



Signature Routing Form

AOM Initials: AK 6.18.25

For Superintendent's Approval/Signature

Date: 6/13/2025

Division Head: Erick Hofstetter (Operations)

Initials: EH

Purpose: Superintendent's Approval/Signature

Other: Click here to enter text.

Title of Document: Service Agreement -Georgia Coach Lines, 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 – Georgia Bus Services - BOE April 21, 2025

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 Ext. 61440

For Superintendent's Office Use Only

Date received: 6/18/25

Date returned: 6/24/25

Processor's Initials: come



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: _____

134



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
GEORGIA COACH LINES, INC.**

Project Name: Charter Bus Services

Service Provider Address: 405 Eathan Drive, Fayetteville, GA 30214

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 **Georgia Coach Lines, Inc.** (hereinafter the "Service Provider") whose physical address is **405 Eathan Drive, Fayetteville, GA 30214**. 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: Georgia Coach Lines, Inc.

Address: 405 Ethan Drive
Fayetteville, Georgia 30214

Contact Person: Wendy Hollingsworth-Cox

Title: President/CEO

Phone: (404) 681-1600

Email: charter@georgiacoachlines.net

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.

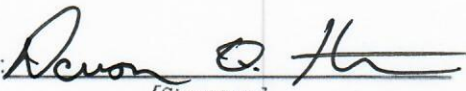
26.7 Service Provider shall obtain prior written approval from DCSD's Department of Communications before the distribution of any news, press release or any marketing materials, by Service Provider, which mentions DCSD, DeKalb County Board of Education, or any of the schools or centers within DCSD, or 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]

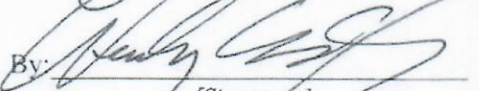
Dr. Devon Q. Horton, Superintendent
Printed Name & Title

1701 Mountain Industrial Blvd
Stone Mountain, Georgia 30083

6-24-25
[Date of Execution]

SERVICE PROVIDER:

GEORGIA COACH LINES, INC.

By: 
[Signature]

Wendy Hollingsworth-Cox
Printed Name & Title

405 Ethan Drive
Fayetteville, GA 30214

June 4, 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://dekalbschoolsqa.ionwave.net>

REQUEST FOR PROPOSAL

RFP 25-472
CHARTER BUS SERVICES

TABLE OF CONTENTS

Title Page	2
Table of Contents	3-4
Submittal Terms	5-7
Attachments	30-68

PART I – BACKGROUND AND INFORMATION

A.	Objectives	8
B.	General Information	8
C.	Procurement Process	8
D.	Addenda	8
E.	Proposal Contact Persons	9
F.	Prohibited Contacts	9
G.	Optional Virtual Pre-Proposal Conference	9
H.	Proposal Submission Deadline	9
I.	Virtual Public Acknowledgement	9
J.	Questions and Answers	10

PART II – GENERAL REQUIREMENTS

A.	Offeror Performance	11
B.	News Release	11
C.	Non-Discrimination	11
D.	Drug Free Workplace	11
E.	Smoke Free Workplace	11
F.	Background Checks	11
G.	Costs Incurred	12
H.	Insurance	12
I.	Indemnification	14
J.	Illegal Immigration Reform and Enforcement Act of 2011	15
K.	Interviews	15
L.	Contract Terms	15
M.	Permits and Applicable Laws	16
N.	Infringement	16
O.	Ownership Rights	16
P.	Non-Collusion	16
Q.	Conflict of Interest	16
R.	Financial Stability	17
S.	No Obligation/No Contract Guaranteed	17
T.	Confidentiality and Non-Disclosure	17
U.	Business License	18
V.	Protest Process	18

TABLE OF CONTENTS (CONT'D)

PART III – SCOPE OF WORK

A.	Purpose / Project Overview	20
B.	Project Scope of Services	20
C.	Brochures, Catalogs, Manuals, Websites, Literature	25
D.	Added Value	25
E.	Technical Proposal	25
F.	Transition Plan	28
G.	Required Content / Document Checklist	29

ATTACHMENTS

Attachment A – Cost Proposal Form	30
Attachment B – Driver Certification Listing	33
Attachment C – Bus List – Equipment Summary	34
Attachment D – DCSD Locations and Addresses	35
Attachment E – Non-Collusion	36
Attachment F – Conflict of Interest	37
Attachment G – Critical Paragraphs	38
Attachment H – Offeror Client Reference Form	39
Attachment I – Statement of Confidentiality and Non-Disclosure	40
Attachment J – Suspension and Debarment Certification	41
Attachment K – Immigration & Security Certification	42-47
Attachment L – Sample Service Agreement	48-66
Attachment M – Signature Page	68
Final Page	69

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://dekalbschoolsga.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 Indemnatee.
- 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 Indemnatee 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/offeror 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"

Georgia Coach Lines, Inc.

Added Value

We are located at 405 Ethan Drive, Fayetteville, GA 30214. Our luxury coaches are fully equipped with the latest technology and amenities to make the journey safe and enjoyable.

Our motorcoach operators adhere to stringent safety and customer care standards outlined in our company policies, positioning us as one of the most reliable motorcoach operators on the road today. Our dispatch team continuously tracks the location of every motorcoach, utilizing integrated GPS and Electronic Logging Device systems to ensure that all drivers comply with their hours of service for safe operation.

Georgia Coach Lines has established itself as an industry leader through active participation in the American Bus Association (ABA). Clarence Cox serves as the Chairman of the African American Motorcoach Council (AAMC) and is a board member of the United Motorcoach Association (UMA), having also held the position of Past President of the Georgia Motorcoach Association (GMOA). Wendy Hollingsworth-Cox is an engaged member of the Women in Buses Council.

We maintain constant communication with our clients through our website, www.georgiacoachlines.net, and our social media channels, including Facebook, Instagram, LinkedIn, and Google. These platforms are utilized to reach customers and educate them about our services, fares, and quality, while also showcasing reviews, ratings, and client testimonials.

Georgia Coach Lines, Inc.

DeKalb County School District
RFP 25-472 – Charter Bus Services

TABLE OF CONTENTS

Request for Proposals, RFP 25-472 – Charter Bus Services

Table of Contents	1-2
Request for Proposals, RFP 25-472 – Charter Bus Services	3-76
Addenda	77-80
Executive Summary	81
General Company Information	82
Georgia Business License	83
Fayette County Business License	84
Georgia Motor Carrier of Passenger Permit	85
Georgia Department of Public Safety – DPS Reliability Report	86
Interstate Commerce Commission Certificate (ICC)	87
U.S DOT Certificate Number and Safety Rating	88
Litigation Statement	89
Civil and Criminal Declaration	90
Experience and Qualifications of Staff	91
Company Profile	92-94
Organizational Chart	95
Scope of Work	96
Driver Management Policy	97
Background Check Procedure	98
Drug and Alcohol Policy	99-107
Risk Management and Safety Program	108
Emergency Management Plan	109-110
Dispatch Requirements	111
Breakdown Statement	112
Booking Policy	113
Charter Services Documentation	114-118
Special Needs Passengers	119
Motorcoach Amenities	120
Experience and Performance on Other Projects	121
Performance Projects	122
Marketing Media	123-127
Added Value	128

**DeKalb County School District
RFP 25-472 – Charter Bus Services**

Required Attachments

1. Audited Financial Statements 2022	129
2. Audited Financial Statements 2023	130-131
3. Business License	132-133
4. Certificate of Insurance	134-135
5. Attachment A - Cost Proposal Form	136
6. Attachment B - Driver Certificate Listing	137-139
7. Attachment C - Bus List/Equipment Summary	140-155
8. Attachment E – Non-Collusion	156-162
9. Attachment F – Conflict of Interest	163
10. Attachment G – Critical Paragraphs	164
11. Attachment H – Offer Client Reference Form	165
12. Attachment I – Statement of Confidentiality	166-169
13. Attachment J – Suspension and Debarment Certification	170
14. Attachment K – Immigration & Security Certification	171
15. Attachment M – Signature Page	172-177
16. Technical Proposal	178
17. Brochures, Catalogs, Manuals, Website, Literature, etc.	81-120
18. Added Value	121-127
19. RFP 25-472 Addendum No. 1	128
20. RFP 25-472 Addendum No. 2	77
21. RFP 25-472 Addendum No. 3	78
22. RFP 25-472 Addendum No. 4	79
	80



1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

<https://dekalbschoolsqa.ionwave.net>

REQUEST FOR PROPOSAL

RFP 25-472 CHARTER BUS SERVICES

TABLE OF CONTENTS

Title Page	2
Table of Contents	3-4
Submittal Terms	5-7
Attachments	30-68

PART I – BACKGROUND AND INFORMATION

A.	Objectives	8
B.	General Information	8
C.	Procurement Process	8
D.	Addenda	8
E.	Proposal Contact Persons	9
F.	Prohibited Contacts	9
G.	Optional Virtual Pre-Proposal Conference	9
H.	Proposal Submission Deadline	9
I.	Virtual Public Acknowledgement	9
J.	Questions and Answers	10

PART II – GENERAL REQUIREMENTS

A.	Offeror Performance	11
B.	News Release	11
C.	Non-Discrimination	11
D.	Drug Free Workplace	11
E.	Smoke Free Workplace	11
F.	Background Checks	11
G.	Costs Incurred	12
H.	Insurance	12
I.	Indemnification	14
J.	Illegal Immigration Reform and Enforcement Act of 2011	15
K.	Interviews	15
L.	Contract Terms	15
M.	Permits and Applicable Laws	16
N.	Infringement	16
O.	Ownership Rights	16
P.	Non-Collusion	16
Q.	Conflict of Interest	16
R.	Financial Stability	17
S.	No Obligation/No Contract Guaranteed	17
T.	Confidentiality and Non-Disclosure	17
U.	Business License	18
V.	Protest Process	18

TABLE OF CONTENTS (CONT'D)

PART III – SCOPE OF WORK

A.	Purpose / Project Overview	20
B.	Project Scope of Services	20
C.	Brochures, Catalogs, Manuals, Websites, Literature	25
D.	Added Value	25
E.	Technical Proposal	25
F.	Transition Plan	28
G.	Required Content / Document Checklist	29

ATTACHMENTS

Attachment A – Cost Proposal Form	30
Attachment B – Driver Certification Listing	33
Attachment C – Bus List – Equipment Summary	34
Attachment D – DCSD Locations and Addresses	35
Attachment E – Non-Collusion	36
Attachment F – Conflict of Interest	37
Attachment G – Critical Paragraphs	38
Attachment H – Offeror Client Reference Form	39
Attachment I – Statement of Confidentiality and Non-Disclosure	40
Attachment J – Suspension and Debarment Certification	41
Attachment K – Immigration & Security Certification	42-47
Attachment L – Sample Service Agreement	48-66
Attachment M – Signature Page	68
Final Page	69

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 02/2025 and latest 02/2026 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://dekalbschoolsqa.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://dekalbschools.ga.gov/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://dekabschoolsga.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

The DCSD Risk Manager sets insurance and indemnification requirements for each Solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal. **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 three (3) 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) Comprehensive General Liability Policy, or equivalent coverage, to include products and completed operations liability and contractual liability. The Comprehensive General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.
 - (c) Comprehensive Business Automobile Liability Insurance with limits of liability of not less than \$3,000,000 per accident for bodily injury and property damage. Insurance shall include all owned, non-owned and hired vehicle liability.
 - (d) Umbrella Insurance with limits of liability excess of Employer's Liability Insurance, Commercial General Liability Insurance and Automobile Liability Insurance in the amount of not less than \$5,000,000.
 - (e) 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.
 - (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 sixty (60) 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.
 - (f) Under coverage and certificates required under Sections 2(a) and 2(b) 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.
 - (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).
- (g) 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.

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/Officer 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

**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 - N/A

\$ _____ for first 5 hours and \$ _____ per hour thereafter

\$ _____ *Daily Rate

*Number of hours required to convert to daily rate _____

\$ _____ Rate per mile

2. Up to 40 passenger mini-coach - N/A

\$ _____ for first 5 hours and \$ _____ per hour thereafter

\$ _____ *Daily Rate

*Number of hours required to convert to daily rate _____

\$ _____ Rate per mile

3. Up to 56 passenger full-size coach

\$ 1,000.00 for first 5 hours and \$ 85.00 per hour thereafter

\$ 1,600.00 *Daily Rate

*Number of hours required to convert to daily rate 8 hours

\$ 5.00 Rate per mile

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

\$ _____ for first 5 hours and \$ _____ per hour thereafter

\$ _____ *Daily Rate \$ _____ Overnight Rate

*Number of hours required to convert to daily rate _____

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

\$ _____ Rate per mile

2. Up to 40 passenger mini-coach - N/A

\$ _____ for first 5 hours and \$ _____ per hour thereafter

\$ _____ *Daily Rate \$ _____ Overnight Rate

*Number of hours required to convert to daily rate _____

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

\$ _____ Rate per mile

3. Up to 56 passenger full-size coach\$ N/A for first 5 hours and \$ N/A per hour thereafter\$ 1,600.00 *Daily Rate \$ N/A Overnight Rate*Number of hours required to convert to daily rate N/A\$ 200.00 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:

Georgia Coach Lines, Inc.

Company Name

Wendy Hollingsworth-Cox

President/CEO

Authorized Company Representative Name (please print)

Title

Authorized Company Representative Signature

Date

405 Ethan Drive, Fayetteville GA 30214

Address

(404) 681-1600

(404) 681-0222

Phone

Fax

charter@georgiacoachlines.net

Email

DRIVER CERTIFICATION LISTING

Offerors are required to provide a list of all certified drivers that will be employed under this contract. Offeror shall include expiration dates of all certified drivers. Any driver(s) not listed at the time of this RFP may not be used until approved by DCSD. All drivers must have a Commercial Driver's License (CDL) with a Passenger endorsement from the Department of Driver Services (DDS).

Driver's Name	Georgia Driver's License #	Expiration Date	Valid Medical Certification - Yes or No
Venus Asberry-Hicks	056463474	01/11/2027	Yes
Charles Clark	055193832	01/20/2029	Yes
Dondrell Haines	050406670	01/19/2026	Yes
Tamsir Jasseh	049894596	06/17/2027	Yes
Wellington Lain	056621999	06/09/2028	Yes
Zilton Lawson, II	059902900	01/09/2029	Yes
Dustin Martin-Young	056494579	08/09/2028	Yes
Jarad Mole	060540903	05/31/2025	Yes
Nicole Nobles	058722377	10/28/2026	Yes
Douglas Reese	058301917	06/28/2025	Yes
Demetrice Rhodes	052160994	09/29/2029	Yes
Randell Robinson	024907866	07/31/2026	Yes
Calvin Sellers	031275500	12/06/2026	Yes
Timothy Shropshire	8781032/AL	07/15/2025	Yes
Roderick Williams	051153352	06/05/2027	Yes

*Attach additional names/pages as necessary

Georgia Coach Lines, Inc.

Offeror Company Name

Wendy Hollingsworth-Cox

Company Representative Name

Company Representative Signature

11/04/2024

Date _____

Attachment C
RFP 25-472
Charter Bus Services

BUS LIST/EQUIPMENT SUMMARY
(Attach Additional Pages as Necessary)

	Vehicle Mfg.	Year, Make and Model	Seating Capacity	Vehicle License #	Wheelchair Lift Yes or No
1	MCI	2016 J4500	56	C556CS	No
2	MCI	2019 J4500	56	C8273B	No
3	MCI	2020 J4500	56	C507CT	No
4	MCI	2023 J4500	56	C061EA	No
5	PREVOST	2023 H3-45	56	C606EA	No
6	PREVOST	2024 H3-45	56	C361EU	No
7					
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RFP 25-472 REVISED Attachment D- DCSD Locations & Addresses
 Charter Bus Services
 Page 1 of 2

DCSD School	School Address	City	State	ZipCode
Allgood ES	659 Allgood Road	Stone Mtn	GA	30083
Arabia Mountain HS	6610 Browns Mill Road	Lithonia	GA	30038
Ashford Park ES	2968 Cravenridge Drive NE	Atlanta	GA	30319
Austin ES	5321 Roberts Drive	Atlanta	GA	30338
Avondale ES	8 Lakeshore Drive	Avondale Estates	GA	30002
Barack H. Obama EMST	3132 Clifton Church Road SE	Atlanta	GA	30316
Bethune, Mary McLeod MS	5200 Covington Highway	Decatur	GA	30035
Bob Mathis ES	3505 Boring Road	Decatur	GA	30034
Bouie, Edward L. Sr. Theme ES	5100 Rock Springs Road	Lithonia	GA	30038
Briar Vista ES	1131 Briar Vista Terrace NE	Atlanta	GA	30324
Briarlake ES	3590 Lavista Road	Decatur	GA	30033
Brockett ES	1855 Brockett Road	Tucker	GA	30084
Browns Mill ES	4863 Browns Mill Road	Lithonia	GA	30038
Canby Lane ES	4150 Green Hawk Trail	Decatur	GA	30035
Cary Reynolds at Nancy Creek Site	1663 E Nancy Creek Dr., NE	Atlanta	GA	30319
Cary Reynolds ES	3498 Pine Street	Atlanta	GA	30340
Cedar Grove ES	2330 River Road	Ellenwood	GA	30294
Cedar Grove HS	2360 River Road	Ellenwood	GA	30294
Cedar Grove MS	2300 Wildcat Road	Decatur	GA	30034
Chamblee HS	3688 Chamblee Dunwoody Road	Atlanta	GA	30341
Chamblee MS	3601 Sexton Woods Drive	Atlanta	GA	30341
Champion Theme MS	5265 Mimosa Drive	Stone Mtn	GA	30083
Chapel Hill ES	3536 Radcliffe Blvd	Decatur	GA	30034
Chapel Hill MS	3535 Dogwood Farm Road	Decatur	GA	30034
Chesnut ES	4576 N Peachtree Road	Atlanta	GA	30338
Clarkston HS	618 North Indian Creek Drive	Clarkston	GA	30021
Columbia ES	3230 Columbia Woods Drive	Decatur	GA	30032
Columbia HS	2106 Columbia Drive	Decatur	GA	30032
Columbia MS	3001 Columbia Drive	Decatur	GA	30034
Coralwood Center	2477 Coralwood Dr.	Decatur	GA	30033
Cross Keys HS	1626 N Druid Hills Road NE	Atlanta	GA	30319
DeKalb Alternative School	5855 Memorial Drive	Stone Mtn	GA	30083
DeKalb Arts Academy	3131 Old Rockbridge Rd.	Avondale Estates	GA	30002
DeKalb Early College Academy	1701 Mountain Industrial Blvd.	Stone Mtn	GA	30083
DeKalb HS of Technology-South	3303 Panthersville Road	Decatur	GA	30034
DeKalb School of the Arts	1192 Clarendon Avenue	Avondale Estates	GA	30002
Doraville United ES	3630 Shallowford Rd	Doraville	GA	30340
Dresden ES	2449 Dresden Drive	Atlanta	GA	30341
Druid Hills HS	1798 Haygood Drive NE	Atlanta	GA	30307
Druid Hills MS	3100 Mount Olive Drive	Decatur	GA	30033
Dunaire ES	651 S Indian Creek Drive	Stone Mtn	GA	30083
Dunwoody ES	1923 Womack Rd	Dunwoody	GA	30338
Dunwoody HS	5035 Vermack Road	Atlanta	GA	30338
E. L. Miller ES	919 Martin Rd	Stone Mtn	GA	30088
Eagle Woods Academy	5931 Shadow Rock Drive	Lithonia	GA	30058
Early Learning Academy	797 Fayetteville Road, SE	Atlanta	GA	30316
Elizabeth Andrews HS	1701 Mountain Industrial Blvd	Stone Mtn	GA	30083
Evansdale ES	2914 Evans Woods Drive	Atlanta	GA	30340
Fairington ES	5505 Phillip Bradley Drive	Lithonia	GA	30038
Fernbank ES	157 Heaton Park Drive, NE	Atlanta	GA	30307
Fernbank Science Center	156 Heaton Park Drive, NE	Atlanta	GA	30307
Flat Rock ES	4603 Evans Mill Road	Lithonia	GA	30038
Flat Shoals ES	3226 Flat Shoals Road	Decatur	GA	30034
Freedom MS	505 South Hairston Road	Stone Mtn	GA	30088
Hambrick ES	1101 Hambrick Road	Stone Mtn	GA	30083
Hawthorne ES	2535 Caladium Drive, NE	Atlanta	GA	30345
Henderson Mill ES	2408 Henderson Mill Road, NE	Atlanta	GA	30345
Henderson MS	2830 Henderson Mill Road	Atlanta	GA	30341
Hightower ES	4236 Tilly Mill Road	Atlanta	GA	30360
Huntley Hills ES	2112 Seaman Circle	Atlanta	GA	30341
Idlewood ES	1484 Idlewood Road	Tucker	GA	30084
Indian Creek ES	724 N Indian Creek Drive	Clarkston	GA	30021
International Student Center	3318 Midway Road	Decatur	GA	30032
John Lewis ES	2630 Skyland Drive	Atlanta	GA	30319
Jolly ES	1070 Otello Avenue	Clarkston	GA	30021
Kelley Lake ES	2590 Kelly Lake Road	Decatur	GA	30032
Kingsley ES	2051 Brendon Drive	Atlanta	GA	30338

RFP 25-472 REVISED Attachment D- DCSD Locations & Addresses
Charter Bus Services
Page 2 of 2

Kittredge Magnet	2383 N Druid Hills Rd NE	Atlanta	GA	30329
Lakeside HS	3801 Briarcliff Road, NE	Atlanta	GA	30345
Laurel Ridge ES	1215 Balsam Drive	Decatur	GA	30033
Lithonia HS	2440 Phillips Road	Lithonia	GA	30058
Lithonia MS	2451 Randall Avenue	Lithonia	GA	30058
Livsey ES	4137 Livsey Road	Tucker	GA	30084
Marbut Theme ES	5776 Marbut Road	Lithonia	GA	30058
Margaret Harris Comprehensive School	1634 Knob Hill Drive, NE	Atlanta	GA	30329
Martin Luther King, Jr. HS	3991 Snapfinger Road	Lithonia	GA	30038
McLendon ES	3169 Hollywood Drive	Decatur	GA	30033
McNair DLA ES	2162 Second Ave.	Decatur	GA	30032
McNair, Ronald E. HS	1804 Bouldercrest Road, SE	Atlanta	GA	30316
McNair, Ronald E. MS	2190 Wallingford Drive	Decatur	GA	30032
Midvale ES	3836 Midvale Road	Tucker	GA	30084
Miller Grove HS	2645 DeKalb Medical Parkway	Lithonia	GA	30058
Miller Grove MS	2215 Miller Road	Decatur	GA	30035
Montclair ES	1680 Clairmont Place, NE	Atlanta	GA	30329
Montgomery ES	3995 Ashford Dunwoody Road	Atlanta	GA	30319
Murphey Candler ES	6775 S Goddard Road	Lithonia	GA	30038
Narvie J. Harris Theme ES	3981 McGill Drive	Decatur	GA	30034
Oak Grove ES	1857 Oak Grove Road, NE	Atlanta	GA	30345
Oak View ES	3574 Oakvale Road	Decatur	GA	30034
Oakcliff Theme ES	3150 Willow Oak Way	Atlanta	GA	30340
Panola Way ES	2170 Panola Way Court	Lithonia	GA	30058
Peachcrest ES	1530 Joy Lane	Decatur	GA	30032
Peachtree MS	4664 N Peachtree Road	Atlanta	GA	30338
Pine Ridge ES	750 Pine Ridge Dr	Stone Mtn	GA	30087
Pleasantdale ES	3680 Pleasantdale Road	Doraville	GA	30340
Princeton ES	1321 South Deshon Road	Lithonia	GA	30058
Rainbow ES	2801 Kelley Chapel Road	Decatur	GA	30034
Redan ES	1914 Stone Mtn Lithonia Rd	Lithonia	GA	30058
Redan HS	5247 Redan Road	Stone Mtn	GA	30088
Redan MS	1775 Young Road	Lithonia	GA	30058
Robert Shaw Theme ES	385 Glendale Road	Scottdale	GA	30079
Rock Chapel ES	1130 Rock Chapel Road	Lithonia	GA	30058
Rockbridge ES	445 Halwalk Way	Stone Mtn	GA	30083
Rowland ES	1317 S Indian Creek Drive	Stone Mtn	GA	30083
Sagamore Hills ES	1865 Alderbrook Road	Atlanta	GA	30345
Salem MS	5333 Salem Road	Lithonia	GA	30038
Sequoyah MS	3456 Aztec Road	Atlanta	GA	30340
Shadow Rock Center	1040 Kingway Drive	Lithonia	GA	30058
Shadow Rock ES	1040 Kingway Drive	Lithonia	GA	30058
Smoke Rise ES	4780 Hugh Howell Road	Tucker	GA	30084
Snapfinger ES	1365 Snapfinger Road	Decatur	GA	30032
Southwest DeKalb HS	2863 Kelley Chapel Road	Decatur	GA	30034
Stephenson HS	701 Stephenson Road	Stone Mtn	GA	30087
Stephenson MS	922 Stephenson Road	Stone Mtn	GA	30087
Stone Mill ES	4900 Sheila Lane	Stone Mtn	GA	30083
Stone Mountain ES	6720 James B. Rivers Dr	Stone Mtn	GA	30083
Stone Mountain HS	4555 Central Drive	Stone Mtn	GA	30083
Stone Mountain MS	4301 Sarr Parkway	Stone Mtn	GA	30083
Stoneview ES	2629 Huber Street	Lithonia	GA	30058
Toney ES	2701 Oakland Terrace	Decatur	GA	30032
Towers HS	3919 Brookcrest Circle	Decatur	GA	30032
Tucker HS	5036 Lavista Road	Tucker	GA	30084
Tucker MS	2160 Idlewood Road	Tucker	GA	30084
Vanderlyn ES	1877 Vanderlyn Drive	Atlanta	GA	30338
Wadsworth Magnet	3039 Santa Monica Drive	Decatur	GA	30032
Warren Technical School	3075 Alton Road	Atlanta	GA	30341
Woodridge ES	4120 Cedar Ridge Trail	Stone Mtn	GA	30083
Woodward ES	3034 Curtis Drive, NE	Atlanta	GA	30319
Wynbrooke Theme ES	440 Wicksbury Way	Stone Mtn	GA	30087

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:


Georgia Coach Lines, Inc.

Company Name/Certifying Official Signature

Date: 11/4/24

**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:


Georgia Coach Lines, Inc.

Company Name/Certifying Official Signature

Date: 11/4/24

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) whc 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) whc 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) whc 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) whc Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, Part II.
- 5) whc 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) whc 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) whc Offeror understands that this solicitation requires Board of Education Approval.

Signature of Company Representative:

Georgia Coach Lines, Inc. 
Company Name/Certifying Official Signature

Date: 11/4/24

Attachment H
RFP 25-472
Charter Bus Services

OFFEROR'S CLIENT REFERENCES

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

Cambridge High School

Company Name Providing Reference

2845 Bethany Bend Milton, GA 30004

Address City/State/Zip

Timothy Hart

Name of Contact Person

470-254-2529

Telephone Number of Contact Person

hartt@fultonschools.org

Email Address of Contact Person

2019 - Current

Date/Duration of Service Relationship

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

Local Field Trips

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.)

Jonesboro High School
Company Name Providing Reference

7728 Zion Road Jonesboro, GA 30236
Address City/State/Zip

Lynel Goodwin
Name of Contact Person

404-637-7873
Telephone Number of Contact Person

lynel.goodwin@gmail.com
Email Address of Contact Person

2018 - Current
Date/Duration of Service Relationship

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

Band Performances locally and out of state

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.)

Luella High School

Company Name Providing Reference

603 Walker Drive Locust Grove, GA 30248

Address City/State/Zip

Kesha Williams

Name of Contact Person

770-898-9822

Telephone Number of Contact Person

keshawilliams@henry.k12.ga.us

Email Address of Contact Person

2023 - Current

Date/Duration of Service Relationship

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

Schools Field Trips and Tournaments (Local and Out of State)

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.)

Super Holidays Tours

Company Name Providing Reference

116 gatlin Avenue Orlando, FL 32806

Address City/State/Zip

Mark Drury, Sales Manager

Name of Contact Person

321-319-1153

Telephone Number of Contact Person

mdrury@superholiday.com

Email Address of Contact Person

2022 - Current

Date/Duration of Service Relationship

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

Student Group Travel for Band Competitions (Local and Out of State)

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.

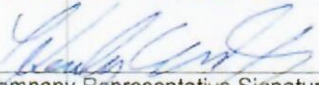
The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall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

Georgia Coach Lines, Inc.

Offeror Company Name

Wendy Hollingsworth-Cox

Company Representative Name


Company Representative Signature

11/4/24
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: Georgia Coach Lines, Inc.
(Offeror Company Name/Certifying Official Signature)

Date: 11/4/21

Further, the DCSD's Purchasing Department will check the SAMS website at <https://www.sams.ov/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) whc (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) whc (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) whc (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) whc (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) whc (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.

Signature

Date

1173999

02/28/2017

EEV/Basic Pilot Program
User Identification Number

Date of Authorization

Firm Name: Georgia Coach Lines, Inc.

Street/Mailing Address: 405 Ethan Drive

City, State, Zip Code: Fayetteville, GA 30214

Telephone Number: (404) 681-1600

Email Address: charter@georgiacoachlines.net

SUBSCRIBED AND SWORN

BEFORE ME ON THIS, THE

31 DAY OF Oct

2024

Notary Public

My Commission Expires:

April 17 2026

Jessica Monique Cox
NOTARY PUBLIC
CLAYTON COUNTY, GEORGIA
My Commission Expires 04/17/2026

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>1173999</u>
Date of Authorization:	<u>02/28/2017</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>

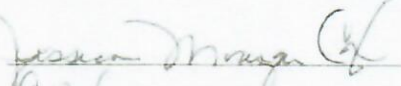
I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 2024 in _____	Fayetteville	GA
	(city)	(state)
Signature of Authorized Officer or Agent		
Printed Name and Title of Authorized Agent:	<u>Wendy Hollingsworth-Cox</u>	

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 21 DAY OF Oct, 2024.

Notary Public

My Commission Expires:


April 17 2026

Jessica Monique Cox
 NOTARY PUBLIC
 CLAYTON COUNTY, GEORGIA
 My Commission Expires 04/17/2026

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:	1173999
Date of Authorization:	02/28/2017
Name of Subcontractor:	Georgia Coach Lines, Inc.
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 _____, _____, 2024 in _____ Fayetteville _____, GA
(city) (state)

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Agent:

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 31 DAY OF Oct.
20 24

Notary Public

My Commission Expires:

Jessica Monique Cox
NOTARY PUBLIC
CLAYTON COUNTY, GEORGIA
My Commission Expires 04/17/2026

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 N/A 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: _____

N/A

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: _____

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 _____ N/A _____ 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:

Solicitation Number (if applicable):

Name of Public Employer:

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.

Wendy Hollingsworth-Cox
Printed Name/Engaging Authorized
Company Official

President/CEO
Position/Title

Georgia Coach Lines, Inc.
Offeror's Company Name


Signature/Engaging Authorized
Company Official

charter@georgiacoachlines.net
E-mail Address

(404) 681-1600
Telephone Number

01/4/24
Date

END OF RFP



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.

Georgia Coach Lines 
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.

Georgia Bach Lines

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.

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

79



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschools.ga.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.

Georgia Coach Lines, Inc.

COMPANY NAME/ CERTIFYING OFFICIAL SIGNATURE

Addendum No. 4 to RFP 25-472 Charter Bus Services

80



REQUEST FOR PROPOSALS
RFP 20-472- CHARTER BUS SERVICES

Executive Summary

Georgia Coach Lines, Inc. | 405 Ethan Drive, Fayetteville GA 30214 | 404-681-1600

Georgia Coach Lines, Inc.

Executive Summary

General Information

- Georgia Coach Lines, Inc. is a family-owned domestic profit corporation which was established and licensed in the State of Georgia on February 18, 1985
- Headquarters and Maintenance Facility is located at 405 Ethan Drive, Fayetteville GA 30214
- Phone Number: (404) 681-1600 and Facsimile Number: (404) 681-0222
- Our main number (404) 681-1600 transfers to an on-call agent after normal business hours and holidays which includes any emergencies
- Website Address: www.georgiacoachlines.net
- Email Address: charter@georgiacoachlines.net



I, Max Cleland, Secretary of State of the State of Georgia, do hereby certify that

"GEORGIA COACH LINES, INC."

has been duly incorporated under the laws of the State of Georgia on the 18th day of February, 1985, by the filing of articles of incorporation in the office of the Secretary of State and the fees therefor paid, as provided by law, and that attached hereto is a true copy of said articles of incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of my office, at the Capitol, in the City of Atlanta, this 18th day of February in the year of our Lord One Thousand Nine Hundred and Eighty Five and of the Independence of the United States of America the Two Hundred and Nine.

Max Cleland

SECRETARY OF STATE, EX-OFFICIO CORPORATION
COMMISSIONER OF THE STATE OF GEORGIA





Fayette County
Finance Department
140 Stonewall Avenue
Suite 101
Fayetteville, GA 30214

BUSINESS LOCATION	OWNER ID
405 ETHAN DRIVE FAYETTEVILLE, GA 30214	130963

NOTICE

This certificate becomes null & void if ownership changes. We must be notified in writing within 5 days of such change or transfer. A fee of \$35.00 will apply.

BUSINESS NAME & MAILING ADDRESS

GEORGIA COACH LINES, INC.
405 ETHAN DRIVE
FAYETTEVILLE, GA 30214
404-681-1600

POST IN A CONSPICUOUS PLACE

OCCUPATIONAL TAX CERTIFICATE

2024

Certificate Number	8283
Issue Date	12/20/2023
Expiration Date	12/31/2024
Category	TRANSPORTATION
Type	CHARTER BUS TRANSPORT

Total Received \$150.00


Signature

NON-TRANSFERABLE



Fayette County
Finance Department
140 Stonewall Avenue
Suite 101
Fayetteville, GA 30214

BUSINESS LOCATION	OWNER ID
405 ETHAN DRIVE FAYETTEVILLE, GA 30214	130963

NOTICE

This certificate becomes null & void if ownership changes. We must be notified in writing within 5 days of such change or transfer. A fee of \$35.00 will apply.

BUSINESS NAME & MAILING ADDRESS

GEORGIA COACH LINES, INC.
405 ETHAN DRIVE
FAYETTEVILLE, GA 30214
404-681-1600

OCCUPATIONAL TAX CERTIFICATE

2024

Certificate Number	8283
Issue Date	12/20/2023
Expiration Date	12/31/2024
Category	TRANSPORTATION
Type	CHARTER BUS TRANSPORT

Total Received \$150.00

84

Office Copy

NON-TRANSFERABLE



MCA Number: 62736
Permit Number: PA62736

Date Issued: 3/24/04

MOTOR CARRIER OF PASSENGER PERMIT

Upon consideration of the record in the above numbered application, it is therefore ORDERED:
that authority be and is hereby granted to:

Georgia Coach Lines, Inc.

Business Address

524 Whitehall St., S.W.
Atlanta, Georgia 30303

Mailing Address

524 Whitehall St., S.W.
Atlanta, Georgia 30303

To transport passengers in charter bus transportation, between points within Georgia, over no fixed route, in accordance with the rules and regulations of the Georgia Department of Motor Vehicle Safety and of Georgia Motor Carrier Laws.

This permit shall remain in effect so long as said carrier complies with the Department of Motor Vehicle Safety's safety and insurance requirements and does not exceed insured mileage radius. By Order of the Georgia Department of Motor Vehicle Safety

COMMISSIONER

85



Georgia Department of Public Safety

[Main](#) [Household Goods](#) [Non-Consensual Towing](#) [Passenger Carriers](#) [Farm Vehicle](#) [UCR/GIMC](#) [Oversize Permit](#) [Forms & Manuals](#) [Contact Us](#)

DPS RELIABILITY REPORT

Report Card for Georgia Coach Lines, Inc.

Company Experience

Based on information that the DPS has received or is aware of, this bus or van carrier has a SATISFACTORY RECORD with the Department. A SATISFACTORY RECORD means that the company does not have excessive or multiple problems related to any of the following concerns:

- Frequent complaints or customer dissatisfaction.
- Failure to bring a customer complaint to completion in a timely manner.
- Customer service or customer courtesy issues.
- Failure to respond to DPS inquiry or failure to respond to DPS inquiry in a timely manner.
- DPS records which show customer non-compliance with the Commission's rules.

Company Management

Principal Owner: Clarence E. Cox III
Business Phone: 4048223140
Fax: 4048810222
Zip: 30303

Contact: Clarence E. Cox III
Cell Phone:
Email: clarencecox@georgiacolines.net

The reliability rating contained in this report is objective and is the Commission's own interpretation of this carrier's performance based on the factors that have been cited. As a matter of policy the DPS does not endorse any particular carrier and it is recommended that prospective customers consider all factors and sources prior to contracting with a moving company.

INTERSTATE COMMERCE COMMISSION

CERTIFICATE

No. MC-181402

SERVICE DATE

JUN 14 1985

GEORGIA COACH LINES, INC.
Atlanta, Georgia

This Certificate is evidence of the carrier's authority to engage in transportation as a common carrier by motor vehicle.

This authority will be effective as long as the carrier maintains compliance with the requirements pertaining to insurance coverage for the protection of the public (49 CFR 1043); the designation of agents upon whom process may be served (49 CFR 1044); and tariffs or schedules (49 CFR 1300 through 1310, revised). The carrier shall also render reasonably continuous and adequate service to the public. Failure to meet these conditions will constitute sufficient grounds for the suspension, change, or revocation of this authority.

This authority is subject to any terms, conditions, and limitations as are now, or may later be, attached to this privilege.

For common carriers with irregular route authority: Any irregular route authority authorized in this Certificate may not be tacked or joined with your other irregular route authority unless joinder is specifically authorized.

The transportation service to be performed is described on the reverse side of this document.

By the Commission.

(SEAL)

JAMES H. MAYNE
Secretary

NOTE: If there are any discrepancies regarding this document, please notify the Commission within 30 days.



U.S. Department of
Transportation
1200 New Jersey Ave. S.E.
Washington, D.C. 20590

**Federal Motor Carrier
Safety Administration**



1/37
Review No.: 1870114/
GEORGIA COACH LINES INC
405 ETHAN DR
FAYETTEVILLE GA 30214-5917

March 16, 2022

In reply refer to:

USDOT Number: 260532
Review No.: 1870114/CR



Dear CLARENCE COX III:

The motor carrier safety rating for your company is:

SATISFACTORY

This SATISFACTORY rating is the result of a review and evaluation of your safety fitness completed on March 14, 2022. A SATISFACTORY rating indicates that your company has adequate safety management controls in place to meet the safety fitness standard prescribed in 49 C.F.R. 385.5.

Please assure yourself that any specific deficiencies identified in the review report have been corrected. We appreciate your efforts toward promoting motor carrier safety throughout your company. If you have questions or require further information, please contact:

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION
TWO CROWN CENTER
1745 PHOENIX BLVD STE 380
ATLANTA, GA 30349-5585
Telephone No.: 678-284-5130

Sincerely,

Joseph P. DeLorenzo
Director, Office of Enforcement and Compliance

Georgia Coach Lines, Inc.

Litigation Statement

Georgia Coach Lines, Inc. has never failed to complete a contract or contracts or have defaulted or have been declared in default on any contract.

Moreover, Georgia Coach Lines, Inc. has not had any legal actions filed against them in the past ten (10) years.

Georgia Coach Lines, Inc.

Civil and Criminal Declaration

Georgia Coach Lines, Inc. has not been the subject of, or named a party in, any lawsuits, administrative actions or litigation.

Georgia Coach Lines, Inc., 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, moratorium or assignment of the benefit of creditors, or otherwise sought relief from creditors.

Georgia Coach Lines, Inc. has not been the subject of any order, judgement or decree not subsequently reversed, suspended or vacated by any court permanently enjoining it from engaging in any type of business practice.



REQUEST FOR PROPOSALS

RFP 20-472- CHARTER BUS SERVICES

Experience and Qualifications of Staff

Georgia Coach Lines, Inc. | 405 Ethan Drive, Fayetteville GA 30214 | 404-681-1600

COMPANY PROFILE

General Information

- Georgia Coach Lines, Inc. is a family-owned domestic profit corporation which was established and licensed in the State of Georgia on February 18, 1985
- Headquarters and Maintenance Facility is located at 405 Ethan Drive, Fayetteville GA 30214
- Phone Number: (404) 681-1600 and Facsimile Number: (404) 681-0222
- Our main number (404) 681-1600 transfers to an on-call agent after normal business hours and holidays, which includes any emergencies.
- Website Address: www.georgiacoachlines.net
- Email Address: charter@georgiacoachlines.net

Business Philosophy

Our business philosophy revolves around "building customer relationships through satisfactory services." We provide charter services that meet or exceed the highest industry standards, which allows us to deliver seamless customer experience to our clients. We understand the importance of keeping our customers satisfied and well-informed throughout their experience on our charters. We believe in fulfilling our commitments to ensure that our customers do not only get a first-time excellent service but provide an experience that will ensure continued business relationships.

Business Strengths and Core Competencies

Strong Business Values	Family Owned Premium Coach Service in Atlanta	High Safety Standards and Protocols	Affordable Pricing	Companywide Customer Service Excellence
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Roadside Emergencies

Our drivers are equipped with cell phones and the coaches have GPS pin-point tracking which allows our staff to have the exact location and can dispatch the appropriate replacement coach and/or service as needed to facilitate the need. We are active participants with Georgia Motorcoach Operators Association (GMOA), United Motorcoach Association (UMA), National Association of Motorcoach Operators (NAMO), and the American Bus Association (ABA) which allows us an extensive network of affiliates to assist us in the event of a roadside emergency. Based on these affiliations, the normal replacement time should be less than two (2) hours depending on the geographical location.

Many of our coaches are currently under manufacturers' warranties which also offers a 24-Hour Roadside Emergency component with vendors across the United States and Canada.

Current Approved School Districts – Charter Bus Services

Georgia Coach Lines, Inc. has provided charter bus services for competitions, conventions, field trips, graduations, and sporting events for the following school districts:

Atlanta Public Schools, Bibb County School District, Clayton County Public Schools, Cobb County School District, Fayette County School System, Fulton County Public Schools, Heard County School System, Henry County Schools, Pike County Schools, and several others.

Georgia Coach Lines, Inc.

Page 2 of 3

Organization Structure

Name and Contact Information:

- Wendy Hollingsworth-Cox – President/CEO – wendycox@georgiacoachlines.net
 - Former Senior Regulatory Affairs Professional, The Scotts Miracle-Gro Company
 - Motorcoach Operations (7 years)
 - Spelman College, BS in Biology
- Clarence E. Cox, III – Vice President/COO – clarencecox@georgiacoachlines.net
 - Chairman, African American Motorcoach Council (AAMC) American Bus Association (ABA)
 - Board Member, United Motorcoach Association (UMA)
 - Co-Chairman of Membership Committee, National Association of Motorcoach Operators (NAMO)
 - Immediate Past President, Georgia Motorcoach Operators Association (GMOA)
 - Chief Investigator, Fulton County Solicitor General
 - Past President, National Organization of Black Law Enforcement Executives (NOBLE)
 - Founding Police Chief for Clayton County Public Schools
 - Motorcoach Operator/Operations Management (25 years)
 - CDL Driver (35 years)
- Deborah Parker – Sales and Office Manager – charter@georgiacoachlines.net
 - Motorcoach Charter Sales and Dispatch Experience (over 28 years)
- Karen Reynolds – Marketing Manager – tours@georgiacoachlines.net
 - Business Management (20 years)
- Randell Robinson – ELD & Safety Compliance
 - CDL Driver (27 year)
- Savadus Robinson – Fleet and Garage Manager – (20 years)
- Jason Greenway – Fleet Mechanic
 - Certified Mechanic (20 years)
- CDL Drivers – Contractual Drivers (over 15 years)

Certifications

City of Atlanta African American Business Enterprise (AABE)
Georgia Disadvantaged Business Enterprise (DBE)
Minority Business Enterprise (MBE) - Georgia Minority Supplier Development Council (GMSDC)
Minority and Woman-Owned Business Enterprise – Augusta, GA (M/WBE)
Women Owned Small Business (WOSB) – SBA (Pending Approval)
Disadvantaged Business Enterprise (DBE) for Georgia

Corporate and Industry Memberships

Atlanta Business League (ABL)
Atlanta Convention and Visitors Bureau (ACVB)
American Bus Association (ABA)
Clayton County Chamber of Commerce
Fayette County Chamber of Commerce
Georgia Motorcoach Operators Association (GMOA)
National Association of Motorcoach Operators (NAMO)
United Motorcoach Association (UMA)

Environmental, Safety and Quality Control

To ensure safety, we regularly inspect and maintain our coaches, especially before the beginning and end of each charter is performed by a maintenance technician. Preventative maintenance checks are performed on certain components on a scheduled basis per coach. Drivers are also required to perform a walk around safety checks prior to operating the coach. The service facility contracts ASE certified technicians that are factory trained to perform our routine preventative maintenance. It features a motor coach service area with enclosed garage space, parts room, covered wash bay, and a lavatory waste disposal area in compliance with EPA regulations. Georgia Coach Lines, Inc. uses Monochem® an all-biological product which liquifies waste material in coach lavatories making the waste environmentally friendly.

Drivers are required to show a video entitled, "Safety In Motion" (A passenger's guide to a safe trip), prior to beginning the journey with passengers.

Our motorcoaches are environmentally friendly and designed to reduce carbon emissions and ensure that our motorcoaches remain one of the most favorable modes of transportation in terms of environmental sustainability.

Drivers

We hire drivers after thorough background checks including e-Verify, drug & alcohol screening, road & written tests, and the possession of a valid medical certification. Our drivers are licensed and certified by the Georgia Department of Public Safety and meet all FMCSA requirements. Our drivers are not just qualified individuals taking customers from one place to another; they represent our business values and brand.

Training

All employees are required to complete continuing educational courses and training to include vehicle safety, vehicle operation, customer service and crisis management training.

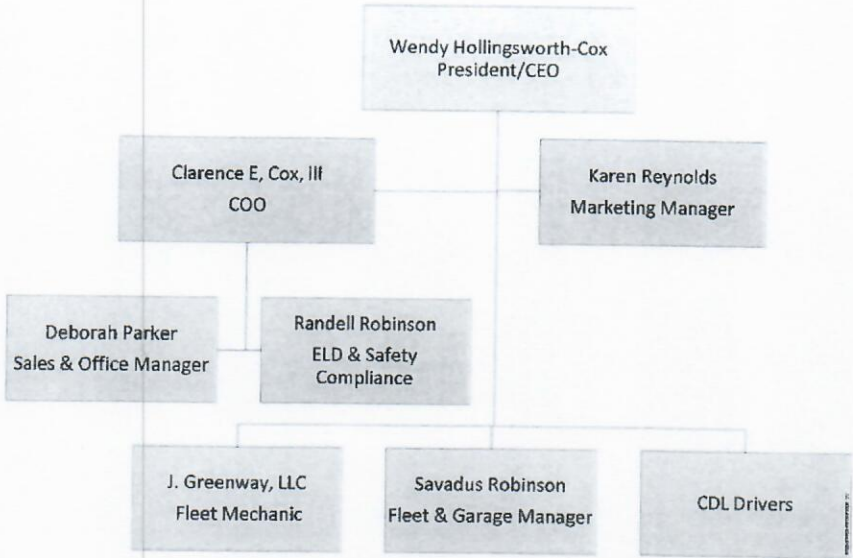
ADA Motorcoach Services

We have an agreement with an affiliate motorcoach provider that meets all the FMCSA requirements and is licensed and insured to provide charter bus services to our client upon request.

Amenities

- Wi-Fi
- OnCoach CINEMA®
- 110V Outlets for Charging
- Audio/Video Equipment
- Satellite Radio (XM Radio)
- PA Systems
- GPS Tracking/Electronic Logging System
- Flat Screen Monitors
- Roomy Reclining Seats with Plenty of Leg Room
- Individual Reading Lights
- Spacious Restrooms
- Seat Belts
- Overhead Racks for Carry-On Bags
- Climate-Controlled Air Conditioning and Heating Systems
- Large, Weather-Proof Luggage Compartments
- Optional Card and Game Tables
- Digital Cell Phones for Contact with Dispatch
- Kneeling Coaches to Shorten the Distance Between the Curb and the First Step
- Personalized Signage (Upon Request)

Georgia Coach Lines, Inc.





REQUEST FOR PROPOSALS
RFP 20-472- CHARTER BUS SERVICES

Scope of Work

Georgia Coach Lines, Inc. | 405 Ethan Drive, Fayetteville GA 30214 | 404-681-1600

Georgia Coach Lines, Inc.

Driver Management Policy

It is the policy of Georgia Coach Lines, Inc. to hire, train and manage motorcoach operators to provide the safest, most comfortable, and pleasurable services to our customers in accordance with all applicable federal and state regulations.

All applicants for the motor coach position must meet the minimum qualifications as set forth below:

Minimum Qualifications:

- U.S. Citizen or legal immigrant residing in the United States at least three (3) years
- Must have a CDL license for at least three (3) years
- Must have an acceptable driving record (MVR)
- Must be at least 25 years of age
- Must be physically capable to perform the essential job functions
- Must have no conviction of a felony
- Must satisfactorily demonstrate acceptable driving behaviors during a road test
- Must submit to a blood/alcohol tests
- Must receive an acceptance from insurance provider prior to receiving approval for hire.

Georgia Coach Lines, Inc. will perform the following procedures when hiring motorcoach operators:

- Reference checks of previous employers for at least the past three (3) years
- A record of positive drug tests for at least the past three (3) years
- Background check of criminal activities including the E-Verify system
 - Private and government agency reports related to any history of criminal, dishonest, or violent behavior, and other reports that relate to suitability for employment with the company.
 - Employment history, abilities, reason for termination of employment
 - Driving History
 - Address History
 - Social Security Number Scans (E-Verify System)
- Obtain and review MVR of applicant. Applicant will not be considered for employment if the MVR contains the following:
 - Two (2) or more moving violations in the last three (3) years
 - More than one (1) accident in the last three (3) years
 - Any DUI/DWI convictions
- Pre-employment Screening Program through FMCSA Motor Carrier Management System (MCMIS)
- Require medical qualifications certificate through a DOT physical exam
- Require pre-employment and random drug and alcohol screening (see attached policy)
- Conduct road test in a motorcoach

Annual audits of the driver qualification files are conducted to ensure that our records meet DOT requirements and all information is current.

Hours of Service Monitoring – ELD

Weekly monitored to prevent hour of service violations and to maintain regulatory compliance in accordance with FMCSA requirements. Our system generates automatic reports and alerts for non-compliance. When a charter requires hours that exceed the DOT regulations, a Relay Driver will be assigned.

Georgia Coach Lines, Inc.

Background Check Procedure

In addition to the E-Verify system, the company will conduct employment reference checks and criminal background checks for all perspective applicants and will use a third-party company to conduct these background checks. The company will obtain written consent from the applicant prior to ordering reports from third party company.

The Background Check will include the following:

- Private and government agency reports related to any history of criminal, dishonest, or violent behavior, and other reports that relate to suitability for employment with the Georgia Coach Lines, Inc.
- Employment history, abilities, reason for termination of employment
- Driving History
- Address History
- Social Security Number Scans (E-Verify System)

Georgia Coach Lines, Inc.

COMMERCIAL DRIVER DRUG AND ALCOHOL POLICY

Policy Statement

This policy states the position of Georgia Coach Lines, Inc. (hereafter referred to as the Company) regarding the use of alcohol and drugs in our workplaces or of Company premises while conducting Company business. Employees are expected and required to report to work on time and in suitable mental and physical condition for work. It is our intent and obligation to provide a healthy, safe, and drug-free work environment.

The unlawful manufacture, distribution, possession, or use of a controlled substance and/or alcohol on company premises, in Company vehicles, or while conducting Company business off Company premises is prohibited. Violation of this policy will result in disciplinary action, up to and including termination.

The Company recognizes alcohol and drug abuse as a potential health and safety issue and encourages employees to seek help. A conscientious effort to seek such help by itself will not jeopardize any employee's job. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug or alcohol statute for violations occurring on company premises, in Company Vehicles, or while conducting company business off premises. A report of a conviction, guilty plea or plea of no contest, must be made within five (5) days after conviction or plea by the court.

Definitions

- A. **Employee** this policy applies to all employees in the service of the Company for compensation who are required to hold and maintain a CDL as a condition of employment or who receives a reimbursement in part or whole for securing a CDL or who operates a commercial motor vehicle including full-time, part-time, casual, intermittent or occasional drivers shall be subject to random testing conducted pursuant to Federal law and regulations of title 49 code of Federal Regulations, Part 383. All Company employees are subject to pre-employment, random, reasonable suspicion, post-accident, return-to-duty and follow-up testing conducted pursuant to such law and regulations and this policy.
- B. **Prospective employee** means any person who has made application for employment with the Company, who is subject to the commercial driver's license requirements of Title 49 code of Federal Regulations, Part 383, and/or any person who has been offered a position with the company. Applicants who are offered a position with the company are subject to pre-employment controlled substances testing as a condition of employment.
- C. **Commercial motor vehicle** means a motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:
 - 1. Has a gross combination weight of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
 - 2. Has a gross vehicle weight of 26,001 or more pounds; or
 - 3. Is designed to transport 16 or more passengers, including the driver; or
 - 4. Is of any size and is used in the transportation of hazardous materials which require placards. (Employees who operate commercial motor vehicles as defined above are required to have a current commercial driver's license (CDL)).

D. **Safety-sensitive Functions** means all time from the time a driver begins work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
5. All time loading or unloading a vehicle, supervising, or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Alcohol Testing Definitions

- A. **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- B. **Alcohol use** means the consumption of any beverage, mixture, or preparation, including any medication containing alcohol.
- C. **Alcohol concentration** (or content) means the alcohol in a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath-testing device.
- D. **Screening alcohol test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath specimen.
- E. **Confirmation alcohol test** means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Drug Testing Definitions

- A. **Illegal drugs** means a controlled substance included in Schedule I or II as defined by Section 802(6) of Title 21 of the United States Code. The possession of which is unlawful under Chapter 13 of the Title. The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other use authorized by law.
- B. **Drug test** means analysis of a urine sample for the presence of "illegal drugs" provided by and "employee" or "prospective employee".
- C. **Screening drug test** means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure liability and accuracy.
- D. **Confirmation drug test** means a second analytical procedure to identify the presence of a specific drug or metabolite that is independent of the screening test and that uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.

- E. **Verified negative drug test** means a drug test result that was negative on an initial FDA-approved immunoassay test (screening drug test), and reviewed and verified by the medical review officer (IYJIRO) in accordance with this plan and the mandatory guidelines under Title 49 Code of Federal Regulations Part 40 - procedures for transportation workplace drug and alcohol testing programs.
- F. **Verified positive drug test** means a test result that was positive on a initial FDA-approved immunoassay test (screening drug test), confirmed by a gas chromatography/mass spectrometry assay, (or other confirmatory test approved by the Department of Health and Human Services) (confirmation drug test) and reviewed and verified by the MRO in accordance with this plan and the mandatory guidelines under Title 49 of the Code of Federal Regulations Part 40. The screening drug test and confirmation drug test cutoff levels for the illegal drugs are listed below

Drug	Screening Cutoff	Confirmation Cutoff
Cannabinoids as Carboxy-THC (Marijuana)	50 ng/ml	15 ng/ml
Cocaine metabolites as benzoylecgonine (Cocaine, Crack)	300 ng/ml	150 ng/ml
Phencyclidine. (PCP, Angel Dust)	25 ng/ml	25 ng/ml
Opiates (Codeine, Morphine)	2000 ng/ml	2000 ng/ml
Amphetamine (Amphetamine & Methamphetamine)	1000 ng/ml	500 ng/ml

- G. **Split urine sample** means a portion of the urine sample provided by the donor at the time of collection, poured into a separate specimen bottle, sealed in the presence of the donor, and shipped to the primary laboratory. If the primary sample tested positive for the presence of drugs(s) defined in F-Verified Positive Drug Test, the donor can request analysis of the "split sample" if he/she notifies the medical review officer within 72 hours of notification of a positive drug test.

Required Test

The Company intends to test employees and/or prospective employees for the presence of drugs and/or alcohol, in accordance with the provisions of this policy. An employee who refuses to be tested when so required will be subject to the full range of disciplinary action, including dismissal. Attempts to alter or substitute a urine specimen provided will be deemed a refusal to take the drug test when required. Drug and alcohol tests shall be given under the following circumstances:

- A. **Pre-Employment testing** means prior to the first time an employee performs a safety sensitive function for the Company, the employee shall undergo testing for the five drugs described in the above section.
- B. **Random test** means a system of drug and/or alcohol testing imposed without individualized suspicion that a particular individual is using illegal drugs, and may either be:

The minimum annual percentage rate for random illegal drug testing shall be 50 percent of the average number of employees in positions requiring a CDL. The minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of employees in positions requiring a CDL. An employee shall only be tested for alcohol

while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

- C. **Reasonable suspicion testing** means drug and/or alcohol testing when the Company has reason to believe that the employee has violated the prohibitions of this policy concerning drug and/or alcohol use.

Reasonable suspicion of drug and/or alcohol use shall be based on a specific event or observation indicating recent drug and/or alcohol use. The observation s may include indications of the chronic and/or withdrawal effects of controlled substances or alcohol and any of the following:

1. Documentation of unsatisfactory work performance or on-the-job behavior.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of drugs/controlled substances, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error
4. Signs of possible alcohol or drug use (not all-inclusive):
 1. Abnormally dilated or constricted pupils
 2. Glazed stare, redness of eyes
 3. Flushed face
 4. Change of speech (faster or slower)
 5. Constant sniffing
 6. Increased absences
 7. Sudden weight loss
 8. Needle marks
 9. Change in personality (paranoia)
 10. Increased appetite for sweets
 11. Forgetfulness, performance faltering, poor concentration
 12. Borrowing money from coworkers or other unusual display or need for money
 13. Constant fatigue or hyperactivity
 14. Smell of alcohol
 15. Slurred speech
 16. Difficulty walking
 17. Dulled mental processes
 18. Slowed reaction rate

Reasonable cause testing shall be obtained only after the covered employee's supervisor or company official (trained in detecting the indicators of drug and/or alcohol use in accordance with Title 49 Code of federal Regulations, Part 382.603) has reviewed all information, facts, and circumstances leading to and supporting the reasonable cause observation. A written record shall be made of the observations leading to the testing and signed by the supervisor or company official prior to testing. **All employees tested under this provision shall be prohibited from performing any safety-sensitive functions until the Program Administrator reviews the results of the test**

Alcohol testing is authorized under reasonable suspicion only if the observations required by this testing method are made during, just preceding, or just after the period of the workday that the employee is required to be in compliance with on-duty time. An employee may be directed by the Company to undergo reasonable suspicion testing only while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. The Company shall not take any action under this section against an employee based solely on the employee's behavior and appearance, with respect to alcohol use, in the absence of an alcohol test.

ACCIDENT means an occurrence involving a Company vehicle or any vehicle used in the performance of Company business operating on a public road which results in:

1. A fatality
2. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or
3. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle (any vehicles involved) to be transported away from the scene by a tow truck or other vehicle.

D. **Post-accident testing.** A post-accident test is an alcohol and/or controlled substances test administered to an employee following an accident involving:

- a. A Company vehicle or any vehicle used in the performance of Company business under the following conditions:
 - i. The employee was performing safety sensitive functions with respect to the vehicle and the accident involved a loss of human life;
 - ii. The accident involved serious injury, or major property damage to any vehicle involved in the incident and the Company driver receives a citation under state or local law for a moving traffic violation arising from the accident.

E. **Return to duty testing** means drug and/or alcohol testing required before the employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy. An alcohol test conducted under return to duty testing shall have a result indicating an alcohol concentration of less than 0.02 grams of alcohol per 210 liters of breath.

F. **Follow-up testing** means testing required following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse and/or illegal drugs. The company shall ensure that the employee is subject to unannounced follow-up testing as directed by the substance abuse professional (SAP).

Prohibitions

Alcohol concentration (382.201)

Covered employees are prohibited from reporting for duty or remaining on duty when their ability to perform assigned functions is adversely affected by alcohol or when their blood alcohol concentration is 0.04 or greater. No Supervisor having actual knowledge that an employee has an alcohol concentration of 0.04 or greater shall permit the employee to perform or continue to perform safety-sensitive functions.

Alcohol possession (382.204)

No employee shall be on duty or operate a commercial motor vehicle while the employee possesses alcohol, unless the alcohol is manifested and transported as part of a shipment or is being taken into evidence. No Supervisor having actual knowledge that an employee possesses unmanifested alcohol shall permit the employee to perform or continue to perform safety-sensitive functions.

On-duty use (382.205)

No employee shall use alcohol while performing safety-sensitive functions. No Supervisor having actual knowledge that an employee is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

Pre-duty use (382.207)

No employee shall perform safety-sensitive functions within four hours after using alcohol. No Supervisor having actual knowledge that an employee has used alcohol within four hours shall permit the driver to perform or continue to perform safety-sensitive functions.

Use following an accident (382.209)

No employee required to take a post-accident alcohol test under title 49 code of Federal Regulations, part 382.303, shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to submit to a required alcohol or controlled substances test (382.211)

No employee shall refuse to submit to a post-accident, random, reasonable suspicion, or a follow-up alcohol or controlled substance test required under title 49 code of Federal Regulations. No Supervisor shall permit an employee who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

The following are examples that may constitute a refusal to be tested for alcohol and/or controlled substances.

Alcohol testing refusal by an employee to:

1. Sign the breath alcohol form
2. Provide adequate breath without a valid medical explanation.
3. Cooperate with the testing process in a way that prevents the completion of the test

Controlled substances refusal by an employee to:

1. Provide a urine sample
2. Provide an adequate urine sample without a valid medical explanation
3. Cooperate with the testing process in a way that prevents the completion of the test

Controlled substance use (382.213)

- A. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.
- B. No Supervisor having actual knowledge that an employee has used a controlled substance shall permit the driver to perform or continue to perform safety-sensitive functions.
- C. **Prescription medications.** Drivers taking legally prescribed medications issued by a licensed health care professional familiar with the driver's work-related responsibilities must report such use to their immediate supervisor or dispatcher, and may be required to present written evidence from the health care professional which describes the effects such medications may have on the driver's ability to perform his/her tasks.

At the sole discretion of the alcohol and drug program administrator, a driver may be temporarily removed, with pay, from a safety-sensitive position if deemed appropriate.

Procedures used to test for the presence of alcohol and controlled substances.

Alcohol and controlled substances testing conducted under this policy shall meet or exceed the procedures found in title 49 code of Federal regulations, part 40. A copy of this title shall be maintained by the Program Administrator and shall be made available to any employee upon request.

Possession

No employee shall have illegal drugs and/or alcohol in their possession while on Company premises, or while operating Company equipment.

Consequences for drivers having violated subpart B of the Federal Regulations:

1. Removal from a safety-sensitive function - No employee shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by this policy; title 49 code of Federal Regulations, part 382, subpart B - prohibitions; or an alcohol or controlled substance rule of another DOT agency.
2. Required evaluation and testing - No employee who has engaged in conduct prohibited by this policy shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the employee has met the requirements of title 49 code of Federal Regulations, part 382.605

3. Other alcohol-related conduct - No employee tested under this policy who is found to have an **alcohol concentration of 0.02 or greater but less than 0.04** shall perform or continue to perform safety-sensitive functions for the Company, including driving a commercial motor vehicle, nor shall the Company permit the employee to perform or continue to perform safety-sensitive functions, until the start of the employee's next regularly scheduled duty period, but not less than **24** hours following the administration of the test. Except as provided in this section, the Company shall not take any action under this section against an employee solely on test results showing an alcohol concentration less than 0.04.

Company Action

Upon receipt of a verified or confirmed positive drug or alcohol test result which indicates a violation of this policy, or upon the refusal of an employee or prospective employee to provide a sample, the Company may use that test result or refusal as the basis for disciplinary or rehabilitative actions, which may include the following:

- A. Evaluation by a substance abuse professional to determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.
- B. A requirement that the employee enroll in a company approved employee assistance program which may include additional drug and alcohol testing, as a condition of continued employment;
- C. Suspension of the employee with or without pay for a period of time;
- D. Termination of employment;
- E. Refusal to hire a prospective employee; or
- F. Other disciplinary measures in conformance with the Company's usual policies and procedures.

The Company shall not permit an employee who has engaged in conduct prohibited by title 40 code of Federal Regulations, part 382, subpart B and this policy to perform safety-sensitive functions until he/she has been evaluated by a substance abuse professional and has completed a return to duty alcohol and/or drug test with negative results.

Confirmed positive drug test results

The responsibilities of the medical review officer (MRO) with respect to a confirmed positive drug test result are to review and interpret the drug test result. In carrying out this responsibility, the MRO shall examine alternate medical explanations for any positive test result. This action may include conducting a medical interview and review of the individual's medical history, or review of any other relevant biomedical factors. The MRO shall contact the individual directly, on a confidential basis, to determine whether the employee wishes to discuss the test result.

The MRO shall talk directly with the individual before verifying a test as positive to discuss the test results with him/her. If, after making all reasonable efforts and documenting them, the MRO is unable to contact the individual directly, the MRO shall contact the Company Program Administrator who shall direct the individual to contact the MRO as soon as possible. If the individual provides a legitimate explanation for the confirmed positive drug test, verified by the MRO, the MRO declares the test to be negative. Following the verification of a positive test result, the medical review officer shall notify the individual that he/she has 72 hours from the time of notification to request a test of the split urine sample. If the individual requests an analysis of the split sample within 72 hours of having been informed of a verified positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another DHHS-certified laboratory for analysis. ****Note**** a request to test the split specimen does not defer the reporting of the verified positive test result to the Program Administrator.

Referral, Evaluation and Treatment

Each covered employee who has a positive controlled substance test or a blood alcohol concentration test of 0.04 or greater shall be referred to a Substance Abuse Professional (SAP). The SAP shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.

Release of alcohol and controlled substances test information

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or controlled substances, including any records pertaining to his/her alcohol or controlled substances test. The Company shall promptly provide the records requested by the employee.

The Company shall make available copies of all results for employer alcohol and/or controlled substances testing conducted under this part and any other information pertaining to the employer's alcohol misuse and/or controlled substances use prevention program, when requested by the secretary of transportation, any DOT agency, or any state or local officials with regulatory authority over the employer or any of its employee's.

Retention of Records

The Company shall maintain records of the alcohol misuse and controlled substances use prevention programs as provided in this section. The records shall be maintained in a secure location with controlled access. The Company shall maintain the records in accordance with the following schedule:

Five Years

1. Records of employee alcohol test results with results indicating an alcohol concentration of 0.02 or greater
2. Records of employee verified positive controlled substances test results.
3. Documentation of refusals to take required alcohol and/or controlled substances test.
4. Calibration documentation (breath alcohol testing devices, if applicable).
5. Employee evaluation and referrals (alcohol and controlled substances).
6. A copy of each annual calendar year summary required by title 49 code of federal regulations, part 382.403.

Two Years

Records relating to the alcohol and controlled substances collection process.

One Year

Records of negative and cancelled controlled substances test results (as defined in part 40) and alcohol test results with a concentration of less than 0.02.

The Company Program Administrator is the Company's designated official to receive drug and alcohol testing results from the MIRO and breath alcohol technicians conducting tests under this policy. The Company Program Administrator will maintain copies of all training materials, policies, applicable Federal Regulations, and will be available to answer questions regarding these materials from anyone required to comply with this policy.

Driver Acknowledgement Receipt of Drug and Alcohol Policy

Georgia Coach Lines, Inc.

I certify that I have received a copy of, and have read the above Policy of Alcohol and Drug Testing Procedures. I understand that as a condition of employment as a driver, I must comply with these guidelines, and do agree that I will remain medically qualified by following these procedures. If I develop a problem with alcohol or drug abuse during my employment with the Company, I will seek assistance through the current alcohol and drug testing program administrator.

Name (Print)

Signature

Date

Georgia Coach Lines, Inc.

Risk Management and Safety Program

Below are some of our safety and loss prevention resources and training tools:

- Driver training video packages which are professionally produced training tools to help your drivers be the best that they can be.
- Discounts on Event Video Recorders (EVRs), which help to identify risky driving behaviors before they turn into serious crashes.
- *Bus Safety*, a safety, loss control and risk management resource guide that addresses federal regulations and requirements.
- *Driver Safety Bulletin*, a one-page brief that provides drivers with information on how to handle tough driving situations and other on-the-road safety issues.
- *Critical Issues*, an issue-oriented publication that provides motorcoach and bus operators with the information they need to run a safe and legal operation.
- *Safety Step*, protect your company against costly claims by equipping your coaches with Safety Step.
- *Safety In Motion*, a pre-departure motorcoach manufacturer-specific safety DVD that's FMCSA compliant and easy for passengers to understand.
- "Stay Seated" stickers to remind your passengers to stay seated and safe when the coach is in motion.
- Our insurance company, Lancer provides complimentary onsite safety visits and access to full-time safety professionals to assist with regulatory and compliance issues, as well as driver training and loss control efforts.

In the event of an accident, they provide resources and support we need 24/7/365. With decades of knowledge in the bus industry, they know how essential it is for us to quickly get back to serving our customers.

Georgia Coach Lines, Inc.

EMERGENCY MANAGEMENT PLAN

General Information

- Georgia Coach Lines, Inc. is a small, family-owned domestic profit corporation which was established and licensed in the State of Georgia on February 18, 1985
- Headquarters and Maintenance Facility is located at 405 Ethan Drive, Fayetteville, GA 30214
- Phone Number: (404) 681-1600 and Facsimile Number: (404) 681-0222
- Our main number (404) 681-1600 transfers to an on-call agent after normal business hours and holidays which includes any emergencies
- Website Address: www.georgiacoachlines.net
- Email Address: charter@georgiacoachlines.net

Even with skillful driving and best safety procedures in place, accidents can happen. If you have an accident, your immediate actions are of most importance. Georgia Coach Lines, Inc. provides an accident report kit on every bus. These are provided so that you can properly document the scene and report the incident accurately. As part of your pre-trip inspection always make sure that you have the accident kit. Any injury to an employee or passenger (no matter how minor), or any damage to company vehicles must be reported to the office. Proper actions will enable management, our insurance company and law enforcement to handle the situation in the most advantageous manner.

Standard Safety Equipment on MCI Motorcoaches

- First Aid Kit
- Smart Wave Tire Monitoring Systems
- Amerex Fire Suppression System Engine Compartment
- Fire Extinguishers
- Two (2) Emergency roof exit hatches
- Emergency driver notification button in lavatory
- 3-Point Seat Belts
- Emergency Exit decals in English/Spanish
- Frameless single pane passenger windows with laminated safety glass and a dual-latch emergency release mechanism

Roadside Emergencies

Our drivers are equipped with cell phones and the coaches have GPS pin-point tracking which allows our staff to have the exact location and can dispatch the appropriate replacement coach and/or service as needed to facilitate the need.

We are active participants with Georgia Motorcoach Operators Association (GMOA), United Motorcoach Association (UMA), National Association of Motorcoach Operators (NAMO), and the American Bus Association (ABA) which allows us an extensive network of affiliates to assist us in the event of a roadside emergency. Based on these affiliations, the normal replacement time should be less than two (2) hours depending on the geographical location.

Many of our coaches are currently under manufactures' warranties which also offers a 24-Hour Roadside Emergency component with vendors across the United States and Canada.

Accidents

If it is a minor accident (no injuries):

1. Ensure there are no injuries.
2. Call 911. Even if the other part insists on not calling law enforcement, you are required to report the accident in order to have a legal report.
3. Detailed accident report is required using the form in the accident report kit.
4. Take pictures that showing all damage and travel lanes of all involved.
5. Get passengers and all witnesses to complete out cards from the accident report kit. Make sure you have their name, contact information and their statement about the accident on the card.
6. Inform the office immediately.
7. NEVER MAKE ANY STATEMENT TO ANYONE BUT THE POLICE. NEVER ADMIT GUILT AND NEVER ASSUME THAT YOU ARE RESPONSIBLE.

If it is a major accident (injuries):

8. Call 911.
9. Make the scene as safe as possible using Triangle/Flares/Flashers or etc. Never use flares if fuel or gas is spilled on roadway.
10. Attend to the injured. DO NOT MOVE THEM UNLESS NECESSARY. Call the office and relay the status of injuries and vehicles. If after office hours contact someone in management to report the accident. The answering service will help connect you.
11. Take control until police arrive. Direct traffic. Keep scene as safe as possible.
12. Take pictures!! Document everything.
13. Make a detail accident report using the form in the accident kit.
14. Get uninjured passengers and all witnesses to fill out cards form the accident report kit. Make sure you have their name and contact information on the card and their statement about the accident.
15. NEVER MAKE ANY STATEMENT TO ANYONE BUT THE POLICE UNDER NO CIRCUMSTANCES ARE YOU TO ADMIT TO ANY FAULT OR VOLUNTEER INFORMATION. ANSWER QUESTIONS FROM LAW ENFORCEMENT ONLY.

All procedures must be followed for any accident/incident which occurs. This will ensure that accidents are documented properly and will contribute to the investigation and will be used by management to identify and eliminate risk associated with them.

Georgia Coach Lines, Inc.

DISPATCH REQUIREMENTS

Our drivers are equipped with cell phones and the coaches have GPS pin-point tracking which allows our staff to have the exact location and can dispatch the appropriate replacement coach and/or service as needed to facilitate in case of an emergency.

If for any reason a driver cannot complete a charter, dispatch will immediately contact an approved driver to take over his/her duties with reasonable inconvenience to the charter party.

Dispatch will ensure compliance with drivers' hours of service for each charter. If the charter exceeds the hours of service limits, relay drivers are put in place. Our booking and electronic logging systems provide warnings for the driver's hours.

Georgia Coach Lines, Inc.

Breakdown Statement

In the event of a breakdown and we can provide a replacement coach within a timely and reasonable manner, we are participating members of several professional transportation industry organizations. These organizations provide us with the ability to seek and received motor carrier assistance throughout the country.

Our professional associations include - United Motorcoach Association, American Bus Association, National Association of Motorcoach Operators, and Georgia Motorcoach Operators Association.

We also have GPS live tracking ability to track and pinpoint our coaches and contact the motorcoach operator. They have access to management and dispatchers 24 hours day, seven days a week.

Many of our coaches are currently under manufactures' warranties which also offers a 24-Hour Roadside Emergency component with vendors across the United States and Canada.

Georgia Coach Lines, Inc.

BOOKING POLICY

A confirmed charter is submitted to the Charter Party to review thoroughly, sign and return the Charter Confirmation to the Sales Office as soon as possible to ensure a complete booking of the charter equipment. A detailed itinerary is required at the time of booking. A non-refundable deposit of 25% will be required to reserve our equipment. There is a 4.0% service fee for using a major credit card. The Charter Party is responsible for all entrance fees, tolls and parking fees. Charter Party must provide driver's lodging and safe parking for the coach unless prior arrangements are made between Charter Party and Georgia Coach Lines, Inc.

Georgia Coach Lines, Inc. reserves the right to lease equipment from other authorized carriers, without prior notice to the customer to fulfill this agreement. Cancellations must be made in writing at least 15 days prior to the departure date and acknowledged by Georgia Coach Lines, Inc. Any refunds if applicable, will be determined at the time of cancellation. The undersigned agrees to reimburse Georgia Coach Lines, Inc. for all attorney's fees, court cost and any expenditures incurred in the collection of monies due to Georgia Coach Lines, Inc. associated with the charter due to a default of payment for services.

Drivers are not allowed to deviate from the approved itinerary unless permission is granted from the office management.

All compliance documentation is available upon request. Certificates of insurance will be issued during the annual renewal period automatically by our insurance agent.



Quote

Trip #: 7362

Trip Date: 25-Mar-2024

Jonesboro High School

7728 Mt. Zion Blvd
Jonesboro, GA 30236

Contact: Lynel Goodwin

Contact Email: lynel.goodwin@gmail.com

Phone: 404-637-7873

Quoted Date: 06-May-2024

Total Vehicles: 2

Salesperson: Wendy H. Cox

56 Pass Bus

2 x \$11,000.00 = \$22,000.00

Pick Up	25-Mar-2024 1:30 AM	Jonesboro High School	7728 Mt. Zion Blvd Jonesboro, GA 30236
Drop Off	25-Mar-2024	The White House	1600 Pennsylvania Ave Washington, DC
Pick Up	25-Mar-2024 3:00 PM	The White House	1600 Pennsylvania Ave Washington, DC
Drop Off	25-Mar-2024	Westin Crystal City Reagan	1800 Richmond Hwy Arlington, VA 22202-3506
Pick Up	26-Mar-2024 8:00 AM	Westin Crystal City Reagan	1800 Richmond Hwy Arlington, VA 22202-3506
Drop Off	26-Mar-2024	The White House	1600 Pennsylvania Ave Washington, DC
Pick Up	26-Mar-2024	The White House	1600 Pennsylvania Ave Washington, DC
Drop Off	26-Mar-2024	Jonesboro High School	7728 Mt. Zion Blvd Jonesboro, GA 30236

Total: \$22,000.00

A DETAILED ITINERARY IS REQUIRED TO ENSURE THE ACCURACY OF THIS QUOTE. IF THE DETAILS ARE NOT INCLUDED IN THE QUOTE, A PRICE INCREASE MAY OCCUR. ALL QUOTES ARE VALID FOR 90 DAYS. THE CHARTER PARTY IS RESPONSIBLE FOR ALL ENTRANCE FEES, TOLLS AND PARKING FEES. CHARTER PARTY MUST PROVIDE DRIVER'S LODGING AND SAFE PARKING FOR THE COACH. MASKS ARE OPTIONAL FOR PASSENGERS.

All charters require a non-refundable 25% deposit per coach and payment in full at least 14 days prior to departure. There is a 4.0% service fee for using a major credit card. Driver can not deviate from the itinerary unless approved by the office.

A refundable cleaning deposit may be required when appropriate.

Georgia Coach Lines, Inc.
405 Ethan Drive
Fayetteville, GA 30214
P: (404) 681-1600 F: (404) 681-0222
charter@georgiacoachlines.net
www.georgiacoachlines.net

Printed On: 06-May-2024

114

Page: 1 of 2



Quote

Trip #: 7362

Trip Date: 25-Mar-2024

Sign and Date

Printed On: 06-May-2024

115

Page: 2 of 2



Confirmation

Trip #: 7110

Trip Date: 01-Apr-2024

Jonesboro High School
 7728 Mt. Zion Blvd
 Jonesboro, GA 30236
 Contact: Lynel Goodwin
 Contact Email: lynel.goodwin@gmail.com
 Phone: 404-637-7873

Booked Date: 12-Mar-2024
 Total Vehicles: 2
 Salesperson: Deborah Parker

56 Pass Bus

2 x \$11,000.00 = \$22,000.00

Pick Up	01-Apr-2024 1:30 AM	Love's Travel Center Exit 15	1850 N Mecklenburg Ave South Hill, VA
Food Stop	01-Apr-2024	McDonald's	2620 Jefferson Davis Hwy Arlington, VA
Drop Off	01-Apr-2024	The White House	1600 Pennsylvania Ave Washington, DC
Pick Up	01-Apr-2024 3:00 PM	The White House	1600 Pennsylvania Ave Washington, DC
Drop Off	01-Apr-2024 4:00 PM	HOWARD UNIVERSITY	2400 SIXTH STREET NW WASHINGTON, DC 20059
Pick Up	01-Apr-2024 5:00 PM	HOWARD UNIVERSITY	2400 SIXTH STREET NW WASHINGTON, DC 20059
Drop Off	01-Apr-2024	Pentagon City Mall	1100 South Hayes Street Arlington, VA 22202
Pick Up	01-Apr-2024	Pentagon City Mall	1100 South Hayes Street Arlington, VA 22202
Drop Off	01-Apr-2024	Bowlero Arlington	320 23RD St S Arlington, VA 22202-3738
Pick Up	01-Apr-2024	Bowlero Arlington	320 23RD St S Arlington, VA 22202-3738
Drop Off	01-Apr-2024	Westin Crystal City Reagan	1800 Richmond Hwy Arlington, VA 22202-3506
Pick Up	02-Apr-2024 8:00 AM	Westin Crystal City Reagan	1800 Richmond Hwy Arlington, VA 22202-3506
Drop Off	02-Apr-2024 9:00 AM	The White House	1600 Pennsylvania Ave Washington, DC
Pick Up	02-Apr-2024 12:00 PM	The White House	1600 Pennsylvania Ave Washington, DC
Food Stop	02-Apr-2024	Chick-Fil-a	707 G St Nw Washington, DC 20001-3727
Food Stop	02-Apr-2024 7:00 PM	Northlake Mall	6801 Northlake Mall Dr Charlotte, NC

Total: \$22,000.00

Deposit Paid: \$22,000.00
 Balance Due: \$0.00

PAY ONLINE

THIS IS A CHARTER CONFIRMATION, PLEASE REVIEW THIS DOCUMENT THOROUGHLY, SIGN THE DOCUMENT AND RETURN TO THE SALES OFFICE AS SOON AS POSSIBLE TO ENSURE A COMPLETE BOOKING OF OUR

Printed On: 06-May-2024

116

Page: 1 of 2



Confirmation

Trip #: 7110

Trip Date: 01-Apr-2024

EQUIPMENT. NOTE: MASKS ARE OPTIONAL FOR PASSENGERS.

- A non-refundable deposit of 25% will be required to reserve our equipment.
- Credit card service fee is 4.0%.
- A \$35 fee will be charged for returned checks.
- The charter party is responsible for all entrance fees, tolls, and parking fees.
- Charter party must provide driver's lodging and safe parking for the coach unless prior arrangements are made between charter party and Georgia Coach Lines, Inc.
- Balance due 14 days prior to trip departure.

Georgia Coach Lines, Inc. reserves the right to substitute equipment from other authorized carriers. Georgia Coach Lines, Inc. shall not be liable for loss of time due to mechanical or inclement weather.

CANCELLATIONS MUST BE MADE IN WRITING AT LEAST 15 DAYS PRIOR TO THE DEPARTURE DATE AND ACKNOWLEDGED BY GEORGIA COACH LINES, INC.

- Any refunds if applicable, will be determined at the time of cancellation. We reserve the right to have 30 days to process any refunds.
- If the charter party cancels after the period specified, we reserve the right to assess a charge up to 50% of the tariff charges, plus whatever expenses may have been incurred.
- The undersigned agrees to reimburse Georgia Coach Lines, Inc. for all attorney's fees, court cost and any expenditures incurred in the collection of monies due to Georgia Coach Lines, Inc. associated with the charter due to a default of payment for services.

Your signature is an acknowledgement of understanding the specified terms, policies and conditions of this agreement with Georgia Coach Lines, Inc. Drivers are not allowed to deviate from the approved itinerary unless permission is granted from the office management.

Georgia Coach Lines, Inc.
405 Ethan Drive
Fayetteville, GA 30214
P: (404) 681-1600 F: (404) 681-0222
charter@georgiacoachlines.net
www.georgiacoachlines.net

Review us on TripAdvisor!
Just visit [tripadvisor.com/review](https://www.tripadvisor.com/review) it and look for Georgia Coach Lines, Inc. Atlanta, GA.

Like Us and Follow Us on Facebook, LinkedIn, Twitter, and Instagram

Signature: _____ Date: _____



Phone: 404 681-1600 Fax: 404 681-0222

Invoice: GCL-202401651

Date: 01-Apr-2024

Terms: Upon Receipt

Bill To:

Jonesboro High School
7728 Mt. Zion Blvd
Jonesboro, GA 30236
Attn: Lynel Goodwin

Remit To:

Georgia Coach Lines, Inc.
405 Ethan Drive
Fayetteville, Georgia 30214
charter@georgiacoachlines.net

<u>Pickup Date</u>	<u>Pickup</u>	<u>Trip #</u>	<u>Drop Off</u>	<u>Requestor</u>
01-Apr-2024 1:30 AM	Love's Travel Center Exit 15	7110	The White House	Lynel Goodwin

Vehicle Costs:

56 Pass Bus

\$22,000.00

Total Trip Cost: \$22,000.00

Total: \$22,000.00

Received Payment: \$22,000.00

21-Mar-2024 \$22,000.00

Amount Due: \$0.00

SPECIAL NEEDS PASSENGERS

We are delighted to serve passengers with special needs. We encourage customers with disabilities and senior citizens to travel with us. Our goal is for you to travel with the utmost convenience and safety, and we strive to meet all of your needs with respect and dignity you deserve.

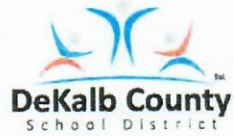
We provide assistance with boarding and departing the bus, especial handling and transferring of your luggage, as well as storage and retrieval of mobility devices and assistive aids.

Please provide our sales staff with as much information as possible regarding your specific assistance and travel needs, so that we can provide you with the appropriate assistance.

Georgia Coach Lines, Inc.

Motorcoach Amenities

- 2015 – 2023 MCI J4500 and Prevost H3-45
- 110V and USB Outlets for Charging
- Audio/Video Equipment (HDMI Outlet)
- Climate-Controlled Air Conditioning and Heating Systems
- Digital Cell Phones for Contact with Dispatch
- Flat Screen Monitors
- GPS Tracking/Electronic Logging System
- HDMI Ports
- Individual Reading Lights
- Kneeling Coaches to Shorten the Distance Between the Curb and the First Step
- Large, Weather-Proof Luggage Compartments
- Overhead Racks for Carry-On Bags
- PA Systems
- Personalized Signage (Upon Request)
- Roomy Reclining Seats with Plenty of Leg Room
- Satellite Radio
- Seat Belts
- Spacious Lavatories
- Wi-Fi



REQUEST FOR PROPOSALS
RFP 20-472- CHARTER BUS SERVICES

Experience and Performance

Georgia Coach Lines, Inc. | 405 Ethan Drive, Fayetteville GA 30214 | 404-681-1600

Georgia Coach Lines, Inc.

Performance Projects

Georgia Coach Lines, Inc. has provided charter bus services for competitions, conventions, field trips, graduations, and sporting events for the following school districts locally and throughout the country.

Current Approved School Districts: Atlanta Public Schools, Bibb County School District, Clayton County Public Schools, Cobb County School District, Fayette County School System, Fulton County Public Schools, Gwinnett County Public Schools, Henry County Schools, Marietta City School District, and several others.

In January 2024, we provided multi-bus movement consisting of eight (8) motorcoaches with Super Holiday Tours for Dodgen Middle School Orchestra and Chorus in Marietta, Georgia to Orlando, Florida for performances at various Disney Properties.

It was our honor to transport the Jonesboro High School's Majestic Marching Cardinals to perform at the 2024 White House Easter Egg Roll in Washington, DC on April 1 -2, 2024.

Spalding County Junior Deputy Program contracts us every year to transport students from Griffin, GA area schools to Washington, DC for a 5-day tour of the National Capital. This charter will consist of 5 - 8 bus movement with local media and police escort to the Georgia State Line.

For several years, we have transported students from various school districts to the Georgia World Congress Center (GWCC) for the Junior Achievement of Georgia Program.



GEORGIA COACH LINES

"YOUR TRUSTED CHOICE FOR CHARTER BUS SERVICE"

Providing a premium travel experience from coast to coast since 1985... We change dreams into realities, one seat at a time




We provide Luxury Transportation for all types of groups, Athletics, Bands, Corporate, Schools, Travel Agencies, Civic, Government, Religious and Weddings. We can take care of everything for you, so just sit back relax and enjoy the ride! Whether you're planning a Day trip, Shuttle or Cross country tour or something in between - give us a call to book your trip today!

"Georgia On My Mind"

Travel Safely in Style and Comfort



UP TO 56 SEAT ACCOMMODATION

With our experienced staff, detailed planning goes into each charter to ensure that your trip is safe, comfortable and enjoyable. We pride ourselves in being able to offer you first-class transportation service throughout the United States and Canada.



Congressman John Lewis's Funeral



Military



GO DAWGS!

ENJOY THE FOLLOWING AMENITIES

- 110V/USB Outlets for Charging
- Wireless Internet
- Audio/Video Equipment
- Satellite Radio (XM Radio)
- PA Systems
- GPS Tracking/Electronic Logging System
- Flat Screen Monitors
- Roomy Reclining Seats with Plenty of Leg Room
- Individual Reading Lights
- Spacious Lavatories
- Seat Belts
- Overhead Racks for Carry-On Bags
- Climate-Controlled Air Conditioning and Heating Systems
- Large, Weather-Proof Luggage Compartments
- Digital Cell Phones for Contact with Dispatch
- Kneeling Coaches to Shorten the Distance Between the Curb and the First Step
- Personalized Signage (Upon Request)



GEORGIA COACH LINES INC.

405 ETHAN DR.
FAYETTEVILLE GA 30214

404-681-1600

charter@georgiacoachlines.net



OUR FLEET LUXURY MOTORCOACHES (56 PASSENGERS)



EXECUTIVE MERCEDES BENZ
SPRINTERS
(13 & 14 PASSENGERS)



125

AMENITIES

- 110V/USB Outlets for Charging
- HDMI Outlet for Live Streaming
- Wireless Internet
- Audio/Video Equipment
- Satellite Radio (XM Radio)
- PA Systems
- GPS Tracking/Electronic Logging System
- Flat Screen Monitors
- Roomy Reclining Seats with Plenty of Leg Room
- Individual Reading Lights
- Spacious Lavatories
- Seat Belts
- Overhead Racks for Carry-On Bags
- Climate-Controlled Air Conditioning and Heating Systems
- Large, Weather-Proof Luggage Compartments
- Card and Game Table (Sprinter Only)
- Digital Cell Phones for Contact with Dispatch
- Kneeling Coaches to Shorten the Distance Between the Curb and the First Step
- Personalized Signage (Upon Request)



126



151

CONTACT US

- Wendy Hollingsworth-Cox, President/CEO
- Clarence E. Cox, III, COO
- Deborah Parker, Sales Manager
- P 404-681-1600
- E: charter@georgiacochlines.net
- www.georgiacochlines.net
- 405 Ethan Drive, Fayetteville, GA 30214
- (Located 12 miles from Hartsfield Int'l. Airport)



Georgia Coach Lines, Inc.

Added Value

We are located at 405 Ethan Drive, Fayetteville, GA 30214. Our luxury coaches are fully equipped with the latest technology and amenities to make the journey safe and enjoyable.

Our motorcoach operators adhere to stringent safety and customer care standards outlined in our company policies, positioning us as one of the most reliable motorcoach operators on the road today. Our dispatch team continuously tracks the location of every motorcoach, utilizing integrated GPS and Electronic Logging Device systems to ensure that all drivers comply with their hours of service for safe operation.

Georgia Coach Lines has established itself as an industry leader through active participation in the American Bus Association (ABA). Clarence Cox serves as the Chairman of the African American Motorcoach Council (AAMC) and is a board member of the United Motorcoach Association (UMA), having also held the position of Past President of the Georgia Motorcoach Association (GMOA). Wendy Hollingsworth-Cox is an engaged member of the Women in Buses Council.

We maintain constant communication with our clients through our website, www.georgiacoachlines.net, and our social media channels, including Facebook, Instagram, LinkedIn, and Google. These platforms are utilized to reach customers and educate them about our services, fares, and quality, while also showcasing reviews, ratings, and client testimonials.

Georgia Coach Lines, Inc.



REQUEST FOR PROPOSALS
RFP 20-472- CHARTER BUS SERVICES

Required Attachments

Georgia Coach Lines, Inc. | 405 Ethan Drive, Fayetteville GA 30214 | 404-681-1600

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE: (MM/DD/YYYY)
10-22-2024

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 Acrisure, LLC. 6850 Catawba Lane Richmond, VA 23226	CONTACT NAME Ed Richards PHONE (804) 288-6993 FAX (804) 285 0679 A/C No. Ext.: E-MAIL: ADDRESS:
INSURED GEORGIA COACH LINES INC 405 ETHAN DRIVE FAYETTEVILLE GA 30214	INSURER(S) AFFORDING COVERAGE INSURER A: LANCER NAIC # 38148 INSURER B: MANUFACTURERS ALLIANCE INS CO 36897 INSURER C: INSURER D: INSURER E: INSURER F:

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	ADDL SUBR INSR. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY ☒ Commercial General Liability ☐ Claims Made ☒ Occur		GL158170#11	3-5-2024	3-5-2025	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-COMP/OP AGG. \$
A	☐ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO ☐ LOC	☒ ☒				
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS	☒ ☒	BA167927#11	3-5-2024	3-5-2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS MADE ☐ DED ☐ RETENTION \$	☐ ☐				EACH OCCURRENCE \$ AGGREGATE \$ \$
B	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 ☒	202401-0869222	3-18-2024	3-18-2025	☐ Statutory Limits ☒ Other 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required.)

CERTIFICATE HOLDER AND THEIR OFFICIALS, OFFICERS, EMPLOYEES, AGENTS, VOLUNTEERS, AND ASSIGNS ARE NAMED ADDITIONALS INSURED WITH RESPECTS TO AUTO AND GENERAL LIABILITY POLICIES. COVERAGE IS PRIMARY AND NON CONTRIBUTORY

CERTIFICATE HOLDER

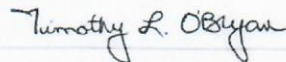
CANCELLATION

DEKALB COUNTY SCHOOL DISTRICT
ATTN: VENDOR SERVICES-DIVISION OF FINANCE
1701 MOUNTAIN INDUSTRIAL BLVD
STONE MOUNTAIN GA 30083

Fax Number:

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





131784
141

GEORGIA

DRIVER'S LICENSE

COMMERCIAL DRIVER'S LICENSE

CDL



USA
GA

Governor:

R. L.

Commissioner:

Spencer R. Moore



Charles R. Clark Jr.

5 DD 565096152580020000

4d DL NO. 055193832

3 DOB 05/15/1982

9 CLASS AM

4b EXP 01/20/2029

2 CHARLES RUDALPH

1 CLARK

JR

8 1008 GROSSLAKE PKWY
COVINGTON, GA 30016-1206
NEWTON

12 REST M

9a END P,S,T,X

4a ISS 05/28/2024

15 SEX M 18 EYES BRO

16 HGT 6'-02" 17 WGT 320 lb



143

158



GEORGIA
 DRIVER'S LICENSE
 COMMERCIAL DRIVER'S LICENSE
 Governor *B. R.*
 Commissioner *James L. Mac*

CDL
 4d DL NO. 059902900 * DOB 01/03/1965
 9 CLASS B 4b EXP 01/05/2029
 2 ZILTON
 1 LAVISON II

8 1310 NATCHEZ TRACE SW APT C
 MARIETTA, GA 30068-7126
 COBB

12 REST E.M
 9a END P.S
 10 ISS 01/08/2021
 15 SEX M 16 EYES BRO
 16 HGT 5-11" 17 WGT 200 lb

5 DO 441A2AS88290039813

GEORGIA
DRIVER'S LICENSE

Governor: *B. R.*

CDL
COMMERCIAL DRIVER'S LICENSE

4a DL NO. 056494579 3 DOB 08/03/1989
2 CLASS B 4b EXP 08/09/2028
2 DUSTIN LUIS
1 MARTIN-YOUNG

8 4206 SMITHSONIA DR
TUCKER, GA 30084-2613
DEKALB

12 BEST B,M
13a END P
4a ISS 08/25/2020
15 SEX M 16 EYES BRO
16 HGT 5'-05" 17 WGT 160 lb

5 DD 427833849270036421





COMMERCIAL DRIVER'S LICENSE

102872 DL NO. 058722377 DOB 10/28/1972
CLASS B EXP 10/28/2026
NICOLE NOBLES
7997 FISHER DR
JONESBORO, GA 30236-3317
CLAYTON
Restrictions BM End PS
Iss 10/19/2018
Sex F Eyes BRD
Hgt 5'-06" Wgt 140lb
DDT360206732890045514

Nicole Nobles
Nicole Nobles

Rev 07/01/2015
www.dhs.ga.gov
6781-13-0400

3602067328900401

MEDICAL INFORMATION:
None

CLASS: B-226,001 lbs. GVWR & trailer < 10,000 lbs. All lesser vehicles, except motorcycle, with proper endorsements
ENDORSEMENTS: P-216 Passengers including Driver, S-School Bus
RESTRICTIONS: B-Corrective lenses required, M-No class A passenger

10/28/1972



GEORGIA
DRIVER'S LICENSE

Governor: *B. Perdue*

CDL
COMMERCIAL DRIVER'S LICENSE

USA
GA

4a DL NO. 052160994 3 DOB 09/29/1968
9 CLASS B 4b EXP 09/29/2029
2 DEMETRICE BERNARD
1 RHODES

5 5871 N CASTLEGATE DR APT A
COLLEGE PARK, GA 30348-5894
CLAYTON

12 REST B,E,M
9a END P
4a ISO 05/09/2024
15 SEX M 16 EYES BRO
16 HGT 6'-03" 17 WGT 225 lb

Commissioner: *Janet L. Rice*

6 00 563194601470629060

ORGAN DONOR





COMMERCIAL DRIVER LICENSE
ALABAMA

NO. 8784032 CLASS A
D.O.B. 01-21-1965 EXP 07-15-2025
TIMOTHY BERNARD
SHROPSHIRE
26 SWORD ST
FORT MITCHELL AL 36856-3401
ENDORSEMENTS 1 REST-A
ISS 06-11-2024 SEX M HT 5-05 EYES BRO
WT 210 HAIR BLK

Secretary Neil Taylor
Secretary of Law Enforcement

GEORGIA DRIVER'S LICENSE

GOVERNOR *B. Perdue*

CDL

USA GA

4a DL NO. 051153352 3 DOB 06/05/1963
5 CLASS B 4b EXP 06/05/2027
2 RODERICK JEROME
1 WILLIAMS

8 300 LATTICE BND
BONAIRE, GA 31025-4632
HOUSTON

12 KEST B.M
8a END P.S
4a ISS 11/12/2021
16 SEX M 12 EYES BRO
18 HGT 5-11" 17 WGT 215 lb

Commissioner *James L. Rose*

6 ED 472225463800020000

ANNUAL VEHICLE INSPECTION REPORT

MOTOR CARRIER OPERATOR

Georgia Coach Lines

ADDRESS

405-Ethan Drive

CITY, STATE, ZIP CODE

Fayetteville CA 90214

VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS

☐ (OTHER)

FLEET UNIT NUMBER

131

60674540

DATE

8-14-23

INSPECTOR'S NAME (PRINT OR TYPE)

Randy C

Tyson Greenway

THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19.

☒ YES

VEHICLE IDENTIFICATION (✓ AND COMPLETE) ☐ LIC. PLATE NO. ☒ VIN ☐ OTHER

2MG3JMB8GWB47492

INSPECTION AGENCY LOCATION (OPTIONAL)

OK	REPAIR	REPAIR DATE	ITEM	OK	REPAIR	REPAIR DATE	ITEM
			BRAKE SYSTEM				WINDSHIELD & WIPERS
			a. Service Brakes				No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).
			b. Parking Brake System				WINDSHIELD WIPERS
			c. Brake Drums or Rotors				No missing, damaged, or inoperable wipers.
			d. Brake Hose				MOTOR COACH SEATS
			e. Brake Tubing				Seats securely fastened to the vehicle structure.
			f. Low Pressure Warning Device				REAR IMPACT GUARD
			g. Tractor Protection Valve				In place, securely attached, proper size, proper placement (see 393.66).
			h. Air Compressor				OTHER
			i. Electric Brakes				List any other condition(s) which may prevent safe operation of this vehicle.
			j. Hydraulic Brakes				
			k. Vacuum Systems				
			l. Antilock Brake System				
			m. Automatic Brake Adjusters				
			Coupling Devices				
			a. Fifth Wheels				
			b. Pintle Hooks				
			c. Drawbar/Tongue Eye				
			d. Drawbar/Tongue				
			e. Safety Devices				
			f. Saddle-Mounts				
			EXHAUST SYSTEM				
			a. No leaks forward of/ directly below the driver/ sleeper compartment.				
			b. Bus: No leaking/ discharging in violation of standard.				
			c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.				
			FUEL SYSTEM				
			a. No visible leak.				
			b. Fuel Tank Filler Cap				
			c. Fuel tank securely				
			LIGHTING DEVICES				
			All required lights/reflectors operable.				
			STEERING MECHANISM				
			a. Steering Wheel Free Play				
			b. Steering Column				
			c. Front Axle Beam/All Other Steering Components				
			d. Steering Gear Box				
			e. Pitman Arm				
			f. Power Steering				
			g. Ball and Socket Joints				
			h. Tie Rods and Drag Links				
			i. Nuts				
			j. Steering System				
			SUSPENSION				
			a. Axle Positioning Parts				
			b. Spring Assembly				
			c. Torque, Radius or Tracking Components				
			FRAME				
			a. Frame Members				
			b. Tire and Wheel Clearance				
			c. Adjustable Axle Assemblies (Sliding Subframes)				
			TIRES				
			a. Steer-Axle Tires				
			b. All Other Tires				
			c. Speed-Restricted Tires				
			WHEELS AND RIMS				
			a. Lock or Side Fling				
			b. Wheels and Rims				
			c. Fasteners				
			d. Welds				

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☒ IF ITEMS DO NOT APPLY, REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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157

3128
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ANNUAL VEHICLE INSPECTION REPORT

VEHICLE IDENTIFICATION RECORD
FLEET UNIT NUMBER
59932920 132
DATE 7-17-93

MOTOR CARRIER OPERATOR
Georgia Coach Lines, Inc.
ADDRESS
405 Ethan Drive
CITY, STATE, ZIP CODE
Fayetteville GA 30214
VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS
☐ (OTHER)

INSPECTOR'S NAME (PRINT OR TYPE)
Randy C.
THIS INSPECTOR (C.A.S. THE QUALITY) ☒ YES ☐ NO
VEHICLE IDENTIFICATION (✓ AND COMPLETE) ☐ LIC. PLATE NO. ☒ VIN ☐ OTHER
2MG3JMNASLW064710
INSPECTION AGENCY LOG (OPTIONAL)

OK	REPAIRED DATE	ITEM	OK	REPAIRED DATE	ITEM
		BRAKE SYSTEM			WINDSHIELD GLAZING
		a. Service Brakes			No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).
		b. Parking Brake System			WINDSHIELD WIPERS
		c. Brake Drums or Rotors			No missing, damaged, or inoperable wipers.
		d. Brake Hose			SEATBELT SEATS
		e. Brake Tubing			Seats securely fastened to the vehicle structure.
		f. Low Pressure Warning Device			REAR VIEW MIRROR
		g. Tractor Protection Valve			In place, securely attached, proper size, proper placement (see 393.86).
		h. Air Compressor			OTHER
		i. Electric Brakes			List any other condition(s) which may prevent safe operation of this vehicle.
		j. Hydraulic Brakes			
		k. Vacuum Systems			
		l. Antilock Brake System			
		m. Automatic Brake Adjusters			
		COUPLING DEVICES			
		a. Fifth Wheels			
		b. Pintle Hooks			
		c. Drawbar/Tongue Eye			
		d. Drawbar/Tongue			
		e. Safety Devices			
		f. Saddle-Mounts			
		EXHAUST SYSTEM			
		a. No leaks forward of/ directly below the driver/ sleeper compartment.			
		b. Bus: No leaking/ discharging in violation of standard.			
		c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.			
		FUEL SYSTEM			
		a. No visible leak.			
		b. Fuel Tank Filler Cap			
		c. Fuel tank securely attached.			
		LIGHTING DEVICES			
		All required lights/reflectors operable.			
		SAFETY LOADING			
		a. Vehicle parts, load, dunnage, spare tire, etc., secured.			
		b. Front End Structure			
		c. Intermodal Container Securement Devices			
		STEERING			
		a. Steering Wheel Free Play			
		b. Steering Column			
		c. Front Axle Beam/All Other Steering Components			
		d. Steering Gear Box			
		e. Pitman Arm			
		f. Power Steering			
		g. Ball and Socket Joints			
		h. Tie Rods and Drag Links			
		i. Nuts			
		j. Steering System			
		SUSPENSION			
		a. Axle Positioning Parts			
		b. Spring Assembly			
		c. Torque, Radius or Tracking Components			
		FRAME			
		a. Frame Members			
		b. Tire and Wheel Clearance			
		c. Adjustable Axle Assemblies (Sliding Subframes)			
		TIRE			
		a. Steer-Axle Tires			
		b. All Other Tires			
		c. Speed-Restricted Tires			
		WHEELS AND RIMS			
		a. Lock or Side Ring			
		b. Wheels and Rims			
		c. Fasteners			
		d. Welds			

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☒ IF ITEMS DO NOT APPLY. REPAIRED DATE
CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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3128
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ANNUAL VEHICLE INSPECTION REPORT

FLEET UNIT NUMBER

60676543 133
DATE 8/14/23

MOTOR CARRIER OPERATOR

Georgia Coast Lines Inc

ADDRESS 405 Ethon Drive

CITY, STATE, ZIP CODE Fayetteville GA 30814

VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS ☐ (OTHER)

INSPECTOR'S NAME (PRINT OR TYPE)

Randy C

THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19.

YES

VEHICLE IDENTIFICATION (IF AND COMPLETE) ☐ LIC. PLATE NO. ☐ VIN ☐ OTHER

MGDIW918PW105647

INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED		OK	NEEDS REPAIR	REPAIRED DATE	ITEM
BRAKES					
a. Service Brakes					
b. Parking Brake System					
c. Brake Drums or Rotors					
d. Brake Hose					
e. Brake Tubing					
f. Low Pressure Warning Device					
TRACTOR PROTECTION					
g. Tractor Protection Valve					
AIR SYSTEMS					
h. Air Compressor					
i. Electric Brakes					
j. Hydraulic Brakes					
k. Vacuum Systems					
l. Antilock Brake System					
m. Automatic Brake Adjusters					
COUPLING DEVICES					
a. Fifth Wheels					
b. Pintle Hooks					
c. Draw Bar Eye					
d. Draw Bar Tongue					
SAFETY DEVICES					
e. Saddle-Mounts					
EXHAUST SYSTEM					
a. No leaks forward of/ directly below the driver/ sleeper compartment.					
b. Bus: No leaking/ discharging in violation of standard.					
c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.					
FUEL SYSTEM					
a. No visible leak.					
b. Fuel Tank Filler Cap					
c. Fuel tank securely attached.					
LIGHTING DEVICES					
All required lights/reflectors operable.					
SAFETY LOADING					
a. Vehicle parts, load, dunnage, spare tire, etc., secured.					
b. Front End Structure					
c. Intermodal Container Securement Devices					
STEERING MECHANISM					
a. Steering Wheel Free Play					
b. Steering Column					
c. Front Axle Beam/All Other Steering Components					
d. Steering Gear Box					
e. Pitman Arm					
f. Power Steering					
g. Ball and Socket Joints					
h. Tie Rods and Drag Links					
i. Nuts					
j. Steering System					
SUSPENSION					
a. Axle Positioning Parts					
b. Spring Assembly					
c. Torque, Radius or Tracking Components					
FRAME					
a. Frame Members					
b. Tire and Wheel Clearance					
c. Adjustable Axle Assemblies (Sliding Subframes)					
TIRES					
a. Steer-Axle Tires					
b. All Other Tires					
c. Speed-Restricted Tires					
WHEELS AND RIMS					
a. Lock or Side Ring					
b. Wheels and Rims					
c. Fasteners					
d. Welds					

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☐ NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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159

ANNUAL VEHICLE INSPECTION REPORT

VEHICLE INSPECTION RECORD
REPORT NUMBER
FLEET UNIT NUMBER

60676542 134
DATE 8-14-23

MOTOR CARRIER OPERATOR

Georgia Coach Lines Inc
ADDRESS
405 E Main Drive
CITY, STATE, ZIP CODE
Fayetteville GA 30214
VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS
☐ (OTHER)

INSPECTOR'S NAME (PRINT OR TYPE)

Randy C
THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 393.10.
☒ YES

VEHICLE IDENTIFICATION (IF AND COMPLETE) ☐ I.C. PLATE NO. ☒ VIN ☐ OTHER

2PC H33499PC 721344
INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED		OK	NEEDS REPAIR	REPAIRED	DATE
BRAKE SYSTEM					
a. Service Brakes					
b. Parking Brake System					
c. Brake Drums or Rotors					
d. Brake Hose					
e. Brake Tubing					
f. Low Pressure Warning Device					
g. Tractor Protection Valve					
h. Air Compressor					
i. Electric Brakes					
j. Hydraulic Brakes					
k. Vacuum Systems					
l. Antilock Brake System					
m. Automatic Brake Adjusters					
EXHAUST SYSTEM					
a. Fifth Wheels					
b. Pintle Hooks					
c. Drawbar/Tail End Eye					
d. Drawbar Tongue					
e. Safety Devices					
f. Saddle-Mounts					
FUEL SYSTEM					
a. No leaks forward of/directly below the driver/sleeper compartment					
b. Bus: No leaking/discharging in violation of standard.					
c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.					
WHEELS AND TIRES					
a. Fifth Wheels					
b. Pintle Hooks					
c. Drawbar/Tail End Eye					
d. Drawbar Tongue					
e. Safety Devices					
f. Saddle-Mounts					
STEERING MECHANISMS					
a. Steering Wheel Free Play					
b. Steering Column					
c. Front Axle Beam/All Other Steering Components					
d. Steering Gear Box					
e. Pitman Arm					
f. Power Steering					
g. Ball and Socket Joints					
h. Tie Rods and Drag Links					
i. Nuts					
j. Steering System					
SAFETY					
a. Vehicle parts, load, dunnage, spare tire, etc., secured.					
b. Front End Structure					
c. Intermodal Container Securement Devices					
WINDSHIELD					
a. No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).					
WINDSHIELD WIPERS					
a. No missing, damaged, or inoperable wipers.					
SEATS					
a. Seats securely fastened to the vehicle structure.					
REARVIEW MIRROR					
a. In place, securely attached, proper size, proper placement (see 393.86).					
OTHER					
List any other condition(s) which may prevent safe operation of this vehicle.					

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☒ IF ITEMS DO NOT APPLY, ☐ REPAIRED, DATE
CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 393.

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3126
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MOTOR CARRIER OPERATOR

Georgia Coach Lines

ADDRESS 405 Ethan Dr.

CITY, STATE, ZIP CODE

Fayetteville GA 30214

VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS☐ (OTHER)

VEHICLE HISTORY RECORD

FLEET UNIT NUMBER

59932957

135

DATE 27 JUN 2024

INSPECTOR'S NAME (PRINT OR TYPE)

Oscar J.

THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 306.19.

☒ YESVEHICLE IDENTIFICATION (✓ AND COMPLETE) ☐ LIC. PLATE NO. ☒ VIN ☐ OTHER

2PCH3349XRC22005

INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED			
OK	NEEDS REPAIR	ITEM	OK
☒	☐	1. BRAKE SYSTEM	☒
☒	☐	a. Service Brakes	☒
☒	☐	b. Parking Brake System	☒
☒	☐	c. Brake Drums or Rotors	☒
☒	☐	d. Brake Hose	☒
☒	☐	e. Brake Tubing	☒
☒	☐	f. Low Pressure Warning Device	☒
☒	☐	g. Tractor Protection Valve	☒
☒	☐	h. Air Compressor	☒
☒	☐	i. Electric Brakes	☒
☒	☐	j. Hydraulic Brakes	☒
☒	☐	k. Vacuum Systems	☒
☒	☐	l. Antilock Brake System	☒
☒	☐	m. Automatic Brake Adjusters	☒
☒	☐	2. COUPLING DEVICES	☒
☒	☐	a. Fifth Wheels	☒
☒	☐	b. Pintle Hooks	☒
☒	☐	c. Drawbar/Towbar Eye	☒
☒	☐	d. Drawbar/Towbar Tongue	☒
☒	☐	e. Safety Devices	☒
☒	☐	f. Saddle-Mounts	☒
☒	☐	3. EXHAUST SYSTEM	☒
☒	☐	a. No leaks forward of/ directly below the driver/ sleeper compartment.	☒
☒	☐	b. Bus: No leaking/ discharging in violation of standard.	☒
☒	☐	c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.	☒
☒	☐	4. FUEL SYSTEM	☒
☒	☐	a. No visible leak.	☒
☒	☐	b. Fuel Tank Filler Cap	☒
☒	☐	c. Fuel tank securely attached.	☒
☒	☐	5. LIGHTING DEVICES	☒
☒	☐	All required lights/reflectors operable.	☒
☒	☐	6. SAFE LOADING	☒
☒	☐	a. Vehicle parts, load, dunnage, spare tire, etc., secured.	☒
☒	☐	b. Front End Structure	☒
☒	☐	c. Intermodal Container Securement Devices	☒
☒	☐	7. STEERING MECHANISM	☒
☒	☐	a. Steering Wheel Free Play	☒
☒	☐	b. Steering Column	☒
☒	☐	c. Front Axle Beam/All Other Steering Components	☒
☒	☐	d. Steering Gear Box	☒
☒	☐	e. Pitman Arm	☒
☒	☐	f. Power Steering	☒
☒	☐	g. Ball and Socket Joints	☒
☒	☐	h. Tie Rods and Drag Links	☒
☒	☐	i. Nuts	☒
☒	☐	j. Steering System	☒
☒	☐	8. SUSPENSION	☒
☒	☐	a. Axle Positioning Parts	☒
☒	☐	b. Spring Assembly	☒
☒	☐	c. Torque, Radius or Tracking Components	☒
☒	☐	9. FRAME	☒
☒	☐	a. Frame Members	☒
☒	☐	b. Tire and Wheel Clearance	☒
☒	☐	c. Adjustable Axle Assemblies (Sliding Subframes)	☒
☒	☐	10. TIRES	☒
☒	☐	a. Steer-Axle Tires	☒
☒	☐	b. All Other Tires	☒
☒	☐	c. Speed-Restricted Tires	☒
☒	☐	11. WHEELS AND RIMS	☒
☒	☐	a. Lock or Side Ring	☒
☒	☐	b. Wheels and Rims	☒
☒	☐	c. Fasteners	☒
☒	☐	d. Welds	☒
☒	☐	12. WINDSHIELD GLAZING	☒
☒	☐	No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).	☒
☒	☐	13. WINDSHIELD WIPERS	☒
☒	☐	No missing, damaged, or inoperable wipers.	☒
☒	☐	14. MOTORCOACH SEATS	☒
☒	☐	Seats securely fastened to the vehicle structure.	☒
☒	☐	15. REAR IMPACT GUARD	☒
☒	☐	In place, securely attached, proper size, proper placement (see 393.86).	☒
☒	☐	16. OTHER	☒
☒	☐	List any other condition(s) which may prevent safe operation of this vehicle.	☒

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☒ NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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161

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ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD

FLEET UNIT NUMBER

59932921

130

DATE 8-14-23

MOTOR CARRIER OPERATOR

Georgia Coach Lines Inc

ADDRESS 405 Ethan Drive

CITY, STATE, ZIP CODE Fayetteville GA 30214

VEHICLE TYPE ☐ TRACTOR ☐ TRAILER ☐ TRUCK ☒ BUS

☐ (OTHER)

INSPECTOR'S NAME (PRINT OR TYPE)

Randy C

THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19.

YES

VEHICLE IDENTIFICATION (AND COMPLETE)

☐ LIC. PLATE NO. ☒ VIN ☐ OTHER

2MG3JMB4KWD048984

INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED			
ITEM	OK	NEEDS REPAIR	ITEM
1. BRAKE SYSTEM			2. WINDSHIELD & WIPERS
a. Service Brakes			No cracks, discoloration, obstacles, etc. (see 393.60 for exceptions).
b. Parking Brake System			3. WINDSHIELD WIPERS
c. Brake Drums or Rotors			No missing, damaged, or inoperable wipers.
d. Brake Hose			4. MOTOR CARRIER SEATS
e. Brake Tubing			Seats securely fastened to the vehicle structure.
f. Low Pressure Warning Device			5. REAR IMPACT GUARD
g. Tractor Protection Valve			In place, securely attached, proper size, proper placement (see 393.86).
h. Air Compressor			6. OTHER
i. Electric Brakes			List any other condition(s) which may prevent safe operation of this vehicle.
j. Hydraulic Brakes			
k. Vacuum Systems			
l. Antilock Brake System			
m. Automatic Brake Adjusters			
7. COUPLED DEVICES			
a. Fifth Wheels			
b. Pintle Hooks			
c. Drawbar/Tongue at Eye			
d. Drawbar/Tongue at Tongue			
e. Safety Devices			
f. Saddle-Mounts			
8. EXHAUST SYSTEM			
a. No leaks forward of/directly below the driver/sleeper compartment.			
b. Bus: No leaking/discharging in violation of standard.			
c. Unlikely to burn, char, or damage the electrical wiring, fuel supply, or any combustible part of vehicle.			
9. FUEL SYSTEM			
a. No visible leak.			
b. Fuel Tank Filler Cap			
c. Fuel tank securely attached.			
10. LIGHTING DEVICES			
All required lights/reflectors operable.			
11. SAFE LOADING			
a. Vehicle parts, load, dunnage, spare tire, etc., secured.			
b. Front End Structure			
c. Intermodal Container Securement Devices			
12. STEERING MECHANISM			
a. Steering Wheel Free Play			
b. Steering Column			
c. Front Axle Beam/All Other Steering Components			
d. Steering Gear Box			
e. Pitman Arm			
f. Power Steering			
g. Ball and Socket Joints			
h. Tie Rods and Drag Links			
i. Nuts			
j. Steering System			
13. SUSPENSION			
a. Axle Positioning Parts			
b. Spring Assembly			
c. Torque, Radius or Tracking Components			
14. FRAME			
a. Frame Members			
b. Tire and Wheel Clearance			
c. Adjustable Axle Assemblies (Sliding Subframes)			
15. TIRES			
a. Steer-Axle Tires			
b. All Other Tires			
c. Speed-Restricted Tires			
16. WHEELS AND RIMS			
a. Lock or Side Ring			
b. Wheels and Rims			
c. Fasteners			
d. Welds			

INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION: ☒ OK, ☒ NEEDS REPAIR, ☒ NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION IN ACCORDANCE WITH 49 CFR PART 396.

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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

Georgia Coach Lines, Inc.
Attn: Deborah Parker / Wendy Cox
405 Ethan Drive
Fayetteville, GA 30214

EMAIL: charter@georgiacoachlines.net wendycox@georgiacoachlines.net

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 Georgia Coach Lines, Inc. 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 Georgia Coach Lines, Inc. 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 Georgia Coach Lines, Inc. 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@dekalbschools.ga.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) Georgia Coach Lines, Inc. 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
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678.676.0110 | www.dekalbschools.ga.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 Georgia Coach Lines, Inc. for work performed prior to the issuance of a purchase order.
- 7) Upon receipt of the executed contract by Georgia Coach Lines, Inc. 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, CPPD
Procurement Manager III, Non-Capital

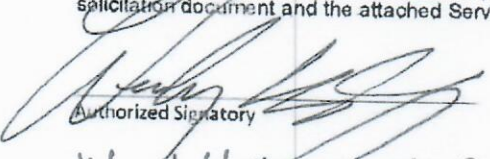
Attachment: Service Agreement

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

CLS/WFC

ACKNOWLEDGMENT

Georgia Coach Lines, Inc. 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.


Authorized Signatory

Wendy Hollingsworth-Cox
Name (Typed or Printed)

June 4, 2025
Date

President
Title of Authorized Signatory

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END OF EXHIBITS