

WILLIAMSPORT AREA SCHOOL DISTRICT  
2780 West Fourth Street  
Williamsport, PA 17701



REQUEST FOR PROPOSALS (RFP)  
Traffic Control and Public Safety Services  
Period of August 31, 2020 – June 30, 2021  
(with 2 Year Renewal Option)  
Date Due: August 3, 2020, by 10:00 a.m.

### TERMS AND CONDITIONS

1. Request for Proposals/Quotations are to be mailed or delivered to the “Return To” address on or before the date and time specified. No proposals or quotations will be considered if received after the specified date and time. No fax proposals will be accepted.
2. No proposal or quotation will be considered unless submitted on the enclosed Request for Proposal Form. The bidder may attach appropriate supplements to the form.
3. The Board of Education reserves the right to reject any and all proposals or quotations or any part thereof.
4. Proposals or quotations must be deemed final, conclusive and irrevocable, and no proposal or quotation shall be subject to correction or amendment. In case of apparent error, if the vendor asks to be released, the award shall be made to the next lowest bidder meeting the specifications, terms and conditions.
5. The quality of goods, products, materials, equipment, workmanship and services shall be as described and must be to the satisfaction of the District representative. The District representative shall have full power and authority to reject any materials furnished that, in his or her opinion, is not in strict conformity with the specifications, or equal in every respect to the exact item described therein. All goods, products, materials, and equipment furnished shall be factory new and any deviation there from will constitute just cause for rejection unless otherwise specified.
6. Prices shall be net. It shall be agreed and understood that the bidder will deliver all items on the specifications on which proposals/quotations are accepted to the site indicated free of freight, drayage, express, or other excess charges.
7. No increase in price shall be permitted during the term of the contract.
8. The Terms and Conditions are applicable to, incorporated in, and made a part of the Request for Proposals issued by the District and applicable to, incorporated in, and made a part of all purchase orders.

**GENERAL BID INFORMATION/SPECIFICATIONS**

1. The District is requesting proposals for Traffic Control and Public Safety Services for the period of August 31, 2020 to June 30, 2021 with the option to renew for two (2) additional years based on performance and price.
2. The District is requesting that services be bid at an hourly rate per individual.
3. The additional optional renewal years (if determined to renew) are based on performance and price - with the second-year option for July 1, 2021 to June 30, 2022 and the third-year option for July 1, 2022 to June 30, 2023.
4. The bids/proposals will be based on the following which should be submitted using the enclosed required Proposal Forms:
  - Individual Hourly Cost of Services
  - References
5. Return the attached Request for Proposal Forms in a sealed envelope with **“RFP - Traffic Control and Public Safety Service”** noted on the outside of the envelope to Wanda Erb, Business Administrator, Williamsport Area School District, 2780 W. Fourth Street, Williamsport, PA 17701.
6. The District reserves the right to terminate the contract with a thirty (30) day notice to the company.
7. Contractor will provide public safety services on selected school buses, school bus stops, student cross walks and intersections, the Williamsport High School parking lot, and any events throughout the school district as agreed upon by both parties.
8. Contractor will provide uniformed personnel to be assigned throughout the district as requested by Supervisor of Student Transportation and Security or Supervisor of Maintenance and Facilities. Current breakdown of number of individuals and hours required per school day is included in Appendix A.
9. Contractor will ensure all personnel assigned to the school district have appropriate clearances (Act 34, Act 151, Act 114 of 2006, Act 24 of 2011, Act 126, and requirements of Act 168 of 2014) as required by law. Verified copies of all clearances must be provided to the District prior to any personnel providing service.
10. Contractor will provide a list of all employees with current clearance expiration dates before the effective date of the contract.
11. Contractor will verify that the District is in possession of valid, unexpired clearances for all personnel providing services to the district prior to said personnel providing services.
12. All personnel must have appropriate training to provide public safety services and training required by PA SB 449, Chap. 2012-126 that requires training for school entities and independent contractors of schools and their employees to recognize abuse/ sexual misconduct and mandatory reporting policies and Contractor will provide copies of verification that these trainings were successfully completed upon the District’s request.
13. Contractor will provide the District with a copy of Contractor’s Certificate of Liability Insurance naming the Williamsport Area School District as an additional insurance before the effective date of this contract. The general liability coverage provided by the contractor shall be a minimum of \$1,000,000 combined single limit and aggregate.

14. The District shall have no duty to withhold income taxes or pay Social Security or unemployment taxes (on behalf of the Contractor). The Contractor shall not be entitled to any employee benefits provided by the District, including, but not limited to, disability, life insurance, health insurance, pension benefits, educational assistance allowances, professional membership dues, sick pay, holiday pay, or liability coverage.
15. The Contractor agrees to indemnify and hold the District harmless from and against all demands, liabilities, costs and expenses, including, without limitation reasonable attorneys' fees, investigative fees and expenses, asserted against, imposed upon or incurred by the District, directly or indirectly, arising from or relating to the performance or failure to perform any function related to this contract.
16. The Contractor must provide three (3) references from similar contracts including telephone numbers and name of contact person on the form provided.
17. Contact Brandon Coleman, Supervisor of Student Transportation and Security at 570-327-5500 Ext. 49610 or Wanda Erb Business Administrator at 570-327-5500 Ext. 40110 with questions.

**Traffic Control and Public Safety Services  
August 31, 2020 – June 30, 2021 (2-Year Renewal Option)**

**Exhibit A – District Needs Per School Day Based on 2019/20 Staffing**

**Total Needs**

Nine (9) Individuals to be assigned to various district schools, bus stops, and intersections within the district working a total of 34.5 hours per day.

**Breakdown of Hours**

One (1) individual morning shift only – 2 hours per day

Six (6) individuals morning and afternoon shifts – 4 hours each per day

Two (2) individuals morning and afternoon shifts – 4.25 hours each per day

**Traffic Control and Public Safety Services  
August 31, 2020 – June 30, 2021 (2-Year Renewal Option)**

**REQUEST FOR PROPOSAL FORM**

**BIDS DUE: Monday, August 3, 2020 by 10:00 a.m.**

*The undersigned herewith proposes and agrees to furnish and deliver to the School Board of Directors, in accordance with the stated specifications and all the terms and conditions herein set forth, the project as stated in the attached specifications and all provided proposal forms.*

ANY DEVIATION FROM THE SPECIFICATIONS MUST BE STATED

**Hourly Rate Per Individual Assigned to District \$ \_\_\_\_\_**

Additional Notes/Comments Regarding Proposal:

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Company/Organization Submitting Proposal

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Person Name (Printed): \_\_\_\_\_

Authorized Person Signature: \_\_\_\_\_

**Traffic Control and Public Safety Services  
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**REFERENCE LIST**

*Contractor must provide three (3) references from similar contracts including contact number and contact person.*

1. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Organization/Business Name: \_\_\_\_\_

Contact Person Name & Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_