

May 22, 2026

Re: Request for Proposal – Transportation

To Whom It May Concern:

New Century School (NCS) is currently seeking proposals to provide student transportation services for the upcoming 2026-2027 school year. NCS is seeking a fully licensed transportation company, or companies, to provide daily transportation services for students designated by NCS to be transported. Our Request for Proposal (RFP) is attached. A copy of the RFP is posted on the NCS website at newcenturyschool.net/community. If you are interested in submitting a proposal, please follow the directions outlined in the RFP.

Proposals responsive to this request may provide all-inclusive transportation services or may include partial provision of services or a joint venture between two different companies. Services shall include transportation for regular school days, field trips, and/or other school activities.

The deadline to submit a proposal is June 5th, 2026 at 12:00pm. Proposals must be received in a sealed envelope to the NCS building at 1380 Energy Ln, Suite 108, Saint Paul, MN 55108. A selection committee will review and evaluate all proposals and may request additional information or interviews with any bidders.

Prospective companies may request that New Century School to clarify information contained in this RFP. All requests must be made in writing and submitted via email to the business Manager at admin@newcenturyschool.net, subject Line: School Transportation Services RFP Request for Clarification.

New Century School will provide a written response to all written requests for clarification within 72 business hours of submission. New Century School will not respond to any new requests for clarification received after 3:00 pm, May 29th, 2026. No response will be made to any oral questions.

If you have any questions regarding this RFP, please contact the business Manager at admin@newcenturyschool.net.

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New Century School
REQUEST FOR PROPOSALS
For
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INTRODUCTION AND GENERAL INFORMATION

Currently, NCS uses two providers for transportation of about 800 students to its two campuses in St. Paul and Bloomington: New Century School (1380 Energy Lane), and Compass Academy (10640 Lyndale Ave S). NCS requires approximately 18 Type III Vehicles of varying capacity to provide transportation for all eligible students. Special education students also require specialized transportation services Type III Vehicles. Homeless & Highly Mobile (HHM) students must also be transported in a flexible manner. NCS also averages about 5 field trips per month.

Proposals for transportation service will be prioritized from contractors who can demonstrate ownership and operation of a Type III Vehicles fleet meeting State of Minnesota Statutes, Minnesota State Department of Public Safety Rules and Regulations and NCS School Board Policies (as all of these relate to student transportation). A Certificate of Insurance, to meet specified limits, is also required to accompany such proposal.

Alternate Proposals: An alternate proposal is viewed by NCS as a proposal describing an approach to accomplishing the requirements of the RFPs which differs from the approach set forth in the solicitation. An alternate proposal may also be a second proposal submitted by the same proposer which differs in some degree from its basic or prime proposal. Alternate proposals may address the technical approach, or other provision or requirements set forth in the solicitation. NCS will consider all alternate proposals submitted.

In accordance with Minnesota Statutes and except as may be provided by other applicable State and Federal law, all proposers should be aware that RFPs and the responses thereto are public information and subject to disclosure to anyone who requests it. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All information becomes public after the School Board has approved the contract.

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To submit a proposal, please review the attached Specifications for Pupil Transportation Services and fill out pertinent information in the attached worksheets:

- Item 1: Bid to Provide Special Student Transportation
- Item 2: Bid to Provide Regular Student Transportation
- Item 3: Charter Transportation (Field and Athletic Trips)

There is no express or implied obligation made by NCS to reimburse responding firms for any expense incurred in preparing proposals in response to this request. NCS reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the company of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between NCS and the company.

During the evaluation process, NCS reserves the right to request additional information or clarification from submitting firms, or to allow corrections of errors or omissions. NCS reserves the right to accept or reject in whole all proposals, to request new proposals, or to award a contract. Selection shall not be made solely on price.

In the event of identical proposals, NCS may utilize negotiated methods so long as the low tied price is not exceeded. In the event of a single proposal, NCS may negotiate a lower price with the contractor.

Acceptance of a proposal by NCS for transportation shall be reduced to a written contract, and the successful contractor agrees to execute such contract which will refer to and include by reference these specifications. The written contract will govern the relationship between NCS and the contractor. The basic terms outlined in the Specifications for Pupil Transportation Services shall be incorporated into the final contract. NCS reserves the right to negotiate extensions and modifications to the contract. A sample outline of the terms to be included in any final contract are also included in this RFP. However, these terms may change depending on the contents of the proposals in response to this RFP.

The deadline to submit a proposal is June 5th, 2026 at 12:00pm. Proposals must be received in a sealed envelope to the NCS building at 1380 Energy Ln, Suite 108, Saint Paul, MN 55108. A selection committee will review and evaluate all proposals and may request additional information or interviews with any bidders.

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If you have any questions regarding this RFP, please contact the business Manager at admin@newcenturyschool.net.

SPECIFICATIONS FOR PUPIL TRANSPORTATION SERVICES

SECTION 1. GENERAL CONDITIONS

1.1 Duration of the Contract: The services requested in these specifications shall be for the 2026/2027 school year. NCS reserves the right to extend the contract for additional years if they see it fit. If NCS chooses to extend the contract, a written notice will be provided to the Operator 90 days prior to the end of the 2026/2027 contract. At that time NCS and the Operator will negotiate as to how many years the extension will be, and the rates that would coincide with that extension.

1.2 Service Areas and Routes: NCS Transportation “Service Area” includes the Twin Cities limits as well as, but not limited to the following; Bloomington, Brooklyn Center, Brooklyn Park, Hopkins, Minnetonka, St. Louis Park, Burnsville, Eagan and Richfield. The Operator shall furnish equipment and personnel sufficient to provide daily transportation of students within the Service Area during the duration of the contract to all NCS schools according to a time schedule and over routes determined or approved by NCS. Generally, transportation will include to school in the morning and from school in the afternoon.

1.3 Routes: NCS will furnish student data and enrollment information upon which the Operator shall determine efficient routes, with NCS’ final approval. The Operator shall furnish a description of each route to NCS each school year. A preliminary route description will be given to NCS by August 1st of each year. Each route description will include the school Type III Vehicle number, driver, route mileage, Type III Vehicle stop locations, Type III Vehicle stop times (morning and afternoon), Type III Vehicle capacity, number of passengers, and a route map. NCS may establish regulations to be observed by the Operator in connection with all details incidental to the operation of the routes, including starting times, Type III Vehicle stops, transfers, discipline on the Type III Vehicles and any situation that may, from time to time, arise in the performance of this contract. Once routes have been approved, there shall be no change in Type III Vehicle routes or time schedule without consent of NCS. Changes in the routes, time schedules, or designated stops may be made by NCS. A higher quality GPS System needs to be

available to the Coordinator of Transportation once the contract has been approved and signed by both parties.

1.4 Regular and City Transportation: Transportation will be round trip to and from school.

Route miles shall be the length of the Route and shall be determined as the total number of miles from the school (or other point of discharge as determined by the Transportation Coordinator) then once around the designated route and back to the point of origin. Such route length shall be reported to the Transportation Coordinator within 10 days of the opening of school. Route length shall be rounded to the nearest whole mile. Transportation shall be provided to maximize efficiency and minimize the number of vehicles and mileage.

1.5 Special Education Transportation: NCS reserves the right to assign an aide to any vehicle should it deem such aide necessary. Operator must furnish equipment acceptable to NCS to meet the needs for special education transportation. The Operator shall comply with all applicable state and federal rules and regulations.

1.6 Field Trips and Extra-curricular Trips: Field trips mean excursions for educational purposes and usually take place during the school day (there are occasional exceptions). NCS will provide supervision of students. These may be within NCS' regular transportation boundaries or they may be outside of the regular boundaries. Extra-curricular trips are usually associated with some extra-curricular or co-curricular activity and usually take place after school hours. NCS provides the chaperone.

1.7 Contract and Liability Insurance: The Operator shall enter into a formal contract based on the conditions and specifications as set forth herein. The Operator is required to provide liability and property damage insurance as herein described.

1.8 Assignment: The services contemplated under this Agreement are deemed to be in the nature of personal services. Operator shall not assign this Agreement without prior consent of NCS. The parties agree that assignment by Operator of any sums due and owing Operator under this Agreement shall not constitute an assignment of the Agreement.

1.9 Award: NCS may elect to make its award based upon proposals as received, or alternatively, NCS may elect, in its sole discretion, to enter into direct negotiations with those entities submitting proposals. In the event that NCS elects to enter into negotiations, each entity submitting a proposal shall be notified of the time and place. Negotiations will be conducted utilizing such rules and procedures as established by NCS. NCS reserves the right to accept, reject, or negotiate any quotation and to make an award for transportation services that is deemed most favorable and advantageous to NCS.

SECTION 2. SPECIFIC CONDITIONS

2.1 Vehicles

2.1.1 All vehicles must be maintained in safe operating condition and must have a current

inspection by the State of Minnesota. The Operator shall provide assurance that exterior and interior cleanliness of the vehicles will be maintained.

2.1.2 All vehicles used shall comply with all road and safety regulations as set forth by any Federal, State, and Municipal policy, law, statute or ordinance as it may relate directly or indirectly to the safe operation of a vehicle used in public transportation of students.

2.1.3 All vehicles used in transportation service shall be made available for inspection from time to time as deemed necessary by an NCS agent or any state or federal authority.

2.1.4 NCS will analyze all State and Federal vehicle inspection records for any Operator wishing to submit a proposal. Operators shall be in good standing with the MN State Patrol and all Federal agencies pertaining to the transportation of students.

2.2 Equipment

2.2.1 All vehicles used in transporting students must be equipped with an operating two-way radio with a frequency capable of communicating with NCS buildings.

2.2.2 All vehicles used in transporting students must be equipped with crossover mirrors, crossing gates, an interior working public address system, fully functioning windows and emergency exits.

2.2.3 All vehicles used in transporting students must be equipped with a security camera. Video footage must be available within 12 hours of the request by the Coordinator of Transportation.

2.2.4 Each vehicle used to transport students will have identifying unit numbers on the four corners of the vehicle and alongside the loading door. The identifying number shall correspond to the route number assigned to the vehicle. All vehicles will have a method of applying a unit number for substitute and/or emergency vehicle use. The temporary number should be able to cover the regular vehicle number alongside the loading door.

2.2.5 Due to an enhancement in safety and student management, NCS recommends that all new Type III Vehicles purchased and placed in service be equipped with full-length acoustic roof panels.

2.2.6 All vehicles shall be washed and cleaned on both the inside and the outside on a monthly basis at a minimum. Daily attention should be given to sweeping the floors, removal of trash, and inspection and removal of any graffiti.

2.3 Drivers and Staffing

2.3.1 Operator must employ a sufficient number of drivers and a reasonable number of standby drivers to assure that services are provided in a reliable and continuous manner.

2.3.2 Operator shall ensure that all drivers meet the minimum state requirements for transporting students.

2.3.3 Operator shall comply with all requirements related to employee background checks and screening under federal, state, and local law.

2.3.4 Operator shall have a comprehensive training program accessible for drivers operating

their vehicles, which will conform to the School Vehicle Training requirements in state law.

2.4 Insurance

2.4.1 The Operator shall maintain during the life of the contract public liability, property damage and excess liability in with minimum amounts as follows:

- A. Bodily injury \$1,500,000 per person, \$2,000,000 per accident.
- B. Property damage \$100,000 per accident.
- C. Excess liability, body injury \$1,500,000 per person.

2.4.2 Certificates of insurance coverage shall be filed with NCS when the contract is executed.

2.4.3 Operator shall furnish and maintain during the life of the contract Worker's Compensation coverage for the protection of its employees in amounts required by law. 2.4.4 No liability resulting from a vehicular accident or any driver or operational negligence will be assumed by NCS, or its officers, employees or authorized representatives. 2.4.5 All certificates of insurance coverage furnished to NCS shall show NCS as an additional insured under the policy, and such certificates shall be in force at all times under the contract.

2.5 Service Condition

2.5.1 The number of students transported shall not exceed the rated manufacturer's capacity of the transporting vehicle. If passenger vehicles are used, i.e. private cars, the number of passengers shall not exceed five or the rated capacity of the vehicle, exclusive of the driver. Scheduling of the students for arrival at the various school locations shall conform to school schedules, or to the schedule established by NCS.

2.5.2 Special education students shall be picked up immediately in front or as near as possible to their homes. A student shall load or unload at home or school only from the right side of the vehicle, except on a one-way street, where the non-traffic side of the vehicle may be used. Type III vehicles may be used only upon request of the Operator and the approval of NCS. 2.5.3 No unauthorized person shall be allowed in any vehicle while engaged in the transportation of students for NCS. NCS reserves the right to assign attendants to any vehicle in the best interest of any student.

2.5.4 The Operator shall be highly selective in employment of its drivers. The Operator will be required to utilize only those drivers holding a valid Class A or Class B license. NCS reserves the right to comment on the performance of any employee of the Operator, and the Operator shall take appropriate steps to improve services. The Operator must agree to provide a minimum of eight hours of in-service time for all Type III Vehicle drivers utilized in the performance of the contract. Each driver must have a current criminal history background check to the satisfaction of NCS.

2.5.5 Operator shall be responsible for handling complaint calls in accordance to NCS's procedures and policies.

2.5.6 The Operator shall insure the following:

- A. All Type III Vehicles are operated with safe and reliable equipment, including an operable two-way radio. It will be required that the Coordinator of Transportation has consistent communication with base during service hours, or as needed.
- B. All drivers will comply with the rules and regulars of the U.S. Department of Transportation, The Federal Highway Administration, and the State of Minnesota and its subdivisions (including the Department of Transportation, the Motor Vehicle Department, and the Minnesota Department of Education).
- C. All Type III Vehicle operators and drivers control students' behavior on the Type III Vehicles in accordance to NCS's procedures and policies.
- D. All Type III Vehicles are driven by qualified drivers as to licensure as well as ability to perform required duties (including the ability to follow established schedules on a timely basis and control student behavior on the Type III Vehicles).
- E. All accidents, physical injuries, emergencies, or other unusual occurrences involving the transportation of students must be reported in a timely manner to the Coordinator on a school accident form.

2.6 Facilities

2.6.1 Vehicle and equipment storage and maintenance shall be the responsibility of the Operator and shall occur per the terms of the Transportation Services Contract.

SECTION 3. REIMBURSEMENT RATES AND BILLING

3.1 Mileage for extracurricular trips shall be computed from the departure point of the trip at the school to the destination of the trip and return back to the departure point. Mileage from the Operator's base to the departure point will not be charged to NCS.

3.2 The Operator agrees to submit bills for services rendered to NCS according to the billing schedule established by NCS.

3.3 NCS may withhold or reduce payment if, in its reasonable view, services are not adequately performed or rendered in accordance with the specifications in the contract.

SECTION 4. INCLUSION BY REFERENCE AND APPLICABILITY OF LAWS 4.1

Anything herein notwithstanding, successful Operator shall comply with applicable provisions of State and Federal Laws including the Motor Vehicle Code, State Board of Education or any other state agency rules and regulations relating to student transportation, the construction, design, operation of equipment, and safety accessories for equipment, vehicle codes and other applicable laws, rules and regulations prescribed by the State or any political subdivisions thereof relating to the transportation of regular and special education students.

4.2 NCS shall require strict adherence to the terms of the specifications of the contract to be

awarded in order to safeguard the comfort and safety of the students and to provide for the orderly operation of its program.

BID WORKSHEETS

Item 1 Bid to Provide Special Student Transportation: Vehicle Services A.

Daily fee per vehicle/per day based on 60 miles (live mileage).

Vehicle Type:

6 seaters Passenger school van Proposal Amount: \$ _____ 8 seaters

Passenger school van Proposal Amount: \$ _____

B. Charge for each additional mile (live mileage) a route exceeds 60 miles (live mileage) per day: Per mile/vehicle/day \$ _____

C. Total number of vehicles contractor is willing to provide for this bid: _____

D. List any deviations from bid specifications:

- 1.
- 2.
- 3.

Item 2 Bid to Provide Regular Student Transportation: Vehicle Services A.

Daily fee per vehicle/per day based on 60 miles (live mileage).

Vehicle Type:

6 seaters Passenger school van Proposal Amount: \$ _____ 8 seaters

Passenger school van Proposal Amount: \$ _____

B. Charge for each additional mile (live mileage) a route exceeds 60 miles (live mileage) per day: Per mile/vehicle/day \$ _____

C. Total number of vehicles contractor is willing to provide for this bid: _____

D. List any deviations from bid specifications:

- 1.
- 2.
- 3.

Item 3 Bid to Provide Charter Transportation: Vehicle Services A.

Daily fee per vehicle/per day based on 60 miles (live mileage).

Vehicle Type:

6 seaters Passenger school van Proposal Amount: \$ _____ 8 seaters Passenger school

van Proposal Amount: \$ _____ B. Charge for each additional mile (live mileage) a

route exceeds 60 miles (live mileage) per day: Per mile/vehicle/day \$ _____

C. Total number of vehicles contractor is willing to provide for this bid: _____

D. List any deviations from bid specifications:

- 1.
- 2.
- 3.

