472
Charter Bus Services

CONFLICT OF INTEREST

Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default. The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

Signature of Company Representative:

MTI LIMO AND SHUTTLE/c. james
Company Name/Certifying Official Signature

Date: 11/5/2024

Attachment G
RFP 25-472
Charter Bus Services

Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply with the requirement, stipulations, terms and conditions. Attach and label "Critical Paragraph."

- 1) CI This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.
- 2) CI Any news release or publicity pertaining to any phase of this RFP will be the **responsibility of DCSD and must be cleared through DCSD's** Department of Communications and Community Relations.
- 3) CI It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.
- 4) CI Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, Part II.
- 5) CI Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.
- 6) CI The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.
- 7) CI Offeror understands that this solicitation requires Board of Education Approval.

Signature of Company Representative:

MTI LIMO AND SHUTTLE SERVICES/*c.ijames*

Company Name/Certifying Official Signature

Date: 11/5/2024

Attachment H
RFP 25-472
Charter Bus Services

OFFEROR'S CLIENT REFERENCES

(Please copy this form and use one form per reference.)

FULTON COUNTY GOVERNMENT

Company Name Providing Reference

141 PRYOR ST ATLANTA GA 30303

Address City/State/Zip

BARBARA BURDEN

Name of Contact Person

404 612 7874

Telephone Number of Contact Person

BARBARA.BURDEN@FULTONCOUNTYGA.GOV

Email Address of Contact Person

April 2019 - Present

Date/Duration of Service Relationship

Describe in Detail Services Provided (use additional sheets if necessary):

MTI was selected to provide daily transportation services for
Fulton County Government. MTI provides and manages bus and
shuttle services from various County parking locations to its downtown government
facilities for Fulton County Government employees, jurors, and staff. MTI
provides 5 buses Monday thru Friday to assist in these daily transfers.

Important! This is a vital part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.

Attachment H

RFP 25-472

Charter Bus Services

OFFEROR'S CLIENT REFERENCES*(Please copy this form and use one form per reference.)*The Home DepotCompany Name Providing Reference2455 Paces Ferry Rd NW Atlanta GA 30332Address City/State/ZipGIP JOHNSTONName of Contact Person770 384 3980Telephone Number of Contact PersonJOHN_JOHNSTON@HOMEDEPOT.COMEmail Address of Contact Person11/2014-2/2020Date/Duration of Service Relationship

Describe in Detail Services Provided (use additional sheets if necessary):

Develop, manage and operate a continuous shuttle service that provides transportation for Home Depot
Employees from an offsite parking location

Important! This is a vital part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.

Attachment H
RFP 25-472
Charter Bus Services

OFFEROR'S CLIENT REFERENCES

(Please copy this form and use one form per reference.)

Grady Health Systems
Company Name Providing Reference
80 JESSEE HILL JR DR ATLANTA GA 30303
Address City/State/Zip
IVAN MANN
Name of Contact Person
404 616 8246
Telephone Number of Contact Person
IMANN@GMH.EDU
Email Address of Contact Person
12/2022 - PRESENT
Date/Duration of Service Relationship

Describe in Detail Services Provided (use additional sheets if necessary):

MTI currently provides transportation services on behalf of Grady Hospital.
MTI currently provides shuttle services for Grady employees, visitors and contractors between Grady
Memorial Hospital and various parking lots within the downtown area. The overall shuttle services
operates from 4:30am – 8:30pm

Important! This is a vital part of your RFP submission. DCSD will verify client references. It is advisable that you inform your reference contact person that you have listed them for reference.

Attachment I
RFP 25-472
Charter Bus Services

Statement of Confidentiality and Non-Disclosure

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

MTI LIMO AND SHUTTLE SERVICES

Offeror Company Name

CAMERON IJAMES

Company Representative Name

c.ijames

Company Representative Signature

11/5/2024

Date

Attachment J

RFP 25-472 Charter Bus Services

SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

Signature of Engaging Official: MTI LIMO AND SHUTTLE/ c. james
(Offeror Company Name/Certifying Official Signature)

Date: 11/5/2024

Further, the DCSD's Purchasing Department will check the SAMS website at <https://www.sams.gov/SAM/> to determine if the offeror is listed.

Attachment K
RFP 25-472
Charter Bus Services

IMMIGRATION & SECURITY CERTIFICATION

If you are providing service, performing work or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

- 1) Offeror/Bidder (the "Offeror") shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. Seq.
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. Seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

- (a) CI (Initial here): order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq. [Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];

or

- (b) _____ (Initial here): Offeror warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [Offerors who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];

or

- 3) I _____ (Initial here): Offeror is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.
- 4) CI (Initial here) Offeror will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror with all affidavits required by

the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.

- 5) CI (Initial here) Offeror agrees that, if Offeror employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Offeror will secure from each sub -contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program, and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.

- 6) CI (Initial here) Offeror agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

C. James
Signature

11/5/2024

Date

494318

1/4/2024

Date of Authorization

EEV/Basic Pilot Program
User Identification Number

Firm Name: MTI LIMO AND SHUTTLE SERVICES

Street/Mailing Address: 2581 SULLIVAN RD

City, State, Zip Code: COLLEGE PARK GA 30337

Telephone Number: 404 669 0900

Email Address: Cijames@mtilimos.com

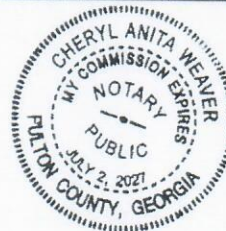
SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

5 DAY OF November, 2024

Notary Public

My Commission Expires

Cheryl Anita Weaver
7/2/2027



DEKALB COUNTY SCHOOL DISTRICT
Offeror E-Verify Affidavit

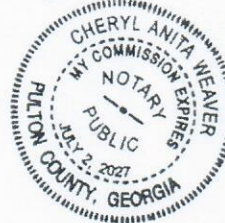
By executing this affidavit, the undersigned Offeror verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by federal law and regulation. Furthermore, the undersigned Offeror will continue to use the federal work authorization program throughout the contract period. Offeror hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number:	<u>494318</u>
Date of Authorization:	<u>1/4/2012</u>
Name of Project:	<u>Charter Bus Services</u>
Solicitation Number (if applicable):	<u>RFP 25-472</u>
Name of Public Employer:	<u>DeKalb County School District</u>

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on Nov. 5, 2024 in Atlanta, GA
 (city) (state)
 Signature of Authorized Officer or Agent [Signature]
 Printed Name and Title of Authorized Agent: CAMERON IJAMES

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 5 DAY OF November
 2024
 Notary Public [Signature: Cheryl Anita Weaver]
 My Commission Expires: 07/2/2027



N/A

DEKALB COUNTY SCHOOL DISTRICT
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual firm or corporation which is engaged in the physical performance of services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number:

Date of Authorization:

Name of Subcontractor:

Name of Project:

Charter Bus Services

Solicitation Number (if applicable):

RFP 25-472

Name of Public Employer:

DeKalb County School District

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____, _____
(city) (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Agent:

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20____.

Notary Public

My Commission Expires: _____

N/A

DEKALB COUNTY SCHOOL DISTRICT
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification
 Number: _____

Date of Authorization: _____

Name of Subcontractor: _____

Name of Project: _____

Charter Bus Services

Solicitation Number (if applicable): _____

RFP 25-472

Name of Public Employer: _____

DeKalb County School District

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____, _____
 (city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____,
 20____.

Notary Public _____

My Commission Expires: _____

N/A

DEKALB COUNTY SCHOOL DISTRICT
Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ and _____ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification
 Number: _____

Date of Authorization: _____

Name of Sub-subcontractor: _____

Name of Project: _____

Charter Bus Services

Solicitation Number (if applicable): _____

RFP 25-472

Name of Public Employer: _____

DeKalb County School District

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____ in _____, _____
 (city) (state)

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____
 20____.

Notary Public _____

My Commission Expires: _____

Attachment M
RFP 25-472
Charter Bus Services
SIGNATURE PAGE

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

CAMERON IJAMES

Printed Name/Engaging Authorized
Company Official

VICE PRESIDENT

Position/Title

MTI LIMO AND SHUTTLE SERVICES INC

Offeror's Company Name

C. Ijames

Signature/Engaging Authorized
Company Official

Cijames@mtilimos.com

E-mail Address

404 669 0900

Telephone Number

11/5/2024

Date

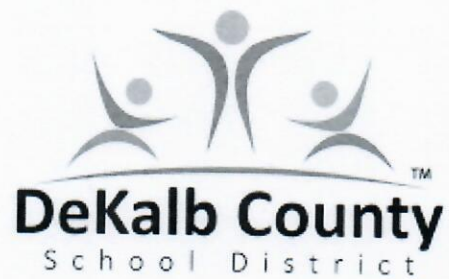
RFP 25-472 CHARTER BUS SERVICES

November 5, 2024



**MTI Limo and Shuttle Services, Inc.
RFP 25-472 CHARTER BUS SERVICES**

TAKING CARE OF TRANSPORTATION
“WHY WE CARE”



Section 1. Executive Summary

COMPANY HISTORY

MTI Limo and Services, Inc (MTI) was founded in 1992 and registered as a corporation in 1995. The company started with a single vehicle and a lot of promise in College Park, Georgia. Over the years, MTI has added more vehicles and services with a fleet size of 50 vehicles serving over 200 clients and 3,000,000 passengers annually.

The company is also a subject expert on transportation management services, not limited to the direct transportation of passengers in vehicles, but the entire transportation experience from creating a comfortable and nurturing environment for any given customer, to effective dispatching, safe, and reliable transfer to their destination.

Why Contract with MTI?

Today's public-sector environment demands contractor accountability and responsibility. In governance, as with public contracts like this Bus and Shuttle Service contract, accountability and responsibility has expanded beyond the basic definition and service offerings. It is the acknowledgment and assumption of responsibility for policies, actions, decisions, products and services, including implementation of, management, transportation, communication, reporting and doing it the right way every time. MTI submits to you that it will provide service beyond the ordinary.

MTI Limo and Shuttle Services, Inc. (MTI) is delighted to have the opportunity to present our qualifications to serve the Dekalb County School District (DCSD). We are pleased to present this proposal in response to the FCS request for the management and staffing of the Bus and Shuttle Service Program. MTI, firmly believes it has the knowledge, skill, capability and experience to provide customer driven, reliable, safe and efficient shuttle services on behalf of Dekalb County School District (DCSD) in executing this RFP.

Beginning with our company's goals, allow us to explain our ability to service the needs of Dekalb County School District (DCSD). In this proposal, we will demonstrate why MTI with a management team possessing over 60 years of combined experience is qualified to provide the services outlined in this RFP.

Our Goals!

The primary goals of MTI Limo and Shuttle Services, Inc. is to deliver a safe, reliable, service focused on customer satisfaction, delivered in a professional manner consistently every time and in every customer contact. At MTI we always provide an exceptional level of customer service while facilitating the transportation needs of the commuting public.

Experienced and Qualified

MTI attest to meeting the minimum qualification pursuant to the qualifications of this Request for Proposal. MTI, throughout the past 30 years, has been continuously and actively operating transportation and shuttle service operation with the levels of transportation service interactions comparable in magnitude to activities listed in the scope of services of this RFP.

By submitting our proposal in response to this RFP, MTI represents and warrants to Dekalb County School District (DCSD) that it has or will acquire and maintain all required and necessary licenses, certifications, permits, bond capacity and insurance prior to executing an agreement to perform the services contemplated herein.

Since 1992, MTI has delivered and demonstrated operational excellence by providing scheduled shuttle services to multiple hotels and businesses in the local Hartsfield-Jackson Atlanta International Airport area, throughout the State of Georgia and across the Country.

MTI has a highly trained team that has the knowledge and experience to manage a 24/7/365-day operation. Our office and facilities are near downtown a travel time of 15 minutes. We have an operations team with over 60 years of combined experience in managing high level and day-to-day details of a business' operation to deliver seamless services to our customers. By handling the planning, scheduling, coordinating and execution aspects of moving large groups as well as ensuring timeliness of services, we have built a reputation within the transportation and airport ground transportation industry of delivering excellent customer service.

Additionally, for more than 25 years we have built our experience in developing policies and procedures that are the cornerstone for our training programs to ensure that every employee understands and is well versed in delivering a high standard of performance and service.

Currently we manage daily and weekly operations for several hotels and businesses, including Fulton County Government, Delta Airlines, Airport Area Hotels, Atlanta Public Schools, Eggleston overflow parking shuttle and Home Depot as the sub-contracted service provider for Meeting Advice. Additionally, we charter buses that travel over 1 million miles annually across the USA.

Safety and Compliance Commitment

MTI is committed to safety and compliance in all areas of its business performance. Having been in the ground transportation business since 1992, we are committed to transporting each passenger, safely, responsibly, and professionally. We bring that same determination and commitment to comply with all local, state and federal regulations that govern every aspect of our business.

MTI also has a comprehensive Safety Management Program (SMP) which includes various policies, procedures and processes outlining our governance structure. Management's commitment is that every MTI employee will be properly educated and adequately trained on the processes that we must adhere to in order to meet and exceed safety and compliance regulations, especially within the Atlanta environment.

Our Safety and Compliance Manager has overarching responsibility to provide information and guidance to accomplish our goal to meet the highest standards in Safety and Compliance. The Safety Management Program Manual is readily available and accessible in our business offices. Employees are encouraged to read and familiarize themselves with the policies and procedures in the SMP Manual and ask questions to ensure a thorough understanding in order to maintain regulatory compliance.

Employment Standards

MTI Limo and Shuttle is a tobacco, drug, and alcohol-free workplace. All employees must undergo a criminal background check, drug and alcohol testing and an extensive interview process in consideration of employment with MTI. All employees participate in random drug testing administered through our nationally recognized MRO program with HealthWorks. Employees also participate in annual recurrent training on our basic performance and customer service standards to ensure that everyone stays in compliance with the company's expectations.

Equal Opportunity and Employee Relations

MTI Limo and Shuttle Services, Inc. is an Equal Opportunity Employer. The company is conscientious about compliance in terms of all State and Federal laws related to employment, recruiting, hiring and compensation. Our commitment to Equal Opportunity Employment and our expectations of everyone in our organization and specifically, those involved in recruiting and hiring decisions are outlined in our Employee Handbook. The company's stance on Equal Opportunity Employment is communicated to every employee of the company beginning with leaders and management personnel and to every individual who seeks employment with MTI Limo and Shuttle Services.

EEO Compliance – In order to provide equal employment and advancement opportunities to all individuals, employment decisions at MTI Limo and Shuttle Services, Inc. (hereafter referenced as MTI) will be based on merit, qualifications and the needs of the company. MTI is compliant and does not unlawfully discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, gender identification, ancestry, medical conditions, family care status, sexual orientation or any other basis prohibited by law.

Immigration Law Compliance – MTI is committed to employing only United States Citizens and alien residents who are authorized to work in the United States of America and does not unlawfully discriminate based on citizenship or natural origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form, I-9 and present documentation establishing identity and employment eligibility. Additionally, the company screens all potential hires using the Federal E-Verify system. Former employees who are rehired must also complete the form if they have not completed an I-9 with MTI within the past three (3) years or if their previous I-9 is no longer retained or valid.

Workplace Commitment – MTI believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by others in this area and in the service, hospitality and

transportation industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to communicate their concerns openly and directly to their supervisors.

Capability

Over the past 30+ years, MTI has honed its skills in both transportation and operations management. Every account and every large group contract have required us to draw on our experience to plan, schedule, organize, coordinate and monitor every detail of the customer's service experience. Our team works in tandem to ensure that attention is given to each step in the process so that the ultimate results provide a flawless and satisfactory outcome to our clients and business partners.

Complete Legal Name

The following encompasses our full legal name, address, phone number and the authorized contact person during this Request for Proposal. Mr. Cameron Ijames is the direct and authorized contact person representing MTI.

MTI Limo and Shuttle Services, Inc.

2581 Sullivan Road

College Park, Georgia 30337

Primary Contact: Cameron Ijames

cijames@mtilimos.com

Telephone: 404-669-0900

Mobile: 404.664.3368

Fax: 404-669-0950

In the event of an emergency and there is a need to reach Mr. Ijames but there is no success in doing so, you may contact Mr. Toye in the absence of Mr. Ijames.

Additional Business Contact:

Mike Toye

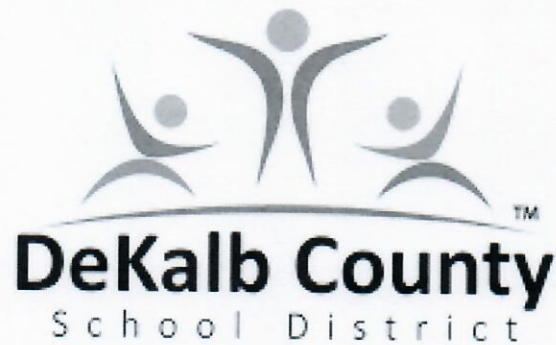
Telephone: 404-669-0900 x305

Fax: 404-669-0950

mtoye@mtilimos.com

TAKING CARE OF TRANSPORTATION

“How We CARE”



Section 2. Technical Proposal

Driver Hiring and Compliance

MTI is an *Equal Opportunity Employer* and as such will hire based upon the qualifications and potential abilities of applicants without regard to race, color, sex, national origin, religion, age or disability. It is our goals to retain as many qualified employees of the current service provider should MTI win this award.

As mentioned throughout this response, MTI maintains hiring practices that are based on a successful program in which a one stop shopping pre-employment program is utilized. We have made this valued training specific to our industry by customizing it. When an individual arrives wanting a career with MTI, he/she is welcomed and provided with a history of MTI and the importance our partnership with Dekalb County School District (DCSD)

If the applicant feels at the end of this process that he/she fits into this our scope of work an application is provided and the interview is conducted. The Program Manager or Assistant Program Manager decides at this time whether the candidate is hired with the understanding that the applicant must first submit and pass the Drug Test and obtain a satisfactory background check.

Hiring and Employee DOT Compliance

It is the policy of MTI Limo and Shuttle to incorporate safety into each stage of the employment selection and hiring process. Commitment to safety is a condition of employment at MTI. Hiring Managers or those individuals with the responsibility of selecting and hiring new employees will adhere to these standards without exceptions.

MTI decisions and actions will be conducted without regard to gender, sexual orientation, race, color, age, national origin, ancestry, religion, creed, or other conditions in accordance with applicable laws.

Minimum Operator/Driver qualifications

The following minimum qualifications refer to individuals applying for driving positions at MTI Limo and Shuttle. To be considered for employment, candidates applying for driving positions will meet the following minimum qualifications.

Driving Record

An applicant may be disqualified if he/she:

- Is less than twenty-one(21) years of age
- Does not possess a valid drivers license in the State of Georgia
- Cannot obtain a commercial drivers license if applicable
- Has more than two(2) moving violations within the previous 36 months
- Has more than one serious traffic violation within the last three (3) years
- Has been convicted of a traffic offense in connection with a fatal traffic accident within the last five(5) years
- Has been convicted of driving under the influence of a controlled substance or alcohol within the last three (3) years
- Has been convicted of leaving the scene of an accident within the last three (3) years
- Has been convicted for using a commercial vehicle to commit a felony within the last (3) years
- Has been convicted of using a vehicle to manufacture, distribute, or dispense a controlled substance within the last 7 years
- Is disqualified from holding a commercial drivers license
- Cannot present a state MVR report verifying applicants driving history and status for the last three years.

Education

High School Diploma or GED

Criminal Background

At MTI an applicant will not be denied employment solely due to a conviction for a criminal offense.

The type of offense, date and the relevance of the criminal conviction to the position applied will be considered in the employment decision.

- A photocopy of the applicants current drivers license must be kept in the driver qualification file at all times
- Applicants must complete and sign a MTI Employment Application in its entirety
- Applicants must provide a complete verifiable employment history for the past 10 years
- Applicants must present an original MVR issued within the last 30 days
- Applicants must undergo and pass a pre employment drug test by a company approved physician. Applicants must also provide authorization to receive clearance from any former DOT employers
- Applicants must be physically able to safely use each piece of equipment necessary to perform assigned duties
- Applicants must pass a criminal background check as required by federal and state law
- Applicant must pass physical examination

Minimum Qualifications for Non-Driving Positions

Those applying for positions at MTI that do not involve operation or revenue service vehicles must adhere to all qualifications listed above excluding the need to provide a MVR.

Safety Requirements for Continued Employment

The following requirements refer to employees in safety-sensitive positions particularly those hired as Operators/Drivers at MTI

- Employees will undergo an annual review of their driving record and complete an Annual Review of Driving Record and Certification of Violations
- Employees must report any traffic citations, violations, or convictions when they occur
- Employees must comply with standards for preventable accidents and moving violations in company vehicles
- Employees must comply with the MTI substance abuse policy
- Employees must pass physical examination every two(2) years
- Employees must undergo a criminal background check every four(4) years after the date of hire

Safety and Training

It is the policy of MTI to provide thorough, relevant and ongoing training for all employees to ensure that assigned duties are completed safely and effectively. All new hire employees will be required to complete certain amount of training hours before being released into revenue service.

Training Topics

- Behind the wheel: Employees will be trained on how to safely operate the vehicle. In addition, they will become familiar with all functions of the vehicle including starting, stopping, and securing the vehicle
- Vehicle Inspections: Employees will be trained on how to properly conduct a pre-trip and post trip inspection of the vehicle
- Defensive Driving: Employees will practice defensive driving in which they will learn to do everything reasonably possible to avoid collisions
- Passenger Safety: Employees will be trained on how to interact with passengers while in transport. This includes knowing all requirements for ADA passengers. In addition, occasional sensitivity training will be required
- Accident Response: Employees will be trained on how to respond after being involved in an accident.
- Mobility Aid Safety: Employees will be trained on how to properly operate vehicle wheelchair lifts. They will also be trained on how to properly tie down and secure the wheelchair
- Technology: Employees will be trained on how to utilize all technology inside the vehicle
- Mechanical Road Failures: In the event of a breakdown employees will be trained on what precautions to take to ensure passenger safety

In addition to the training topics listed above, all employees are required to attend bi monthly safety meeting. The purpose of these safety meetings is providing any updated information or necessary training. MTI takes all necessary precaution to ensure each employee receives proper training prior to being released to perform any service. It is our goal to ensure safety is always the key priority when transporting passengers.

Back-up and Contingency Plan

If a key team member must be replaced during the agreement there are several steps in which MTI would take to ensure the expected level of service is continued. Our main goal is to provide a standard operating procedure manual. This SOP will be specifically dedicated to the Dekalb County School District (DCSD) Transportation Services. It will outline the activities necessary to complete the day to day tasks for all personnel. In the event a key personnel member is replaced this SOP will allow a current staff member to take over the specific operation utilizing the step by step documentation. Additionally, MTI promotes cross-training within the company. MTI cross training consist of teaching employees who are hired to perform one job function the skills required to perform other job duties within the same scope of work. The best way to accomplish this goal is to get staff members involved in each other's business respectfully. Cross training has the additional benefit of the team working together to help each other.

As it relates to replacing a scheduled driver MTI would have a driver on standby daily. This person would fill in any shift that was presented vacant due to a scheduled driver not being able to make their shift. By having a standby driver, it doesn't cause a service failure due to lack of man power.

Given our Diverse fleet of over 50 vehicles, MTI will ensure there is always a vehicle ready and available to assist the needs of Dekalb County School District (DCSD) .

Service Level Performance Standards for Contract Customers

MTI will use the detailed Service Level Performance Standard to internally measure performance with clients for which we have regular transportation services agreements and contracts.

Each Service Level Performance Agreement will focus and measure the following areas.

- Customer Service {Client, Sales and Operations Feedback}
- Safety | tracking of incidents, accidents, monitoring GPS data|

- On-Time Performance [Using GPS data & client feedback]
- Mechanical Fitness {Maintenance Records, DVIR information}

Measurements will be based and calculated on the total trips per month against the performance goals. Currently these performance metrics will apply to transportation services provided to The Home Depot and to Eggleston's Children's Healthcare of Atlanta. The matrix below identifies the performance goals for each of the focus categories:

Category	Performance Standard % Goal	Results	Defined By:
Customer Service	98.5%		Professionalism, Responsiveness, Customer Feedback, Management Observations
Safety	98.5%		Customer Feedback, Management Observations
On-Time Performance	98%		GPS data and monitoring
Mechanical Fitness	98%		Tracking vehicle failures, DVIR data
Overall	98%		

Methodology:

- Data will be solicited and gathered every Monday for the previous seven (7) day period e.g., Monday through Sunday of prior week
- At the end of the month the data and customer feedback will be reviewed in order to calculate percentages
- Monthly report will made available to members of management to be shared with each departmental team to determine performance against goals. {Delivered by 7th business day following Month end}
- Achievement of performance goals are to be celebrated. Departmental leaders need to develop plan for recognizing and rewarding achievement of the performance goals

- If goals are not achieved, then management team needs to come together to develop improvement strategies for implementation

Point of Contact:

The point of contact for any Customer Service related issues will be:

Andrea Butler
(404) 669-0900 ext. 302
abutler@mtiilimos.com

Vehicle Tracking and Technology

MTI believes today's technologies are transforming the way we plan, design, build, and operate in the transportation industry. Our goal is to always provide the most effective and efficient solution to our clients. By embracing new technologies, it provides our Company with a greater opportunity to achieve this goal.

To meet the technology standards of the Dekalb County School District (DCSD), MTI will utilize

Ride Systems Tracking App:

Ride Systems combines proprietary software with the latest hardware generation to provide solutions for public transportation. Their solutions are focused on the passengers' traveling experience. The implementation of their solutions in transportation operations increases security, generates operational savings, allows simple administration, and improves services.

Ride Systems automated passenger information system provides riders the necessary tools to use the shuttle service and plan of time.

Real-Time GPS Tracking: The system monitors and tracks the shuttles in real-time while providing location and routes information to passengers.

Public Tracker: Passengers can view in real time the location of the shuttle as well as access routes and much more information

Arrival Forecast: Passengers can view the estimated time of arrival to each stop

Automatic Passenger Counters: TSO system tracks the total number of riders on each vehicle. The system also allows to track how many passengers board at each stop. All passenger counting can be viewed live.

Public Info Display: All shuttle information such as shuttle locations, departure, and ETA's can be viewed on a public display screen

Live Video Monitoring: The TSO system also provides video of the interior and exterior of the shuttle. This provides passenger security and decreases accidents by monitoring driver behaviors

Communications

Normal Communication

MTI Limo & Shuttle Services' Operations Manager will be primarily responsible for all official communications with Dekalb County School District (DCSD) . It is recommended that our Operations Manager meets with the Dekalb County School District (DCSD) 's designated staff member biweekly during a scheduled formal meeting. At this meeting, the Operations Manager will discuss all pertinent issues that need attention and offer recommendations and possible solutions. After each meeting, the Operations Manager will put together a report that includes a list of all topics discussed, all follow up actions that may pertain to that topic and an estimated completion date for each follow up action. This report will be sent to the Dekalb County School District (DCSD) 's designated representative as a means of memorializing the meeting.

Emergency Communication

If it is deemed that there is an issue that needs to be discussed with Dekalb County School District (DCSD) immediately, our Operations Manager will contact the Dekalb County School District (DCSD) 's designated representative via phone to discuss the matter. If the Hospital has an urgent issue that needs to be discussed with MTI Limo & Shuttle Services, Inc., our Operations Manager should be

contacted directly and in the event the manager is unavailable, the Director of Operations or Company Owner should be contacted in his stead via phone to discuss the matter. MTI has a diverse vehicle fleet ranging from Mini buses to Motor coaches. Our diverse fleet allows us to respond to any emergency despite the passenger count. We have the capacity to transport over 800 people at any given time

After Hours Communication

MTI Limo & Shuttle Services, Inc. will always have a Dispatch Supervisor on duty that will be responsible for the entire operation. This individual will have the full authority to make operational decisions and will communicate with the Dekalb County School District (DCSD) designated representative on behalf of MTI Limo & Shuttle Services if the need should arise in the absence of the Operations Manager.

Driver Dispatching

Shuttle Operator Scheduling

MTI will utilize the shuttle schedule provided by Dekalb County School District (DCSD) . MTI is flexible and will respond accordingly to any shuttle schedule changes. All Drivers will be dispatched daily from the MTI Bus Garage: **2581 Sullivan Road, College Park, GA 30337**

The regular shifts for drivers will be based upon the shuttle schedule. All Drivers schedules will be compliant with all DOT driving regulations. The dispatch schedule will be prepared weekly by the MTI Shift Supervisor and adjusted daily by the dispatcher to facilitate any unforeseen needs.

Reporting

Ridership Data will be compiled from Drivers and turned in to the Dispatcher daily and reviewed weekly with the Project Manager and Operations management team for any changes in forecasted trends and projected service hours.

MTI will also document all vehicle shuttle information including but not limited to:

- Total miles driven
- Fuel consumption
- Service interruptions
- Accidents/Incidents

This reporting information will be provided to CDC on a weekly basis.

Vehicles

MTI has a diverse fleet of vehicles which include vans, shuttle buses, and mini-buses up to motor coaches. We maintain, own and operate a full-service fleet maintenance and detail/car wash facility. Our detail facility is ready and available to ensure that the fleet is cleaned and well maintained to provide an aesthetically pleasing ride environment for the passengers.

Staffing

Director of Operations: The DOO will provide executive oversight. As the key leadership role, the DOO will help to ensure each team member has what they need to perform their job satisfactorily.

Operations Manager: The Operations Manager will be responsible for directing the team consisting of Transportation Supervisors and Operators. The Operations Manager will assume many varied and challenging roles. They will be responsible for overseeing the entire operations of the system and will be making many crucial decisions of far reaching impact. As an administrator it will be necessary to conduct the disciplinary actions, conduct on-going research, ensure all drivers follow DOT on a consistent basis, and develop better strategies for smoother operation of the system.

Dispatcher Supervisor: The Dispatcher will responsible for making sure that all bus operators are always running on time. They are responsible for coordinating the allocation of vehicles between the various pickup locations-based GPS and dispatching technology. In addition, they will be adept enough to respond to all emergency situations (vehicle breakdowns, passenger issues, excessive traffic, etc.) in a manner that minimizes downtime and any impact to service.

Driver Supervisor: The Driver Supervisor will be responsible for the entire operation while on duty. They are charged with ensuring that all promised service levels are delivered as agreed upon in the contract. They will interact with Dispatchers, Operators and Clients as needed and be a resource that can be relied upon to address unexpected events in a manner that minimizes impact

to daily trips. The Driver Supervisor should also be able to interact with key personnel after hours and quickly implement any requests that they may receive.

Vehicle Operator: The Vehicle Operator is an experienced driver holding a commercial driver's license. The main function of duties is to provide service to passengers between all pick up and drop off locations. A safe transport of passengers is always required. Employees must positively portray customer service attributes by following grooming and uniform guidelines and must be aware of and adhere to all Safety rules and regulations.

Account Manager: The Account Manager is responsible for driving all activities related to accounting processes & procedures, as well as, standard reporting processes for the company and audit support as needed. This leadership role will work closely with executive management and across all departments. They oversee the recruiting interviewing and hiring of new staff. In addition, the Account Manager is responsible for all pre- employment drug testing and background checks and driving records.

Bookkeeper: The Bookkeeper position reports directly to the Account Manager and is responsible for assisting with the collection and reconciliation of payroll and ridership data to meet billing, reporting and personal payroll deadlines. This position interfaces with the dispatcher and drivers weekly to collect and reconcile service hours from ridership reports to driver electronic time attendance reports.

Maintenance Manager: The Fleet Maintenance Manager reports directly to the General Manager and is responsible for all fleet Preventive Maintenance, vehicle safety compliance, and efficiently reducing road calls. The Fleet Manager is an industry expert that qualifies and diagnosis all vehicles issues and allocates duties to assigned subordinates or outsources to the appropriate vendor for repair where applicable.

TAKING CARE OF TRANSPORTATION
“THOSE WE CARE FOR”



Section 3. Project Experience

During the past 34 years, MTI has obtained experience in successfully operating and managing ground transportation services over “Fixed, Demand, and All Route” Schedules. Below is a list of multiple clients for which MTI and this project team currently provide these services.

Project 1: Metro Atlanta Rapid Transit (MARTA)

2424 Piedmont Rd NE
Atlanta, GA 30324
(404) 848-5000 Phone

Project Title: Supplemental Fixed Route Shuttle Bus Service

Contact Person: George Wright/COO

Direct Telephone: 404.538.4044

Email Address: gwright1@itsmarta.com

Contract Value: \$1,528,000.00

Contract Terms: April 2024

Description of Services: MTI contracted with MARTA to provide Supplemental Fixed Route bus services. Daily bus service included 22-hour operations from 4:00am – 2:00am. 7 days per week. MTI’s responsibility included providing vehicles, drivers, and overall operational management. The operation comprised of 10 shuttle buses and over 30 CDL Licensed drivers.

Project 2: Fulton County Government

141 Pryor St
Atlanta, GA 30303
(404) 612-4000 Phone

Project Title: Employee and Juror Parking Lot Shuttle

Contact Person: Barbara Burden/Transportation Manager

Direct Telephone: 404.612.7874

Email Address: Barbara.burden@fultoncountyga.gov

Contract Value: \$1,799,000.00

Contract Terms: February 2018 – Present

Description of Services: MTI currently provide daily transportation services for Fulton County Government. MTI provides and manages bus and shuttle services from various County parking locations to its downtown government facilities for Fulton County employees, jurors, and staff. MTI provides buses Monday thru Friday to assist in these daily transfers of passengers.

Project 3: Grady Health Systems

80 Jesse Hill Jr
Atlanta, Georgia 30303
(404) 616-1000 Phone

Project Title: Employee and Contractor Parking Lot Shuttle

Contact Person: Ivann Mann/Procurement

Direct Telephone: 404-616-8246

Email Address: imann@gmh.edu

Contract Value: \$4,665,750.00

Contract Terms: December 2022 –
Present

Description of Services: MTI currently provides transportation services on behalf of Grady Hospital.

MTI currently provides shuttle services for Grady employees, visitors and contractors between Grady

Memorial Hospital and various parking lots within the downtown area. The overall shuttle services

operates from 4:30am – 8:30pm

Project 4: Delta Airlines

1010 Delta Blvd
Atlanta, Georgia 3033
(404) 715-3669 Phone
(44) 773-2164 Fax

Project Title: Employee Continuous Shuttle

Contact Person: Jose Luis Negrete/Strategic Sourcing Manager

Direct Telephone: 404 – 715 - 3669

Email Address: jose Luis.negrete@delta.com

Contract Value: \$658,000

Contract Terms – July 2021 – June 2022

Description of Services: MTI currently manage and operate a continuous shuttle service for Delta Pilots

in training. MTI operates shuttles buses from select hotels to the Delta Training Center. Shuttle services

operates 7 days a week 22 hours per day from 4:00am – 1:00am

Project 3: Children's Healthcare of Atlanta – Arthur M. Blank Hospital
2220 North Druid Hills
Atlanta, Georgia 30329
(404) 616-1000 Phone

Project Title: Ronald McDonald House Hospital Shuttle Services
Contact Person: Winston Cooper
Direct Telephone: 404.785.6696
Email
Address: winston.cooper@choa.com
Contract Value: \$1,021,101.00
Contract Terms: February 2013 - Present

Description of Services: MTI has been fortunate enough to be able to serve Children's Healthcare of Atlanta (Egleston location) for over 10 years, providing continuous daily shuttle service for families and other well-wishers of patients to and from the Decatur hospital to and from the Atlanta Ronald McDonald Lodging House located within a one mile radius. Hours of operation are Monday to Friday from 8:00AM to 8:00PM 365 days a year. MTI currently utilizes one 14 passenger van for this contract.



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsga.ionwave.net/Login.aspx>

October 28, 2024

TO: ALL OFFERORS UNDER RFP 25-472 Charter Bus Services

FROM: Procurement Department, DeKalb County School District

ADDENDUM NO. 1

RFP 25-472, Charter Bus Services, is hereby amended as follows:

1. Delete in its entirety page 12, Section H, Insurance and replace with RFP 25-472 Revised Insurance Requirements.
2. Page 25, E. Technical Proposal – remove 'assessment services for science centers' and replace with 'charter bus services'.
3. Delete Attachment D, DCSD Locations and Addresses and replace with RFP 25-472 Revised Attachment D Location and Addresses.
4. The following has been attached:
 - RFP 25-472 Pre-Proposal Conference Sign-In Sheet
5. All other conditions remain in full force and effect.
6. All offerors under RFP 25-472 Charter Bus Services, are kindly requested to acknowledge receipt of this Addendum by signing the page below and uploading with your proposal.

MTI LIMO AND SHUTTLE/ *c. james*

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE
Addendum No. 1 to RFP 25-472 Charter Bus Services



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsga.ionwave.net/Login.aspx>

October 29, 2024

TO: ALL OFFERORS UNDER RFP 25-472 Charter Bus Services

FROM: Procurement Department, DeKalb County School District

ADDENDUM NO. 2

RFP 25-472, Charter Bus Services, is hereby amended as follows:

1. The deadline to submit questions is hereby revised to Tuesday, November 29, 2024, at 12:00 Noon.
2. All other conditions remain in full force and effect.
3. All offerors under RFP 25-472 Charter Bus Services, are kindly requested to acknowledge receipt of this Addendum by signing the page below and uploading with your proposal.

MTI LIMO AND SHUTTLE *c.ijames*

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE
Addendum No. 2 to RFP 25-472 Charter Bus Services



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsga.ionwave.net/Login.aspx>

October 29, 2024

TO: ALL OFFERORS UNDER RFP 25-472 Charter Bus Services

FROM: Procurement Department, DeKalb County School District

ADDENDUM NO. 3

RFP 25-472, Charter Bus Services, is hereby amended as follows:

1. The deadline to submit questions is hereby revised to Tuesday, October 29, 2024, at 12:00 Noon.
2. All other conditions remain in full force and effect.
3. All offerors under RFP 25-472 Charter Bus Services, are kindly requested to acknowledge receipt of this Addendum by signing the page below and uploading with your proposal.

MTI LIMO AND SHUTTLE/ *c. james*

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Addendum No. 2 to RFP 25-472 Charter Bus Services



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsga.ionwave.net/Login.aspx>

November 1, 2024

TO: ALL OFFERORS UNDER RFP 25-472 Charter Bus Services

FROM: Procurement Department, DeKalb County School District

ADDENDUM NO. 4

RFP 25-472, Charter Bus Services, is hereby amended as follows:

1. Delete in its entirety page 33, Attachment B Driver Certification Listing and replace with RFP 25-472 Revised Attachment B – Driver Certification Listing.
2. Page 22, Scope of Work, Section B, #11 – delete 'Upload this documentation under the Response Attachment Tab via IonWave titled "Valid Medical Certificate".'
3. Page 29, G. Required Content/Document Checklist – delete 'Valid Medical Certificate (Upload Required)'.
4. The following has been attached:
 - RFP 25-472 Q&A document
5. All other conditions remain in full force and effect.
6. All offerors under RFP 25-472 Charter Bus Services, are kindly requested to acknowledge receipt of this Addendum by signing the page below and uploading with your proposal.

MTI LIMO AND SHUTTLE *c. james*

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE
Addendum No. 4 to RFP 25-472 Charter Bus Services

EXHIBIT "C"



Robert R. Freeman Administrative Complex
1701 Mountain Industrial Boulevard
Stone Mountain, GA 30083

MEMORANDUM

TO: Mr. Erick Hofstetter, Chief Operating Officer
Division of Operations

FROM: Dr. Devon Q. Horton, Superintendent
Office of the Superintendent

DATE: April 21, 2025

RE: **Contract Award ~ RFP 25-472 ~ Charter Bus Services ~ Atlantic Transportation & Coaches LLC, Coast to Coast Tours, LLC, Cooper Global, Eagle Christian Tours, Allstate Tours, LLC dba Elite Tours of Atlanta, Friendship Tours, LLC, Georgia Coach Lines, Inc., MTI Bus Company, R & W Motorcoach, Samson Tours, Inc., and William Charters & Tours, LLC**

At its business meeting on Monday, April 21, 2025, the DeKalb Board of Education approved the contract Award for RFP 25-472 for the following Charter Bus Services:

- Atlantic Transportation & Coaches LLC
- Cooper Global
- Friendship Tours, LLC
- MTI Bus Company, R & W Motorcoach
- William Charters & Tours, LLC
- Allstate Tours, LLC dba Elite Tours of Atlanta
- Coast to Coast Tours, LLC
- Eagle Christian Tours
- Georgia Coach Lines, Inc.
- Samson Tours, Inc.

Please take the appropriate action to affect this directive of the Board.

DQH:cm

c: Ms. Carla Smith, Executive Director, Vendor Services, Division of Finance
Ms. Latrice Brown-Shropshire, Purchasing Assistant, Division of Finance

EXHIBIT "D"



Finance

April 29, 2025

MTI Bus Company
Attn: Cameron I. James
2581 Sullivan Road
College Park, GA 30337

EMAIL: cijames@mtilimos.com

RE: Notice of Award – RFP 25-472 Charter Bus Services

Greetings:

This is to notify you that your bid for the above referenced project has been accepted. Accordingly, the accompanying Service Agreement is awarded to **MTI Bus Company** contingent on the following:

- 1) Attached is a copy of the **Service Agreement** for the above referenced project between the DeKalb County Board of Education and **MTI Bus Company** for your review and execution. The service agreement must be signed by an officer of the company and returned to this office within five (5) business days of receipt. Upon execution by the DeKalb County Board of Education, a copy of the contracts will be returned for your use.
- 2) Presentation of satisfactory Certificate of Insurance in accordance with **Article 17** of the contract. All liability policies shall name the Owner, the DeKalb County School District, and the DeKalb County Board of Education as an additional insured.
- 3) A criminal background check must be performed on all **MTI Bus Company** employees, project subcontractors and vendors performing work on DCSD property under this contract. Such background checks will be performed by DCSD Public Safety Department at the expense of the individual at a cost of \$45.00 per individual. Background checks should be coordinated with Julia Holley, Procurement Clerk. Ms. Holley may be reached at julia_holley@dekalbschoolsga.org. **NO ONE ASSIGNED TO THIS CONTRACT WILL BE ALLOWED ON ANY DCSD SITE UNTIL THEY HAVE BEEN CLEARED BY THE DCSD PUBLIC SAFETY DEPARTMENT.**
- 4) **MTI Bus Company** shall provide each of their employees and all subcontracted employees with proper identification issued by DCSD Public Safety Department. This identification must be worn on the outer garment at all times when on DCSD premises.
- 5) Vendors are required to register through the Vendor Self Service Portal. The Vendor Self Service Portal is located at <https://dekalb.munisselfservice.com/Vendors/default.aspx>.

Robert R. Freeman Administrative Complex
1701 Mountain Industrial Blvd | Stone Mountain, GA 30083
678.676.0110 | www.dekalbschoolsga.org

- 6) You are reminded not to begin performance of the work until you receive a fully executed copy of the service agreement and a district issued purchase order. The DeKalb County Board of Education is not liable for costs incurred by **MTI Bus Company** for work performed prior to the issuance of a purchase order.
- 7) Upon receipt of the executed contract by **MTI Bus Company** and an acceptable Certificate of Insurance as outlined above, a (Kick-off Meeting) will be scheduled by the Project Manager or End User department.

If you have any questions or concerns regarding this award, give us a call at 678-676-0217.

Thank you for your interest and cooperation on behalf of the DeKalb County School District.

Sincerely,

Weyman F. Christopher

Weyman F. Christopher, NIGP-CPP, CPPB, CPPO
Procurement Manager III, Non-Capital

Attachment: Service Agreement

cc: Division Chief
Department Head/Executive Director
Project Manager or Director
Ms. Carla L. Smith

CLS/WFC

ACKNOWLEDGMENT

MTI Bus Company hereby acknowledges DeKalb County School District's offer of award of RFP 25-472 Charter Bus Services, at the same prices, terms, and conditions as stated in the original solicitation document and the attached Service Agreement.

c.ijames

Authorized Signatory

CAMERON IJAMES

Name (Typed or Printed)

05/05/2025

Date

VICE PRESIDENT

Title of Authorized Signatory

Robert R. Freeman Administrative Complex
1701 Mountain Industrial Blvd | Stone Mountain, GA 30083
678.676.0110 | www.dekalbschoolsga.org

END OF EXHIBITS