



Signature Routing Form

AOM Initials: nm 5/8/25

For Superintendent's Approval/Signature

Date: 5/6/2025

Division Head: Erick Hofstetter (Operations)

Initials: AB

Purpose: Superintendent's Approval/Signature

Other: Click here to enter text.

Title of Document: Contract for Eagle Christian Tours – 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: Contract for / Eagle Christian Tours
Charter Bus Services

DEADLINE and DUE BY AREAS ARE FOR URGENT ITEMS ONLY

Deadline: **URGENT**

Due by: 5/8/2025

Return documents to: Crystal Holley/Belinda Quillet

For Superintendent's Office Use Only

Date received: 5/8/25 Date returned: 5/9/25 Processor's Initials: nm



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@dekalbschools.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: _____

1534



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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/16/2025

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 PA Post / Hilb Group of New Jersey 300 Tice Boulevard Suite 300 Woodcliff Lake NJ 07677	CONTACT NAME: Manny Holden PHONE (A/C, No, Ext): (201) 252-3010 FAX (A/C, No): (201) 252-3011 E-MAIL ADDRESS: mholden@hilbgroup.com																					
INSURED Eagle Christian Tours, LLC Po Box 512 Rome GA 30162	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>National Interstate Insurance Company</td><td>32620</td></tr><tr><td>INSURER B:</td><td>Triumpher Casualty Company</td><td>41106</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	National Interstate Insurance Company	32620	INSURER B:	Triumpher Casualty Company	41106	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 25-26 Master**REVISION NUMBER:**

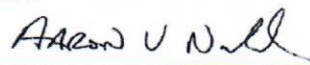
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			YPP1395760-02	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Employee Benefits \$ 1,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY			YPP1395760-02	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ STAT
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	YWC1395760-02	05/01/2025	05/01/2026	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Certificate holder is included as an additional insured, but only as respects the operations of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

DeKalb County School District Vendor Services 1701 Mountain Industrial Blvd. Stone Mountain GA 30083	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 
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SERVICE AGREEMENT
BETWEEN THE
DEKALB COUNTY SCHOOL DISTRICT
AND
EAGLE CHRISTIAN TOURS LLC

Project Name: Charter Bus Services

Service Provider Address: 62 Vali Parkway, Rome, GA 30165

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 **Eagle Christian Tours LLC** (hereinafter the "Service Provider") whose physical address is **62 Vail Parkway, Rome, GA 30165**. 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: Eagle Christian Tours LLC

Address: 62 Vali Parkway
Rome, Georgia 30340

Contact Person: Elizabeth Roes

Title: Office Manager

Phone: (706) 314-8684

Email: sales@eaglechristiantours.com

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

ARTICLE 2

DURATION OF AGREEMENT

2.1 **Agreement Term.** The term of this Service Agreement begins on the date executed by the last Party to execute below (hereinafter the "Effective Date"). The performance period for this Service Agreement is one (1) year from the Effective Date.

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

ARTICLE 3

SCOPE OF SERVICES

3.1 DCSD does hereby retain Service Provider to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the DCSD's Request for Proposal 25-472, to include all attachments and addenda, attached hereto as Exhibit "A" and incorporated herein by reference; and (ii) the Service Provider's final responsive thereto, attached hereto as Exhibit "B" and incorporated into this Agreement by this reference. A complete copy of the Scope of Work section of RFP 25-472, to include the Service Provider's final responsive proposal, is attached as Exhibit "B" and made a part of this Service Agreement.

3.2 Service Provider shall be solely responsible for the professional quality, accuracy, competence, methodology, and the coordination of all Services performed pursuant to this Agreement.

3.3 DCSD's review, approval, or acceptance of any of the Service Provider's Services shall not be construed to: (i) operate as a waiver of any rights the DCSD possesses under this Agreement; or (ii) waive or release any claim or cause of action arising out of the Service Provider's performance or nonperformance of this Agreement. The Service Provider shall always remain liable to the DCSD in accordance with applicable law for any and all damages to the DCSD caused by the Service Provider's breach of this Agreement.

ARTICLE 4

COMPENSATION

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

ARTICLE 5

WORKING RELATIONSHIP

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

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

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

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

ARTICLE 6

INVOICING

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

ARTICLE 7

CANCELLATION OR TERMINATION BY DCSD

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

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

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

ARTICLE 8

INDEPENDENT CONTRACTOR

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

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

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

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

ARTICLE 9

RESPONSIBILITY FOR SERVICES

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

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

9.3 Service Provider warrants 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: Devon Q. Horton
[Signature]

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

1701 Mountain Industrial Blvd
Stone Mountain, Georgia 30083

5-9-25
[Date of Execution]

SERVICE PROVIDER:

EAGLE CHRISTIAN TOURS LLC

By: Elizabeth Roes
[Signature]

Elizabeth Roes
Printed Name & Title

62 Vail Parkway
Rome, GA 30165

5-5-25
[Date of Execution]

EXHIBIT "A"

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

Charter Bus Services Schedule of Events

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

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

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



1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

<https://dekalbschoolsga.ionwave.net>

REQUEST FOR PROPOSAL

RFP 25-472 CHARTER BUS SERVICES

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

Format and Submission of Proposals

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

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

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

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

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

Approval by the DeKalb County Board of Education

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

Funding Provisions

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

Compliance with Requirements

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

___ Proposal is in complete compliance with proposal requirements.

___ Proposal deviates from stated requirements as follows:

Cancellation

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

Fiscal Year Funding Implications

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

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

Payment to Successful Vendor(s)

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

<https://www.dekalbschoolsga.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://dekalbschoolsqa.ionwave.net>

E. Proposal Contact Person

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

F. Prohibited Contact(s)

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

Board Member Communication with Prospective Vendors

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

G. Optional Virtual Pre-Proposal Conference

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

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

Name and Title
Company Name
Telephone Number
Email Address

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

H. Proposal Submission Deadline

All potential offerors must register as a vendor at <https://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

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 Indemnites (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 subcontractors 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 subcontractors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subcontractor'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 subcontractors.

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@dekalbschoolsga.org

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

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

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

5. Stay of procurement during protest review.

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

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

6. Protest Resolution.

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

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

7. Costs

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

PART III SCOPE OF WORK

A. Purpose/Project Overview

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

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

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

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

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

B. Project Scope of Services

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

Special Instructions And Conditions

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

a. Field Trip Example

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

b. Athletic Department Field Trip Example

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

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

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

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

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

Vehicle Maintenance

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

Request For Service/Reservations

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

Method Of Ordering

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

Cost Of Services

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

C. Brochures, Catalogs, Manuals, Websites, Literature

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

D. Added Value

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

E. Technical Proposal

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

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

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

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

Technical Proposals shall include the following:

Compliance Information

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

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

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

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

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

Evaluation Criteria

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

1. Firm's Overview (15 points)

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

2. Scope of Services (25 points)

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

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

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

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

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

4. References (5 points)

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

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

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

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

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

F. Transition Plan/Transition on Commencement of Contract

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

Transition and Continuity of Service upon Expiration of Contract

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

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

G. REQUIRED CONTENT / DOCUMENT CHECKLIST

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

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

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

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

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

Table of Contents for your submission

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

EXHIBIT "B"



RFP 25-472 Addendum 4 Eagle Christian Tours Supplier Response

Event Information

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

Contact Information

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

Eagle Christian Tours Information

Address: 62 Vail Parkway
Rome, GA 30165
Phone: (706) 314-8684
Web Address: eaglechristiantours.com

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

Elizabeth Roes

Signature

Submitted at 11/4/2024 01:37:34 PM (ET)

sales@eaglechristiantours.com

Email

Supplier Note

We look forward to serving you, your teachers, and your students!

Requested Attachments

Audited Financial Statements 2022	Financial Stability.pdf
Audited Financial Statements 2023	Financial Stability.pdf
Business License	Business License 2024.pdf
Certificate of Insurance	COI Dekalb.pdf
Attachment A - Cost Proposal Form	Attachment A.pdf
REVISED Attachment B - Driver Certification Listing	Attachment B (Updated).pdf
Attachment C - Bus List/Equipment Summary	Vehicle Attachment C.pdf
Attachment E - Non-Collusion	Attachment E.pdf
Attachment F - Conflict of Interest	Attachment F.pdf
Attachment G - Critical Paragraphs	Attachment G.pdf
Attachment H - Offeror Client Reference Form	Reference Form.pdf
Attachment I - Statement of Confidentiality	Attachment I.pdf
Attachment J - Suspension and Debarment Certification	Attachment J.pdf
Attachment K - Immigration & Security Certification	Attachment K.pdf
Attachment M - Signature Page	Attachment M.pdf
Technical Proposal	Technical Proposal.pdf
Brochures, Catalogs, Manuals, Website, Literature, etc.	ECT Flyer.pdf
Added Value	Added Value.pdf
RFP 25-472 Addendum No. 1	RFP 25-472 Addendum No. 1.pdf
RFP 25-472 Addendum No. 2	RFP 25-472 Addendum No. 2.pdf
RFP 25-472 Addendum No. 3	RFP 25-472 Addendum No. 3.pdf
RFP 25-472 Addendum No. 4	RFP 25-472 Addendum No. 4.pdf

POST IN A
CONSPICUOUS
PLACE

City of Rome
Office of City Clerk - City Hall
601 Broad Street - PO Box 1433
Rome, GA 30162-1433
Phone (706) 236-4459

Account Number
103196
License Number
7838

Licensee: ROES BRETT
Business Name: EAGLE CHRISTIAN TOURS LLC
Address: 62 VAIL PARKWAY
UNIT C
ROME GA 30165

2024 City of Rome Business License

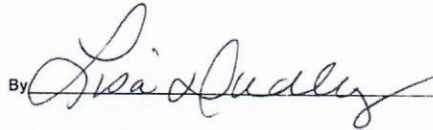
Business Location: 62 VAIL PARKWAY C
ROME, GA 30165

This document certifies that the business referenced above has paid the necessary occupational fee as required by the City of Rome ordinances and fee schedules.

Type: TRANSPORTATION SERVICE
Date Issued: 03/20/2024
Expiration Date: 12/31/2024

Except for alcohol licenses, all City of Rome annual licenses remain valid until the April 30th renewal deadline.


City Clerk & Secretary

By 





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/18/2024

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

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

PRODUCER PA Post / Hib Group of New Jersey One International Boulevard Suite 405 Mahwah NJ 07495		CONTACT NAME: Manny Holden PHONE (A/C, No, Ext): (201) 252-3010 FAX (A/C, No): (201) 252-3011 E-MAIL ADDRESS: mholden@hibgroup.com	
INSURED Eagle Christian Tours, LLC Po Box 512 Rome GA 30182		INSURER(S) AFFORDING COVERAGE INSURER A: National Interstate Insurance Company INSURER B: Triumpe Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 32620 41106	

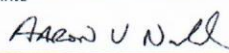
COVERAGES**CERTIFICATE NUMBER:** 24-25 Master**REVISION NUMBER:**

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	ADULT	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER:			YPP1395760-01	05/01/2024	05/01/2025	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 Employee Benefits \$ 1,000,000
	☒ AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			YPP1395760-01	05/01/2024	05/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ STAT
	☐ UMBRELLA & LIAB ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ Y ☐ N	N/A	YWC1395760-01	05/01/2024	05/01/2025	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as an additional insured, but only as respects the operations of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

Dekalb County School District Vendor Services 1701 Mountain Industrial Blvd Stone Mountain GA 30083	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

ACORD 25 (2016/03)

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**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

\$ 900 for first 5 hours and \$ 125 per hour thereafter

\$ 1,200 *Daily Rate

*Number of hours required to convert to daily rate 9

\$ 3.50 Rate per mile

2. Up to 40 passenger mini-coach

\$ 1,400 for first 5 hours and \$ \$125 per hour thereafter

\$ 1,800 *Daily Rate

*Number of hours required to convert to daily rate 9

\$ 4.95 Rate per mile

3. Up to 56 passenger full-size coach

\$ 1,600 for first 5 hours and \$ 125 per hour thereafter

\$ 2,000 *Daily Rate

*Number of hours required to convert to daily rate 9

\$ 5.35 Rate per mile

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

\$ 900 for first 5 hours and \$ 125 per hour thereafter
Within

\$ 1,200 *Daily Rate \$ price Overnight Rate

*Number of hours required to convert to daily rate 9

\$ 550 Per day extra driver charge for trips that exceed 10 hours

\$ 3.50 Rate per mile

2. Up to 40 passenger mini-coach

\$ 1,400 for first 5 hours and \$ 125 per hour thereafter

\$ 1,800 *Daily Rate Within
\$ price Overnight Rate

*Number of hours required to convert to daily rate 9

\$ 550 Per day extra driver charge for trips that exceed 10 hours

\$ 4.95 Rate per mile

3. Up to 56 passenger full-size coach

\$ 1,600 for first 5 hours and \$ 125 per hour thereafter

\$ 2,000 *Daily Rate Within
\$ price Overnight Rate

*Number of hours required to convert to daily rate 9

\$ 550 Per day extra driver charge for trips that exceed 10 hours

\$ 5.35 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:

Eagle Christian Tours
Company Name
Elizabeth Roes
10-16-24
Authorized Company Representative Name (please print) Title
Elizabeth Roes 10-16-24
Authorized Company Representative Signature Date
62 Vail Parkway Rome, GA 30165
Address
706-314-8684 888-507-3441
Phone sales@eaglechristiantours.com Fax
Email

Attachment B
RFP 25-472
Charter Bus Services

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 First Name	Driver Last Name	License Number	Expiration Date	Valid Medical Certification - Yes or No
Dawn	Andrews	032961829	1-22-26	Yes
Cindy	Bean	057762899	2-19-25	Yes
Michael	Blackstock	054568612	5-16-26	Yes
Andrew	Blesch	055514339	3-31-26	Yes
Bob	Blevins	054383952	9-4-28	Yes
Peggy	Bowman	054427567	5-25-26	Yes
Brannon	Breeden	056555424	2-14-31	Yes
Ron	Brinkman	041855165	9-16-31	Yes
Aaron	Brookshire	049644121	2-7-29	Yes
Andy	Bryant	061579791	9-23-27	Yes
Jesse	Carlo	060140983	4-12-32	Yes
Scott	Carter	057980503	1-7-28	Yes
Wade	Chaffin	000000918	6-18-25	Yes
Chuck	Cook	067211076	11-1-31	Yes
Barry	Dobson	051755183	4-7-32	Yes
Barbara	Dudley	031152290	4-14-26	Yes
Paige	Elliott	049486647	11-12-27	Yes
Wayne	Evans	055163989	9-9-28	Yes
Austin	Everett	103447044	11-19-25	Yes
Mark	Fogarty	058390454	6-16-32	Yes

Calandra	Fowler	054090030	5-9-25	Yes
Joe	Gibson	056528071	6-6-27	Yes
Jim	Good	055318502	6-1-25	Yes
Jason	Gray	061000352	4-5-27	Yes
Rachel	Greenwell	052883943	10-3-27	Yes
Joey	Hamilton	056086553	1-12-27	Yes
Chuck	Hartline	055547777	1-4-27	Yes
Fred	Heilman	012612693	4-18-27	Yes
Earl	Henderson	005590247	3-11-27	Yes
David	Honea	056165436	3-3-27	Yes
Howard	Hubler	054088205	2-5-26	Yes
David	Isaacs	103766389	8-14-25	Yes
Lori	Juarez	055652154	11-14-30	Yes
Al	Lotz	055765138	4-24-27	Yes
Ruben	Maldonado	051859447	6-23-28	Yes
Louis	McDonald	042939270	12-12-24	Yes
Fred	Miller	147317671	11-14-30	Yes
Johnny	Montgomery	049471728	11-8-31	Yes
David	Nash	064726947	11-27-26	Yes
Howard	Oakes	050252603	5-31-25	Yes
Todd	Orshoski	024015081	9-13-26	Yes
Dylan	Overby	056026521	8-2-28	Yes
Ciara	Penson	051546889	1-10-26	Yes
Laurie	Pierce	4693558	13-13-28	Yes
Jared	Roddam	7982608	2-21-28	Yes
Brett	Roes	051516035	7-2-26	Yes
Carson	Roes	055771321	4-26-32	Yes
Christian	Roes	0580003547	2-26-26	Yes
Evan	Ross	058794956	8-8-29	Yes

Josh	Sass	058477286	2-26-26	Yes
Mike	Schuttinga	055166447	8-28-28	Yes
Bruce	Sener	027374362	1-6-28	Yes
Ron	Vedder	048264067	9-20-25	Yes
Jennifer	Vick	059242673	4-14-27	Yes
Elizabeth	Waine	054807145	1-3-25	Yes
Bobby	West	056041807	12-14-31	Yes
Neal	Wester	5211201	12-5-26	Yes
Chris	Woods	054095539	3-15-26	Yes

Eagle Christian Tours
Offeror/Company Name

Elizabeth Roes
Company Representative Name

Elizabeth Roes
Company Representative Signature

11/4/2024
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	Prevost (1003)	H3-45, 1999	56	IC90QI	No
2	Prevost (1007)	H3-45, 2010	56	C0742C	No
3	Prevost (1008)	H3-45, 1999	56	IC95JX	No
4	Prevost (1009)	H3-45, 2002	56	C611CD	No
5	Prevost (1011)	H3-45, 2000	56	C613CD	No
6	Prevost (1014)	H3-45, 2003	56	C8604A	Yes
7	Prevost (1017)	H3-45, 2009	56	C0743C	No
8	Prevost (1018)	H3-45, 2011	56	C554CQ	No
9	Prevost (1019)	H3-45, 2010	56	C339CS	No
10	Prevost (1020)	H3-45, 2013	56	C349CW	No
11	Prevost (1021)	H3-45, 2013	56	C348CW	No
12	Prevost (1022)	H3-45, 2014	56	C350CW	No
13	Prevost (1023)	H3-45, 2014	56	C351CW	No
14	Prevost (1024)	H3-45, 2015	56	C012DP	No
15	Prevost (1025)	H3-45, 2015	56	C013DP	No
16	Prevost (1026)	H3-45, 2015	56	C014DP	No
17	Prevost (1027)	H3-45, 2015	56	C015DP	No
18	Prevost (1028)	H3-45, 2015	56	C016DP	No
19	Prevost (1029)	H3-45, 2015	56	C017DP	No
20	Prevost (1030)	H3-45, 2014	52	C790EJ	No
21	Prevost (1031)	H3-45, 2015	52	C789EJ	No
22	Prevost (1032)	H3-45, 2015	52	C788EJ	No
23	Prevost (1033)	H3-45, 2012	56	C638EK	No
24	Prevost (1034)	H3-45, 2016	56	C642EQ	No
25	Prevost (1035)	H3-45, 2016	56	C037EQ	No

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	Prevost (1036)	H3-45, 2018	56	C595ER	No
2	Prevost (1037)	H3-45, 2018	56	C018ET	No
3	Prevost (1038)	H3-45, 2018	56	C019ET	No
4	Prevost (1039)	H3-45, 2025	56	C805EV	No
5	Prevost (1040)	H3-45, 2025	56	C036EW	No
6	Temsa (3001)	TS30, 2022	34	C386EA	No
7	Temsa (3002)	TS30, 2022	34	C187EA	No
8	Temsa (3003)	TS30, 2022	34	C908EC	No
9	Temsa (3004)	TS30, 2022	34	C907EC	No
10	Temsa (3005)	TS30, 2024	34	C744EM	No
11	Temsa (3006)	TS30, 2024	34	C745EM	No
12	Temsa (3007)	TS30, 2024	34	C136EP	No
13	Temsa (3008)	TS30, 2024	34	C137EP	No
14	Ford (1501)	TurtleTop, 2016	24	REH3881	No
15	Ford (1503)	TurtleTop, 2017	24	DSB363	No
16	Ford (1504)	TurtleTop, 2017	24	DSB362	No
17	Ford (1505)	TurtleTop, 2018	24	DSB447	No
18	Ford (1506)	TurtleTop, 2018	24	DSB446	No
19	Ford (1507)	TurtleTop, 2025	22	C047EU	No
20	Ford (1508)	TurtleTop, 2025	22	C048EU	No
21					
22					
23					
24					
25					

**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:



Elizabeth Roes, Office Manager

Company Name/Certifying Official Signature

Date: 10-16-24

**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:



Elizabeth Roes Office Manager

Company Name/Certifying Official Signature

Date: 10-16-24

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

Signature of Company Representative:

Elizabeth Roes Elizabeth Roes Office Manager

Company Name/Certifying Official Signature

Date: 10-16-24

Attachment H

RFP 25-472

Charter Bus Services

OFFEROR'S CLIENT REFERENCES*(Please copy this form and use one form per reference.)*Rome City School DistrictCompany Name Providing Reference508 East 2nd St, Rome, GA 30161Address City/State/ZipRandall Nobles - Transportation Special Events CoordinatorName of Contact Person(706) 236-5071Telephone Number of Contact Personrnobles@rcs.rome.ga.usEmail Address of Contact PersonEagle has been working with Rome City Schools for over 5 years.Date/Duration of Service RelationshipDescribe in Detail Services Provided (use additional sheets if necessary):Eagle Christian Tours provides transportation for the high school football team to away games
as well as provides transportation for many field trips throughout the year.

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.)*Mount Paran Christian SchoolCompany Name Providing Reference1275 Stanley Rd NW, Kennesaw, GA 30152Address City/State/ZipRaymond Maxwell - Transportation CoordinatorName of Contact Person(770) 578-0182 x 1740Telephone Number of Contact PersonRMaxwell@mtparanschool.comEmail Address of Contact PersonEagle has been working with Mount Paran for over 3 years.Date/Duration of Service RelationshipDescribe in Detail Services Provided (use additional sheets if necessary):Eagle provides both athletic transportation as well as field trip transportation for Mt Paran.Mt Paran operates some of their own buses, and we partner with them to cover any tripsthey need assistance covering for athletics and most 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.)*The Mount Vernon School

Company Name Providing Reference

510 Mount Vernon Hwy, Atlanta, GA 30328

Address City/State/Zip

Lamar Howard - Asst Athletic Director

Name of Contact Person

(404) 252-3448

Telephone Number of Contact Person

lhoward@mountvernonsschool.org

Email Address of Contact Person

We are in our first school year under contract with Mount Vernon.

Date/Duration of Service Relationship

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

Eagle is the exclusive transportation provider for The Mount Vernon School athletic teamsfor both their upper and lower school teams.

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.

Eagle Christian Tours

Offeror Company Name

Elizabeth Roes

Company Representative Name

Elizabeth Roes

Company Representative Signature

10-16-24

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: Elizabeth Rose
(Offeror Company Name/Certifying Official Signature)

Date: 10-16-24

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

Attachment K
RFP 25-472
Charter Bus Services

IMMIGRATION & SECURITY CERTIFICATION

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

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

- (a) GR (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) GR (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) _____ (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) GL (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) GL (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

Glimbeth Rort
Signature

10-22-15
Date

918613
EEV/Basic Pilot Program
User Identification Number

10-22-15
Date of Authorization

Firm Name: Eagle Christian Tours
Street/Mailing Address: 62 Vail Pkwy
City, State, Zip Code: Rome GA 30165
Telephone Number: 706-314-8684
Email Address: sales@eaglechristiantours.com

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
16th DAY OF October, 2024
Kaitlin Newport
Notary Public
My Commission Expires: March 31, 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:

918613

Date of Authorization:

10-22-15

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 10, 16, 2024 in Rome, GA

Signature of Authorized Officer or Agent

(city) Elizabeth Roel (state)

Printed Name and Title of Authorized Agent:

Elizabeth Roel - Office ManagerSUBSCRIBED AND SWORN BEFORE ME ON THIS THE 16th DAY OF October, 2024.

Notary Public

Kaitlin Newport

My Commission Expires:

3/31/2026

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

918613

Date of Authorization

10-22-15

Name of Subcontractor

Eagle Christian Tours

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 10.16.2024 in Rome, GA
(city) (state)

Signature of Authorized Officer or Agent

Elizabeth Roel

Printed Name and Title of Authorized Agent:

Elizabeth Roel - Office Manager

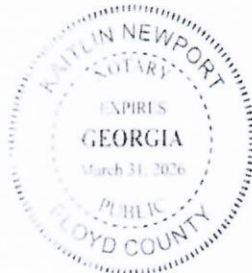
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE 16th DAY OF October, 2024.

Notary Public

Kaitlin Newport

My Commission Expires:

3/31/2026



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

N/A *ce*

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

Federal Work Authorization User Identification
Number _____

Date of Authorization _____

Name of Subcontractor: _____

Name of Project: _____

Charter Bus Services

Solicitation Number (if applicable): _____

RFP 25-472

Name of Public Employer: _____

DeKalb County School District

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

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

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

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

Notary Public _____

My Commission Expires: _____

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

N/A *el*

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for _____ and

_____ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to _____.

Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number: _____

Date of Authorization: _____

Name of Sub-subcontractor: _____

Name of Project: _____

Charter Bus Services

Solicitation Number (if applicable): _____

RFP 25-472

Name of Public Employer: _____

DeKalb County School District

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

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

Signature of Authorized Officer or Agent _____

Printed Name and Title of Authorized Agent: _____

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

Notary Public _____

My Commission Expires: _____

Attachment M
RFP 25-472
Charter Bus Services
SIGNATURE PAGE

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

Elizabeth Roes

Printed Name/Engaging Authorized
Company Official

Office Manager

Position/Title

Eagle Christian Tours

Offeror's Company Name

Signature/Engaging Authorized
Company Official

sales@eaglechristiantours.com

E-mail Address

706-314-8684

Telephone Number

10-16-24

Date



EagleChristianTours.com
(706) 314 - 8684

As the highest customer reviewed motorcoach company in the country, we pride ourselves on our vehicle quality and our service. We know group travel, working alongside numerous bands, tour travel groups, and sports teams. We would love the opportunity to partner with you and serve your guests for any upcoming bus travel needs.

56 PASSENGER MOTORCOACH

Amenities include: TV/DVD system, outlets at every seat, WiFi, restroom, ample legroom, and much more!

Pricing is subject to trip details, but our day rate in this vehicle ranges from \$1,200-2,000 per day



34 PASSENGER MINI-COACH

Amenities include: TV/DVD system, outlets at every seat, WiFi, restroom, ample legroom, and much more!

Pricing is subject to trip details, but our day rate in this vehicle ranges from \$1,000-1,600 per day



24 PASSENGER MINIBUS

Amenities include: TV/DVD system, outlets at every seat, WiFi, ample legroom, and much more!

Pricing is subject to trip details, but our day rate in this vehicle ranges from \$750-1,100 per day



Dekalb County School District

RFP 25-472

Charter Bus Services

Submitted by: Eagle Christian Tours

Compliance Information

Eagle Christian Tours is duly licensed by the State of Georgia and all other required licenses required to be able to provide all services specified in this RFP in Georgia and all documents submitted are in the name of Eagle Christian Tours.

All employees of Eagle Christian Tours are licensed by the State of Georgia or, if licensed in another state, authorized by Georgia to provide the licensed services in Georgia. Eagle Christian Tours has listed all requested driver information in the submitted documents named "Attachment B - Driver Certification Listing" and "Valid Medical Certificates."

Litigation Information

Eagle Christian Tours has not had any contract terminated, with or without cause, in the past five (5) years. Eagle Christian Tours has also never failed to complete a contract(s) nor have we ever been declared in default on any contract.

Eagle Christian Tours has not had any legal actions filed against us in the past five (5) years.

Firm Overview

Name of Firm: Eagle Christian Tours, LLC (US DOT#: 2350307)

Date of Organization: September 4th, 2012

Names of Principals: Brett Roes (Founder/Owner) and Carson Roes (President/Owner)

Type of Organization: Limited Liability Corporation (S Corp)

Names and Titles of Individuals Authorized to Bind this Firm in Contracted Agreements:

- Brett Roes (Owner/Founder)
- Carson Roes (Owner/President)
- Elizabeth Roes (Director of Sales and Marketing)
- Brad Stockton (General Manager)

Primary Contact for this Project: Madison ("Maddie") Maxwell

- Title: Office Administrator
- Phone Number: (706) 314-8684
- Email Address: Sales@EagleChristianTours.com
- Under the direct supervision of Elizabeth Roes that has provided all binding signatures required in proposal.

Headquarters/ Office Address: 62 Vail Parkway, Rome, GA 30165

- This is the address all vehicles are based and dispatched out of.

Mailing/ Remittance Address: P.O. Box 512, Rome, GA 30162

Telephone Number: (706) 314-8684

Fax Number: (888) 507-3441

Email Address: Sales@EagleChristianTours.Com

Website: www.EagleChristianTours.Com

Number of Staff Employed (Full time, Part time, and Contracted): 98

Scope of Service

Eagle Christian Tours, I.L.C. (hereafter referred to as “ECT”) has been in operation since September of 2012 and we have served millions of customers since our foundation. We currently operate (30) 56-passenger motorcoaches, (8) 34-passenger motorcoaches, and (7) 22 to 25 passenger mini buses, all of which provide local and long-distance full-service transportation for our guests. The driving motivation behind the service that ECT provides is our company mission to glorify God by serving people with the heart and mind of Christ. This mission influences everything from our hiring process for Host-Drivers, to how our maintenance technicians service our fleet, to the detail-oriented training of our reservation staff.

ECT's headquarters is in Rome, GA and while we do not currently have any satellite locations, our leadership team is currently assessing our options for possible satellite locations to open in the next 5 years. We are members of several consortiums that include other motorcoach transportation companies. These groups connect us with other companies all over the country that can help provide resources for our Host-Drivers and buses when they are traveling outside the standard radius of our headquarters location. Our headquarters acts as a 24-hour Support Center for our Host-Drivers and our guests while they are on a trip. Our Host-Drivers have 24-hour access to technical support from our maintenance team, and guests have 24-hour access to our office support staff for any on-the-road emergency needs. These support lines are accessed after hours through our office number (706) 314-8684 using extension numbers that can be provided to groups upon request.

Our fleet is inspected by our maintenance technicians at a regular interval as well as US and GA DOT officers annually. ECT employs our own team of qualified technicians to provide all preventative and required maintenance on our fleet. We have a 24 acre campus that includes 2 full size bus shops, a parts warehouse, wash bay, training center, and support staff office complex to allow for a full range of services we can manage and coordinate here on-site to ensure our high quality standards. Having the ability to do all our own vehicle maintenance allows us the maximum amount of control over the availability of our fleet for bookings as well as allows us hands-on knowledge of the level of service and care being put into each vehicle.

All Host-Drivers employed by Eagle are trained and undergo continuing education throughout the duration of their employment here to ensure they are up to date and aware of all US DOT and FMCSA regulations. Our employee training includes but is not limited to our new employee training program (required for all new hires regardless of prior bus driving experience), quarterly continuing education training, and annual driving assessments conducted by our training team. Our leadership team as well as our training staff are in frequent contract with our insurance

company as well as other industry networking events to ensure that we are providing relevant and accurate information in all our training materials.

ECT maintains booking practices that allow us to ensure we can provide transportation for all reservations in our own vehicles and with our own Host-Drivers. It is very important to our company mission that we provide high level service to our guests and that includes ensuring that they are traveling in one of our company-owned vehicles. Our sales and dispatch staff maintain at minimum (2) of our buses per day as backup vehicles in the event that a previously scheduled vehicle cannot leave our property due to a maintenance or scheduling obstacle. This practice allows us the flexibility to help ensure we are prepared for small and large occurrences that might prevent a vehicle from going on a trip that it is scheduled while avoiding any impact on our guests' reservations and schedules. It also helps us to manage quality control because we are coordinating all of the booking, maintenance, and detailing of our vehicles that are going out to service our guests.

In the event of an on-the-road mechanical failure, we have a 24-hour support team to help both our Host-Drivers and guests recover from the event in a timely fashion and continue their trip. Our 24-hour dispatch team includes both a mechanic team and a logistics team that work together to provide quick and efficient assistance, working in most circumstances on several concurrent solutions at a time to ensure the quickest response time possible. For mechanical failures that occur within a local radius to our headquarters, our maintenance team has a repair truck that is always ready to depart for roadside assistance needs. Our maintenance technicians are all also licensed to drive our vehicles and can bring another vehicle from our fleet to replace a bus with a mechanical failure if the event has occurred close enough for that to be a viable option.

In the event that a mechanical failure occurs far enough away from our location that sending a replacement vehicle from our own fleet or our own maintenance team is not an efficient option, our 24-hour support team would work with our many affiliate companies across the country to find a recovery plan for the guests in our vehicle. Recovery plans for a mechanical failure could include but would not be limited to: organizing a repair company to provide roadside or in route assistance, organizing another motorcoach company with an FMCSA score of satisfactory to provide transportation for part of or the remaining duration of the trip, organizing one of our Host-Drivers to bring one of our vehicles to replace another of our vehicles with a non-safety related mechanical failure, sending our own technician team and repair truck to provide assistance.

In addition to our maintenance and training practices that allow our Host-Drivers to do all required safety equipment checks before departing on a trip, we also require our Host-Drivers to check all of the free amenities that are included in each vehicle before departure from our property for each trip. They check and test that each of the following amenities is working

properly on each bus before each trip: cellular based Wi-Fi, the DVD player/entertainment system, the Roku system, the outlets at each seat, and the restrooms. This helps to ensure that all our guests are able to enjoy these free amenities during their trip. ECT also operates one 56-passenger motorcoach that is equipped with a wheelchair lift that can accommodate up to (2) passengers that need to travel in a power chair in the bus. This bus also comes with all tie downs needed to secure a wheelchair into the vehicle during transportation.

Firm's Relevant Experience and Expertise

ECT has a long and successful history of transporting school groups. We are the primary transportation provider for both primary schools as well as many colleges and universities all over the southeastern United States. Approximately 60% of our customer base is made up of schools/universities and the remaining 40% is a mix of churches, corporate groups, and individuals booking personal trips. This mix of guests allows our professional Host-Drivers a wide range of experience working and traveling with students of all ages, and we are confident that that experience will allow us to provide excellent service for the Dekalb County School District.

Relevant Experience List:

1. Rome City School District
 - a. Contact: Randall Nobles - Transportation Special Events Coordinator
 - i. Email Address: rnobles@rcs.rome.ga.us
 - ii. Phone Number: (706) 236-5071
 - iii. Address: 508 East 2nd St, Rome, GA 30161
 - b. Type of Project: Charter Bus Services for School District
 - c. Services Provided: ECT provides transportation for the high school football team, to away games as well as provides transportation for many field trips throughout the year.
 - d. ECT has been working with Rome City Schools for over 5 years and is still actively providing transportation for this school district.
2. Gwinnett County Public School District
 - a. Contact: Charley Humble - Executive Director of Transportation
 - i. Email Address:
 - ii. Phone Number: (770) 338-4800
 - iii. Address: 437 Old Peachtree Rd NW, Suwanee, GA 30024
 - b. Type of Project: Charter Bus Services for School District
 - c. Services Provided: ECT is on the approved vendor list for charter buses in Gwinnett County Schools and we provide transportation for special events such as field trips as well as athletics transportation for several of the schools in the district.
 - d. ECT has been working with Gwinnett County Public Schools for over 5 years and is still actively providing transportation for this school district.
3. Cobb County School District
 - a. Contact: Bryan Snyder - Director of Transportation Operations
 - i. Email Address: bryan.snyder@cobbk12.org
 - ii. Phone Number: (678) 594-8000

- iii. Address: 514 Glover St SE, Marietta, GA 30060
 - b. Type of Project: Charter Bus Services for School District
 - c. Services Provided: ECT is on the approved vendor list for Cobb County School District, and we provide transportation for many field trips and teams/groups that coordinate transportation directly through the school. We also work directly with the booster clubs for several of the high school organizations that book transportation directly themselves.
 - d. ECT has been working with Cobb County Schools for over 5 years and is still actively providing transportation for this school district.
4. Hamilton County School District (TN)
- a. Contact: Lindsay Cepero - Director of Procurement
 - i. Email Address: DOE_Purchasing@HCDE.org
 - ii. Phone Number: (423) 498-7036
 - iii. Address: 3074 Hickory Valley Rd, Chattanooga, TN 37421
 - b. Type of Project: Chartered Motorcoach Carrier for Out-of-Town Field Trips
 - c. Services Provided: ECT is on the Approved vendor list for out-of-town field trips for the Hamilton County school district. We provide transportation for field trips as well as athletics trips that leave the county.
 - d. ECT is in our second contracted year with Hamilton County Schools.

References

Eagle Christian Tours has attached (3) copies of “Attachment H: Offeror Client Reference Form” to the digital upload of this proposal. All reference information is listed there in lieu of including it here in the Technical Proposal.

Cost Proposal

Eagle Christian Tours has attached a copy of “Attachment A - Cost Proposal Form” to the digital upload of this proposal. All cost information is listed there in lieu of including it here in the Technical Proposal.

Valid Medical Certificate

All of our Host-Drivers have valid, current DOT approved medical cards. All are checked through the National Registry to ensure each medical officer is licensed and approved through the FMCSA. Medical cards can be provided as needed for charter reservations.

Added Value

Eagle Christian Tours is the number one customer rated motorcoach company in the country. We have earned these reviews not primarily by being a transportation company, but a hospitality company. All of our teams here at Eagle pride themselves on ensuring that all our guests feel valued and cared for from the first phone call all the way through to their post-trip follow up. Helping our guests to create delightful and easy travel experiences is our top priority and we do so by operating out of our core values of being Driven, Humble, and Kind.

Our friendly Support Staff here at Eagle is always readily available via phone and email during business hours to assist Dekalb County teachers and staff members with pricing, itinerary review, questions about vehicles, and any other questions that may come up during the process of booking and planning a trip. We also have a 24-hour support team available for groups once their trip begins to ensure they have easy access to a logistics specialist in case of an emergency or unforeseen change of plans while on the road.

Whether it be a conversation about pricing, the cleanliness of a bus, or the preparedness of a driver, Eagle Christian Tours works to provide the highest level of service and excellence in the industry. Our heart is to ensure that everyone traveling on our buses feel like cherished guests rather than a reservation number or dollar amount. We look forward to the opportunity to help create delightful experiences for the teachers, staff, and students of Dekalb County School.



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsqa.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.

Eagle Christian Tours

A handwritten signature in cursive script, appearing to read "Elizabeth Rose".

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



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsqa.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.

Eagle Christian Tours

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



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsqa.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.

Eagle Christian Tours *Elizabeth D. Roer*

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



1701 MOUNTAIN INDUSTRIAL BOULEVARD, STONE MOUNTAIN, GA 30083

<https://dekalbschoolsqa.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.

Elizabeth Roes

A handwritten signature in cursive script that reads "Elizabeth Roes".

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

EXHIBIT "C"



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

MEMORANDUM

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

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

DATE: April 21, 2025

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

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

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

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

DQH:cm

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

EXHIBIT "D"



Finance

April 29, 2025

Eagle Christian Tours
Attn: Elizabeth Roes
62 Vail Parkway
Rome, GA 30165

EMAIL: sales@eaglechristiantours.com

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

Greetings:

This is to notify you that your bid for the above referenced project has been accepted. Accordingly, the accompanying Service Agreement is awarded to **Eagle Christian Tours** 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 **Eagle Christian Tours** 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 **Eagle Christian Tours** employees, project subcontractors and vendors performing work on DCSD property under this contract. Such background checks will be performed by DCSD Public Safety Department at the expense of the individual at a cost of \$45.00 per individual. Background checks should be coordinated with Julia Holley, Procurement Clerk. Ms. Holley may be reached at julia_holley@dekalbschoolsga.org. **NO ONE ASSIGNED TO THIS CONTRACT WILL BE ALLOWED ON ANY DCSD SITE UNTIL THEY HAVE BEEN CLEARED BY THE DCSD PUBLIC SAFETY DEPARTMENT.**
- 4) **Eagle Christian Tours** shall provide each of their employees and all subcontracted employees with proper identification issued by DCSD Public Safety Department. This identification must be worn on the outer garment at all times when on DCSD premises.
- 5) Vendors are required to register through the Vendor Self Service Portal. The Vendor Self Service Portal is located at <https://dekalb.munisselfservice.com/Vendors/default.aspx>.

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

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

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

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

Sincerely,

Weyman F. Christopher

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

Attachment: Service Agreement

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

CLS/WFC

ACKNOWLEDGMENT

Eagle Christian Tours 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.

Elizabeth Roes

Authorized Signatory

Elizabeth Roes

Name (Typed or Printed)

5-5-25

Date

Director of Sales

Title of Authorized Signatory

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END OF EXHIBITS