

Request for Proposal (RFP)

Student Transportation Services

Cazenovia Central School District

RFP No. 2025-TRAN-01

I. Introduction

Cazenovia Central School District invites qualified transportation providers to submit sealed proposals for **student transportation services** for the **2025–2026 school year**. Cazenovia Central School District has the right to discontinue services for any reason or are no longer required, a formal notification period minimum of ten (10) business days will be observed. This notice period allows for the orderly cessation of services, ensuring a smooth transition and minimizing any potential disruption to operations.

The service provider has the right to discontinue services for any reason, a formal notification period minimum of thirty (30) business days will be observed. This notice period allows for the orderly cessation of services, ensuring a smooth transition and minimizing any potential disruption to operations.

The District is committed to ensuring safe, reliable, and efficient transportation for students in compliance with all applicable local, state, and federal regulations.

II. Scope of Services

The selected contractor will be responsible for providing transportation services that include, but are not limited to:

- Daily home-to-school and school-to-home student transportation.
- Special education transportation, including out-of-district placements.
- Maintenance and safety inspections of all buses used.
- Provision of qualified drivers and substitute drivers.

III. Proposal Submission Requirements

Proposals must include the following:

1. Company Profile

- Company history and experience
- Size and structure
- Licenses and certifications

2. References

- At least three (3) references from school districts currently served

3. Cost Proposal

- Detailed pricing schedule for services (daily routes, per mile/per hour rates, standby charges, etc.)
- Fuel cost assumptions and adjustments

4. Fleet Information

- Number, age, and capacity of vehicles
- Vehicle maintenance protocols

5. Personnel

- Driver qualifications and training programs
- Background check policies

- Drug/alcohol testing compliance

6. Insurance and Bonding

- Proof of liability insurance coverage (minimum of \$5 million aggregate)
- Performance bond information

7. Implementation Plan

- Start-up plan for the 2025–2026 school year
- Contingency plans for delays or emergencies

IV. RFP Timeline

Event	Date
RFP Release Date	August 19, 2025
Deadline for Questions	August 25, 2025 (4:00 PM)
Proposal Due Date	August 26, 2025 (3:00 PM)
Bid Opening	August 26, 2025 (3:01 PM)
Board Approval (tentative)	September 15, 2025
Contract Start Date	September 3, 2025

V. Evaluation Criteria

Proposals will be evaluated based on the following:

- Cost competitiveness (30%)
- Experience and past performance (25%)
- Vehicle safety and reliability (15%)
- Staffing and training (15%)

- References and reputation (10%)
- Implementation readiness (5%)

The District reserves the right to accept or reject any or all proposals and to negotiate with any or all qualified proposers.

VI. Submission Instructions

Submit **three (3)** hard copies and **one (1)** electronic copy (USB) of the proposal in a sealed envelope marked:

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Attention: Thomas Finnerty
Assistant Superintendent for Business
Cazenovia Central School District
31 Emory Avenue
Cazenovia, NY 13035

Proposals must be received **no later than 3:00 PM on August 26, 2025.**

VII. Contact Information

All questions must be submitted in writing to:

Thomas Finnerty
Assistant Superintendent for Business
Email: tfinnerty@cazenoviacsd.com
Phone: (315) 655-1340