CHECKLIST OF MANDATORY BID FORMS

☑ Bid Form Price Sheets
☑ Bid Form
☑ Non-Collusion Declaration
☑ COVID-19 Safety Plan

BIDDER NAME

DISTRICT REVIEWER

OC Transpo

J Jaselskis
**Bid Form 1 Home-to-School Rates**

<table>
<thead>
<tr>
<th>Bus Capacity</th>
<th>Rate Per Hour with Four Hour Minimum</th>
<th>Rate Per Hour For Excess Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulatory Vans</td>
<td>$84.50 (Eighty Four 50%)</td>
<td>$45.25</td>
</tr>
<tr>
<td>Minimum Capacity 9</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Wheel Chair Vans</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Minimum Capacity 7</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Mid Size Wheelchair Bus</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Transit 78 Passenger</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>Transit 84+ Passenger</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>After School Programs</td>
<td>$84.50 (Eighty Four 50%)</td>
<td></td>
</tr>
</tbody>
</table>
**Bid Form 2 Home -to-School Rates, Non-School Bus**

<table>
<thead>
<tr>
<th>Non-Bus Based Services</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pickup Cost Per Student</td>
<td>$70.00</td>
</tr>
<tr>
<td>Cost Per 1-Way Trip Mile</td>
<td>$3.50</td>
</tr>
</tbody>
</table>

**Supplemental Conditions**

*For billing purposes, if some of the routes within a particular bus capacity segment fail to meet the four (4) hour minimum, the number of total hours run with those particular buses shall be averaged to the nearest one-tenth of an hour.*

*All additional Excess Bus Hours will be paid according to the nearest one-tenth of the hour.*

*All trips and routes will be priced on a “First Pickup to Last Drop” basis and all pre-trip preparation and post-trip clean up shall be done at the Contractor’s own time and expense.*
NEWPORT MESA UNIFIED SCHOOL DISTRICT

BID FORM

BID NO. 102-22
Supplemental Home-to-School Transportation

1. Pursuant to and in compliance with this bid, and all other documents relating thereto, the undersigned bidder, having familiarized himself with the terms of the contract, the local conditions affecting the performance of the contract and the cost of the work at the place where the work is to be done, hereby proposes and agrees to perform, within the time stipulated, the contract, including all of its component parts, and everything required to be performed and to provide and furnish any and all of the labor, materials, tools, equipment, and all utility and transportation services necessary to perform the contract and complete in a workmanlike manner all of the work required in connection with this contract.

All in strict conformity with the specifications and other contract documents including any addendums for the amounts as set forth below.

2. It is understood that this bid, once approved by the Newport Mesa Unified School Dist. Board of Education, is an annual contract to provide services to the District per this bid for a period of one year from the Board approval date. Any extension beyond the initial year must be Board approved. This contract may be extended for a maximum of ten-years.

3. Bidder must adhere to the schedule of services included in the bid documents, unless otherwise changed in writing by the District and provide all necessary insurance certificates as required in the bid documentation.

4. It is understood that the District reserves the right to reject this bid as specified in the Instructions For bidders and that the bid shall remain open and not be withdrawn for a period of sixty (60) days.

Date: 3/12/2021

OC Transit Inc.

Proper Name of Bidder

EHSAN S. TAJER, CFO

By

[Signature]

Note: If a bidder is corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officers or agents; if a bidder is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if a bidder is an individual, his full signature shall be placed above.
NON-COLLUSION DECLARATION

The undersigned declares:

I am the [Title] of [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on [Date], at [City], [State].

Signed: [Signature]

Typed Name: EHSAN S TAJER for OC Transit Inc.
NEWPORT-MESA UNIFIED SCHOOL DISTRICT

ADDENDUM NO. 1
Supplemental Home to School Transportation Services

BID No. 101-22

NEWPORT MESA UNIFIED SCHOOL DISTRICT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

July 26, 2021

The following revisions and/or clarifications shall be made to the BID documents for the above-named work. All work described in the original BID documents and all applicable Sections of the original BID documents shall be included in the contract, except as herein modified:
Acknowledgement of this Addendum shall be made below and submitted with the BID submission. If acknowledgement is not made the proposal may be considered non-responsive.

1. Replace: Replace bid form with attached revision

All other provisions of the BID remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name: EHSAN S TAJER
Signature: [Signature]
Firm Name: OC Transit Inc.
Address: 12862 Garden Grove Blvd. STE 220 Garden Grove CA 92843
Telephone #: 949-836-9120
Fax #: [Fax Number]

(END OF ADDENDUM NO.1)
COVID-19 OPERATIONS & SAFETY PLAN

OC Transit Inc. (OCT) in response to COVID-19 has modified the company’s operations to ensure the health and safety of all employees and passengers. The operations plan has been implemented at OCT for student transportation. The same implementation will be applied to all other business contracts as business operations begin. All operations are conducted out of 12862 Garden Grove Blvd Garden Grove location. All personnel, records and books are located at the same address.

Employee Training:

Employee training was augmented to align with the Centers for Disease Control (CDC) and the California Public Health Department (CDPH) recommendations/guidance. Training and processes developed are aligned with the Orange County Department of Public Health.

Employee training includes the following topics: appropriate use of a mask, appropriate use and discarding of gloves, cleaning protocols by job function i.e. mechanics, office staff, drivers, new employee protocols/screening including temperature checks and symptom screening questions, personal protective equipment PPE, driver cleaning logs, driver passenger logs, manager audit logs, and PPE inventory log. Training on protocols is ongoing and fluid given guidance and recommendations can and do change. OCT ensures all current guidance and recommendations are implemented to mitigate overall risk for employees and passengers. OCT staff has implemented training topics and policy and procedures in daily operations.

Attestations by each attendee are required at each training. Training for drivers assigned to the OCT contract will be conducted approximately two weeks before operations begin as drivers are currently furloughed. The training for drivers will augment historical trainings with enhanced information relative to COVID-19 and new expectations for drivers including completing necessary logs, cleaning logs, passenger boarding logs with temperatures and
escalation paths for riders who do not meet the requirements to board i.e. temperature over 100.4.

All other OCT staff currently working on other contracts or who are not furloughed received training on COVID-19 protocols.

**Company Requirements for Employees:**

Posters are posted at the entrance of OCT and floor stickers are visible on the ground to ensure employees maintain a 6 ft distance while entering the reception area and checking in for work. A Plexiglas divider is located at the reception desk for additional safeguard protection. All employees are required to attest to the symptom screening check and temperature check PRIOR to starting work for the day. If an employee has a temperature over 100.4 or is experiencing symptoms they will not be permitted to work that day. With the implementation of the safeguards prior to work allows the company to mitigate the overall risk to other employees and passengers. If an employee is cleared they are provided a sticker indicating they have been cleared for work that day.

All employees should be fully vaccinated at least two weeks before starting to work. If exposed to a positive case, the employee should take a COVID-19 test, and only can continue working if the test result is negative. In the event an employee fails to inform OCT they have been exposed or tested positive for COVID-19 disciplinary actions including verbal, written and up to termination are applied.

Employees are required to wear a mask while at work. Drivers are issued (2) cloth masks and employees are required to wear them while at work and wash them frequently. All office staff are required to wear a mask while at work. If an employee is at work and does not have a mask with them for the day a mask will be provided to them. Hand sanitizer is available in the office, and in each vehicle for employee use. Drivers have access to the restroom which allows for appropriate hand washing prior to the start of their shift. The keys are issued by the supervisor and are not comingled with other keys and they are sanitized with disinfecting spray at the end of each day. OCT maintains an adequate supply in the office to ensure employee health and safety. Supplies include but are not limited to: mask, hand sanitizer, cleaning products, face shields, etc are currently purchased through Amazon. Local stores such as Lowes or Home Depot are also utilized for supplies as needed. An inventory log of all supplies is maintained and reviewed daily. Currently a log is actively in place for supplies.

Each driver will receive their own PPE prior to their shift. Sharing PPE is strictly prohibited and is reviewed during the training and is also outlined in the COVID-19 policy and procedure.
Office staff are required to wear masks while at work. Shared supplies such as pens, staplers, tape dispensers, dry erase boards etc are strictly prohibited. Office employees are located in cubicles with high partitions and are 6ft apart to ensure appropriate social distancing.

Managers and supervisors are responsible for the oversight of employee adherence to company policy and protocols. In the event an employee fails to adhere to company policy and protocols the manager works in collaboration with Human Resources and the company’s disciplinary actions are applied.

A log was created for the manager(s) use to monitor the websites for CDC, CDPH and Orange County Public Health Orders to ensure OCT maintains current with all current guidance and recommendations. Employee and passenger health and safety remain the priority of the company.

The office suite is cleaned by the property management janitorial contract staff and includes trash removal. For frequent high touch surfaces like door handles to the office and bathroom keys, they are sprayed with Lysol or Microban frequently.

**Vehicle Operations including Cleaning:**

COVID-19 standards include social distancing and that application is made both in the office and in the vehicles. To begin operations on Student transportation contracts, vehicle capacity will be reduced, for example a 9 passenger bus will now transport a maximum of 4 passengers at a time. This is essential to ensure overall compliance and employee and passenger safety.

Vehicle cleaning and disinfecting protocols have been updated to reflect CDC and CDPH recommendations and guidance. Each vehicle/bus has a locked box with cleaning and disinfecting products and additional PPE. A trash can is attached to the vehicle to ensure gloves and cleaning material used is properly discarded. The cleaning products include: Lysol/Microban or equivalent spray, Clorox or equivalent wipes, Suprox-D solution in a spray container, masks and gloves.

**Cleaning Pre-Trip:**

All vehicles are cleaned post transport at the end of shift allowing for the vehicles to be clean and available for transport. The managers will review the post transport cleaning log to ensure cleaning was completed and that there are no issues identified prior to issuing vehicles for transport. Drivers are asked to conduct a pre-trip inspection including cleaning and wipe all high touch points, door handles, steering wheel, hand rails and seatbelts as an additional safeguard measure prior to the beginning of their trip.

**Cleaning during Transport:**
After each passenger de-boards, the vehicle area that they had access to including all touch points are sanitized. Cleaning includes: guard rails, seat belts, seats, windows, steering wheels, door handles interior and exterior. The cleaning includes spraying the interior roof with Lysol/Microban or equivalent.

In between runs employees need approximately 15 minutes to clean/sanitize the vehicles. In between routes the drivers will need 30-45 minutes to clean/sanitize the vehicles. A cleaning log is required to be completed by each driver and the manager(s) review the log daily. Manager(s) are also responsible for conducting random site audits which include reviewing the log, looking in the trash can to see if supplies were used, physically looking at the vehicle and ensuring drivers are wearing masks.

**Cleaning Post Transport:**

A fulltime employee’s job responsibility is to clean and sanitize every vehicle at the end of the shift. The cleaning conducted by this employee is in addition to the drivers cleaning. The cleaning for post transport includes: having the exterior part of the vehicle washed with the contracted car wash facility as well as cleaning the interior of the vehicle. The cleaning of the interior of the vehicle includes cleaning the following: door handles, seats, interior roof, vacuum, windows, rails, seatbelts, and steering wheel and overhead components. The exterior cleaning is only conducted by the post trip car cleaner employee. The post trip cleaning allows for a deeper cleaning as more time is allocated post transport since it is at the end of the shift. The additional cleaning allows for the vehicle to be cleaned and sanitized and ready for use the following day. A cleaning log is required to be completed by each driver and the manager(s) review the log daily.

**Vehicle Operations and Logistics:**

The manager(s) are responsible for escalating and reporting incidents to the School District if/when they occur. Drivers have the responsibility to adhere to all protocols in place and notify their manager immediately for any issues/concerns. The overall safety of OCT employees and passengers is a priority.

Pre-boarding operations include ensuring passengers remain 6 ft apart while waiting to board or will need to be brought to the vehicle individually and be seated before the next passenger is able to board. Loadings will be done front to back. Passengers are required to wear masks. If a passenger does not have a mask one will be provided to them. It is essential for drivers and passengers health and safety a mask is worn by everyone on the vehicle.
De-Boarding will be conducted from the front to the back. The driver will de-board the passengers safely from the vehicle. It is imperative the programs/schools work collaboratively with the drivers to ensure overall safety and compliance adherence for COVID protocols.

**Operations Implementation:**

OCT has implemented COVID-19 protocols including all logistic operations for contracts currently operating. The implementation would mirror what is currently implemented and would be applied to the student transportation contract once operations begin. All requirements set by the District will be adapted into this Operation Safety Plan.