



REQUEST FOR PROPOSALS FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES

CS-26-281-SP

SUBMISSION DEADLINE:

JULY 7, 2026

2:00 PM

BID MUST BE SUBMITTED ELECTRONICALLY
Hard Copies will NOT be accepted as a viable bid.

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CITY OF FONTANA

1. NOTICE INVITING REQUESTS FOR PROPOSALS

FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES

CS-26-281-SP

NOTICE IS HEREBY GIVEN that sealed proposals will be received only by submitting electronically at www.fontanapurchasing.org, for **FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES**, no later than **July 7, 2026, 2:00 PM (PST)**, at which time or thereafter said proposals will be electronically opened. Proposals received after this time will not be able to submit electronically. Hard copies of bids will not be accepted as a viable bid.

The City of Fontana is accepting proposals from qualified firms to provide **FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES**.

Detailed information and the scope of **FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES** may be obtained from www.fontanapurchasing.org. The scope of the **FONTANA EXPANDED LEARNING PROGRAM TRANSPORTATION SERVICES**, proposals forms and contract documents are hereby referred to and incorporated herein and made a part hereof by reference and all qualifications must strictly comply therewith. Late submitted qualifications shall not be considered for review.

The City of Fontana reserves the right to reject any and all proposals and to waive minor irregularities, to accept any qualifications or portion thereof, and to take all proposals under advisement for a period of ninety (90) days.

Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Labor Code Section 1735 requires that no discrimination be made in the employment of persons because of the race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons, except as provided in Government Code Section 12940. Compliance with the prevailing rates of wages and apprenticeship employment standards established by the State Director of Industrial Relations will be required.

City of Fontana hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for the award.

CITY OF FONTANA
2. SCOPE OF SERVICES
CS-26-281-SP

2.1 INTRODUCTION:

The Scope of Services defines the requirements for providing reliable, safe, and accessible bus transportation for the City of Fontana Expanded Learning Program. Transportation services are needed to support recreational programs, youth activities, and excursions. Deliverables will include the provision of vehicles, drivers, and operational support in compliance with all applicable regulations, with records and documentation maintained in a form acceptable to the City of Fontana.

The City anticipates awarding contracts to multiple qualified vendors to ensure service availability, flexibility, and cost-effectiveness. The Contractor(s) will be expected to provide bus transportation services for youth programs, adaptive recreation, community excursions, and other City-sponsored events. Services may occur on weekdays, weekends, evenings, and holidays, both within San Bernardino County and to destinations across Southern California.

Transportation services are essential to the City's efforts to ensure access to recreational, educational, cultural, and social opportunities for residents of all ages and abilities. Many participants are school-aged children, and individuals with disabilities who require both coach buses and wheelchair-accessible vehicles.

2.2 SCOPE OF WORK

1. Vehicle Standards

1.1 Fleet Requirements – Contractor shall provide air-conditioned buses with seating capacity for 40–55 passengers, equipped with proper safety features, including seatbelts and emergency exits.

1.2 Accessibility – Contractor shall ensure ADA compliance by providing wheelchair-accessible vehicles upon request.

1.3 Condition of Vehicles – All buses must be clean, well-maintained, and in compliance with all local, state and federal safety regulations, with valid CHP and DOT certifications.

1.4 Inspections – Contractor shall maintain inspection logs and records of service and repair, subject to review by the City.

2. Driver Requirement

2.1 Licensing – Drivers must possess a valid Commercial Driver's License (CDL) with passenger endorsement.

2.2 Compliance – Drivers must comply with all federal, state, and local transportation laws and regulations.

2.3 Professional Conduct – Drivers must maintain a professional appearance, provide courteous service, and assist passengers as needed, particularly youth, and passengers with disabilities.

2.4 Testing – Drivers shall participate in all mandatory drug and alcohol testing programs and maintain clean driving records.

3. Service Operations

3.1 Trip Scheduling – Services may be required weekdays, weekends, evenings, and holidays, both within San Bernardino County and to destinations beyond the region.

3.2 Confirmation of Services – Contractor must confirm trip details with City staff within 24 hours of request and no later than 48 hours prior to departure.

3.3 Standby/On-Call Services – Contractor must provide standby or on-call vehicles upon request by the City to accommodate last-minute needs.

3.4 Contingency Planning – Contractor shall provide back-up drivers and vehicles in the event of mechanical failure, delays, or emergencies to ensure uninterrupted service.

3.5 Special Events – Contractor may be required to provide multiple buses for large-scale events, community programs, or extended trips.

4. Safety and Compliance

4.1 Safety Record – Contractor must maintain an excellent safety record, with documentation available for City review.

4.2 Regulatory Compliance – All services must comply with applicable CHP, DOT, and DMV regulations.

4.3 ADA Requirements – All services must comply with the Americans with Disabilities Act (ADA), including both vehicles and operational procedures.

4.4 Insurance Coverage – Contractor shall maintain insurance as specified by the City, including General Liability, Automobile Liability, Workers' Compensation, Employer's Liability, Professional Liability, and Sexual Abuse and Molestation (SAM) Coverage.

5. Reporting and Documentation

5.1 Trip Records – Contractor shall provide detailed trip records, including passenger counts, destinations, service hours, and mileage.

5.2 Incident Reporting – Contractor shall report all accidents, delays, or complaints to the City within 24 hours.

5.3 Invoices – Contractor shall submit itemized invoices that include the date of service, destination, hours of service, mileage, and applicable charges.

3. INSTRUCTIONS TO PROPOSERS

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3.1 PROPOSAL TIMELINE

- Closing Date: July 7, 2026 @ 2:00P.M.
- Proposal Review: July 7, 2026 – July 13, 2026
- Selection of Firm: Selection of Firm (Week of July 13, 2026)

3.2 PROPOSER'S EXAMINATION

Before submitting a proposal, the proponent shall carefully examine the scope of services and other contract documents and ensure that he/she has a clear understanding of the requirements of the contract work regarding the performance of work.

By submitting a response, the applicant represents that it has thoroughly examined and become familiar with the contents of the solicitation and conditions of the standard City contract documents, and that it is capable of performing quality work to achieve the City of Fontana's objectives.

3.3 INTERPRETATION OF PROPOSALS AND DOCUMENTS

If any person contemplates submission of a proposal for the proposed contract and is in doubt as to the true meaning of any part of the scope of services, or other proposed contract documents, or finds discrepancies in, or omissions from the proposal, shall be immediately brought to the attention of the City by submission using the electronic bid system. Such submission, if any, must be sent using the Q&A tab of the electronic bid system. Any interpretation or correction of the proposed documents shall be made only by addendum duly issued electronically to each person registered on the prospective bidder's list. The Purchasing Office will not be responsible for any other explanation or interpretation of the proposed documents.

3.4 NOTICE TO PROPONENTS

The proponents shall be considered based on the best overall value to the City. **The City shall not be limited to awarding to the lowest responsive proponent, but instead shall be entitled to negotiate for the best overall value to the City.**

The City may automatically disqualify any proposal that does not meet the terms and conditions set forth in these "Instructions to Proposers."

3.5 LEGAL RESPONSIBILITIES

All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to proposals for contracts of this nature whether the same are expressly referred to herein or not. Any Proposer submitting a proposal shall by such action thereby agree to each and all of the terms, conditions, provisions, and requirements set forth,

contemplated, and referred to in scope of services, contract documents, and to full compliance therewith.

3.6 DELIVERY AND OPENING OF PROPOSALS

Proposals are to be submitted electronically. Electronic Bid System will close exactly at the time set forth in the document. All applicable forms required to be completed per the proposal documents, shall be submitted electronically prior to the proposal date and time. Hard copies will not be accepted as a viable proposal. It is the Proposer's sole responsibility to ensure that its proposal is received as specified. Proposals may be submitted earlier than the dates(s) and time(s) indicated.

Proposal will be available at the date and time stated in the Instruction to Proposers and the amount of each proposal will be available online and recorded. The City may in its sole discretion, elect to postpone the opening of the submitted proposals. City reserves the right to reject any or all proposals and to waive any informality or irregularity in any proposal.

3.7 WITHDRAWAL OF PROPOSAL

Prior to proposal opening, a proposal may be withdrawn by the Proposer only by using the City's electronic bidding system.

3.8 IRREGULAR PROPOSALS

Unauthorized conditions, limitations, or provisions attached to a proposal will render it irregular and may cause its rejection. The completed proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. No oral, telegraphic, or telephonic proposal, modification, or withdrawal will be considered.

3.9 PROPRIETARY

The proponent shall identify those portions of their proposal that they deem to be confidential, proprietary information or trade secrets, and provide justification why such materials shall not be disclosed by the City. All materials the proponent desires to remain confidential shall be clearly indicated by stamping the pages on which such information appears, at the top and bottom thereof with the word "Confidential". All such materials so indicated shall be reviewed by the City and any decision not to honor a request for confidentiality shall be communicated in writing to the proponent. Prices, makes and model or catalog numbers of the items offered, deliveries, and terms of payment SHALL NOT be classified as confidential.

3.10 COMPETENCY OF PROPONENT

No proposal will be accepted from or contract awarded to a proponent who is not licensed in accordance with the law, who does not hold a license qualifying them to perform work under this contract, to whom a proposal form has not been provided and who has not

successfully performed on projects of similar character and scope. The proponent may be required, before the award of any contract, to show, to the complete satisfaction of the City, that it has the necessary facilities, ability, experience, and financial resources to provide the services specified herein in a satisfactory manner. The City may make reasonable investigations deemed necessary and proper to determine the ability of a contractor to perform the work, and the contractor shall furnish the City all information requested for this purpose.

3.11 QUESTIONS AND COMMENTS

Questions and comments regarding this solicitation must be submitted online using the city's bid system and click the Q & A tab of the bid, no later than seven (7) days before the Submittal Deadline. Answers, if any, made by the City will be sent using the online bid system to all known proposal holders.

3.12 CORRESPONDENCE

All correspondence is to be submitted to

Elia Alvarez
ealvarez@fontanaca.gov
909-350-6605

3.13 AWARD OF CONTRACT

Issuance of this Request for Proposal and receipt of proposals does not commit the City to award a contract. The City reserves the right to reject any or all proposals to accept any proposal or portion thereof, to waive any irregularity, and to take the proposals under advisement for the period of time stated in the "Request for Proposals", as may be required to provide for the best interests of the City of Fontana. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the proponent to whom the award is contemplated. All responses to this solicitation shall become the property of the City and will be retained or disposed of accordingly. No proponent may withdraw his proposal for a period of ninety (90) days after the time set for opening thereof.

3.14 TERM OF CONTRACT

Contract period shall be limited to the respective project. Proposer understands that this contract shall not bind nor purport to bind the City of Fontana for any contractual commitment in excess of the original contract period. In the event the City exercises its options, all terms, conditions, and provisions of the original contract shall remain the same and apply during the extension period, unless otherwise mutually agreed to in writing by both parties.

3.15 INSURANCE

Prior to the commencement of any services hereunder, Consultant shall provide to the City certificates of insurance with the City named as additional insured. Such policies shall be subject to approval by the City and shall require thirty days' notice to the City before any cancellation. Failure to furnish such evidence, if required, may be considered default of the Consultant.

- (1) Worker's Compensation Insurance covering all employees and principals of the Consultant, in a minimum amount of \$1 million per accident, and meeting the laws of the State of California;
- (2) Commercial General Liability Insurance covering third party liability risks; including without limitation contractual liability, in a minimum amount of \$1 million per occurrence for bodily injury, personal injury, and property damage. If commercial general liability insurance or other form with a general aggregate limit is used, either the general aggregate shall apply separately to this project, or the general aggregate limit shall be twice the occurrence limit;
- (3) Commercial Auto Liability and Property Insurance covering "any auto" with a minimum amount of \$ million combined single limit per accident for bodily injury and property damage.

4. PROPOSAL DOCUMENTS

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4.1 PROPOSAL SUBMITTAL INFORMATION

A. Submittal of Proposal: A digital file containing proposal and cost shall be submitted in response to this RFP. The proposal(s) shall be submitted no later than **2:00 p.m. on July 7, 2026** and submitted online through the electronic bid system.

Late submittals will not be considered. Fax submittals will not be accepted.

B. Examination of the content of the RFP: By submitting a response, the applicant represents that it has thoroughly examined and become familiar with the contents of the RFP's and conditions of the standard City contract documents (Professional Services Agreement) (Attached), and that it is capable of performing quality work to achieve the City of Fontana's objectives.

C. Pre-Contractual Expenses: The City shall not be liable to pay any cost incurred by any firm or persons in submitting a proposal(s) in response to this request for qualification/request for proposal.

D. Contract Award: Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to accept or reject any or all responses received in reply to this RFP; reject or cancel in part or in its entirety this request for proposal. Similarly, all responses to this request for qualifications/request for proposal shall become the property of the City and will be retained or disposed of accordingly.

4.2 EVALUATION AND SELECTION PROCESS

A. Submittal Review: A committee will review and evaluate each submittal to determine if it meets the "submittal information" requirements for the project. Failure to meet the requirements will be cause for eliminating the applicant from further consideration.

B. Selection: Based on the committee's evaluation and utilizing the Proposal scoring method of each applicant's proposals, additional data submission and oral interview, the firms will be ranked by the Evaluation Committee.

C. Oral Interview: Applicants meeting the submittal requirements may be requested to participate in an oral interview at City's discretion. Applicants will be notified in writing of the time and place for the interview. Failure to appear for the oral interview will be cause to disqualify the firm from further consideration.

4.3 RESPONSE TO PROPOSAL

Proposal shall be a digital file (PDF format) shall be submitted online through the city's online bid system at www.fontanapurchasing.org.

- A. Introduction: This proposal as a minimum must contain the following:
1. Identification of the offering firm including name, address, telephone, fax number, and email address;
 2. Name, title, address and telephone number of contact person during the evaluation period.
 3. List of Sub-Consultants (if any)
- B. Qualifications: The overall capabilities of the consultant's and sub-consultants' organization should be discussed in this section. Include a brief summary of the firm's history, its recent related experience, top level management and ability of persons assigned to perform the work. Indicate the firm's experience over the past three calendar years. Possessions of appropriate license and certifications.
- C. Reference: List three (3) former municipal or any public clients for whom comparable services have been performed within last three years. Include the name, mailing address, email address, and telephone number of each client's principal representative.
- D. Authorization: The proposal shall be signed by an official authorized to bind the firm and shall contain a statement to the effect that the proposal is valid for ninety (90) days.
- E. Insurance: Insurance certificates are required prior to contract execution.
- F. Costs: Include all costs associated with performance of the contract as outlined in The Scope of Services. Non-disclosure of all costs during the RFP process could result in disqualification.

The cost must be a separate file and should contain a proposed fee schedule for services and include a list of other categories of out-of-pocket expenses which are expected to be paid by the City and a basis for any additional compensation which would be requested by your firm.

5. PROPOSAL EVALUATION FORM

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Proposer's Name:

FACTOR	WEIGHT	SCORE (0-4)	WEIGHT SCORE
1. QUALIFICATIONS OF FIRM			
Relevant Experience of Firm	20		
Reputation of Firm (based on references)	15		
Qualifications of Personnel (experience, training, etc.)	15		
2. TECHNICAL APPROACH			
Responsiveness to meet or exceed scope of services	25		
Ability to communicate service in an organized, clear, and concise manner	10		
3. FEE STRUCTURE AND SCHEDULE	15		
TOTAL	100		
SCORE: 0=Unacceptable 1= Poor 2=Fair 3= Good 4= Excellent			