

**ATTACHMENT A**

**RFP FORM - RFP #1916  
CHARTER BUS SERVICES**

**TO: Mt. Diablo Unified School  
District PURCHASING  
DEPARTMENT C/O  
Maintenance and Operations  
Department 1480 Gasoline Alley,  
Concord, CA 94520 ATTN: RFP  
#1916 Charter Bus Services**

FROM: SIERRA PACIFIC TOURS  
Name of Bidder

P.O. BOX 6084  
Mailing Address

CONCORD, CALIFORNIA 94524  
City, State & Zip

The undersigned declares the RFP Documents have been read and agrees and proposes to furnish all necessary labor, materials, and equipment to perform all work in accordance with the terms and conditions of the Scope of Work for Mt. Diablo Unified School District.

RFP N. 1916: Charter Bus Services in its entirety, all Addenda, and the following documents by this reference are hereby made a part of this contract:

- Notice of RFP
- Detailed Specifications or Scope of Work
- Instructions to Bidders
- Terms and Conditions
- AB 951/AB636 Charter Party Compliance Form

- Bid Bond
- Criminal background Investigation/fingerprinting certification
- Bidder's Statement Regarding Insurance Coverage
- Worker's Compensation Insurance Certificate
- Non-Collusion Affidavit
- Contractor Representation and Certification
- Equal Opportunity Statement of Compliance
- Drug Free Workplace Certification
- IRAN Contracting Act Certification (PCC2204)
- Reference Form
- Tobacco-Free Certification
- AB 951 and AB636 Compliance Form
- SB 1072 Paul Lee School Bus Safety Law – Charter-Party Carriers Compliance Form
- Sample Agreement/Contract

Receipt and acceptance of the following addenda is hereby acknowledged:

No. _____	Dated _____
No. _____	Dated _____
No. _____	Dated _____

**ATTACHMENT A  
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CHARTER BUS SERVICES**

Minimum Hours	47 Passenger Coach	56 Passenger Coach	<del>School Bus</del>	Excess Hourly Rate after Minimum	Excess Mileage - Fee
4 hours	\$ _____	\$ _____	<del>\$ _____</del>	\$ _____	\$ _____
Written amount	\$ 733 <sup>00</sup>	\$ 843 <sup>00</sup>	<del>\$ _____</del>	\$ 137 <sup>00</sup>	\$ 152 <sup>00</sup>

% or Dollar Amount Discount Offered for Early Payment: N/A.

\* See Addendum TO Attachment "A" - Page 30-A

CANCELLATION FEES	Dollar Amount
Less than 7 days prior to trip	\$
Written amount-long hand	800 <sup>00</sup>
Less than 14 days prior to trip	\$
Written Amount-long hand	500 <sup>00</sup>
Less than 21 day prior to trip	\$
Written Amount-long hand	∅
CLEANING FEE	Dollar Amount
Fee for excessive cleaning	\$ 125 <sup>00</sup> per Hour
Written Amount-long hand	

Addendum to Attachment A:

Fuel Surcharge Equation – Fuel Base Rate is at 3.50 per gallon.

1- Current cost of diesel fuel minus 3.50 per gallon is the difference.

2 – Total miles from bus terminal to terminal divided by 5 mph x the difference.

Example – Fuel @ 6.50 per gallon – 3.50 per gallon (base price) would be 3.00 per gallon surcharge. So if there were 50 miles terminal to terminal divided by 5 mpg would be 10 gallons of fuel at the additional price of the 3.00 surcharge = 30.00 surcharge.

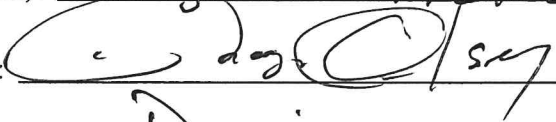
**ATTACHMENT A  
RFP Form – RFP #1916  
CHARTER BUS SERVICES**

*Bidder shall honor RFP prices for ninety (90) days or for the stated contract period - whichever is longer*

*RFPs must be on these RFP forms and signed by vendors'/Bidders' authorized representative*

*RFP will be declared invalid unless signed by the authorized representative making this quote*

I have read, understand, and agree to the terms and conditions on all pages of RFP #1916. The undersigned agrees to furnish the commodity or service stipulated in this RFP as stated above.

Company Name: SIERRA PACIFIC TOURS  
Address: P.O. BOX 6084, CONCORD, CALIF. 94524  
Phone No.: 925-825-8500  
Fax No.: 925-825-6936  
Name (print): ROGER W. KELSEY  
Signature:   
Title of Signatory: PRESIDENT  
Date: JUNE 3, 2022

Attachment B  
CRIMINAL BACKGROUND INVESTIGATION/  
FINGERPRINTING CERTIFICATION  
(SUBMIT WITH RFP)

PROJECT/CONTRACT NO.: RFP #1916: Charter Bus Services between the Mt. Diablo Unified School District  
("District" or "Owner") and SIERRA PACIFIC TOURS  
("Contractor" or "Bidder") ("Contract" or "Project").

The undersigned does hereby certify to the governing board of the Mt. Diablo Unified School District as follows:

OK That I am a representative of the Contractor currently under contract ("Contract") with the District; that I am familiar with the facts herein certified, and am authorized and qualified to execute this certificate on behalf of Contractor.

Contractor certifies that it has taken at least one of the following actions with respect to Supplemental Student Transportation Services which is the subject of the Contract (check all that apply):

OK The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees and all of its subcontractors' employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122. 1. A complete and accurate list of Contractor's employees and of all of its subcontractors' employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

N/A Pursuant to Education Code section 45125.2, Contractor has installed or will install, prior to commencement of Work, a physical barrier at the Work Site, which will limit contact between Contractor's employees and District pupils at all times; and/or

OK Pursuant to Education Code section 45125.2, Contractor certifies that all employees will be under the continual supervision of, and monitored by, an employee of the Contractor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising Contractor's employees and its subcontractors' employees is

Name: Roger H. Kelsey

Title: President

N/A The Work on the Contract is at an unoccupied school site and no employee and/or subcontractor or supplier of any tier of Contract shall come in contact with the District pupils.

Contractor's responsibility for background clearance extends to all of its employees, Subcontractors, and employees of Subcontractors coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

Date: MAY 3, 2022 \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_ Signature: [Signature]

SIERRA PACIFIC TOURS

By: Roger H. Kelsey

Title: President

**Attachment C**

Non-Collusion Declaration

(SUBMIT WITH RFP)

State of California }

County of Contra Costa County }

Roger L. Kelsey (Bidder's Name), being first duly sworn, deposes and says that he or she is Owner

of SIERRA PACIFIC TOURS (Contractor Name) the party making the foregoing RFP that the RFP is not

made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization,

or corporation; that the RFP is genuine and not collusive or sham; that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham RFP, or that anyone shall refrain from bidding; that the Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the RFP price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the RFP price, or of that of any other Bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the RFP are true; and further, that the Bidder has not, directly or indirectly, submitted his or her RFP price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham RFP."

June 3, 2022  
Date

114 S. Buchanan Creek, Pacheco, CA 94553  
Signed at (Place)

SIERRA PACIFIC TOURS  
Bidder Name  
(Person, Firm, Corp.)

  
Authorized Representative

P.O. Box 60084  
Address

Roger L. Kelsey  
Representative's Name

Concord, CA 94524  
City, State, Zip

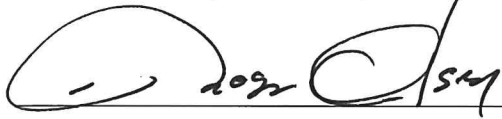
President  
Representative's Title

**Attachment D**

**BIDDER'S STATEMENT  
REGARDING INSURANCE COVERAGE  
(SUBMIT WITH RFP)**

BIDDER HEREBY CERTIFIES that the Bidder has reviewed and understands the insurance coverage requirements specified in the Invitation for RFP #1916: Charter Bus Services. Should the Bidder be awarded the contract for the work, Bidder further certifies that the Bidder can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agrees to name the Mt. Diablo Unified School District as Additional Insured for the work specified.

SIERRA PACIFIC TOURS  
Name of Bidder (Person, Firm, or Corporation)

  
Signature of Bidder's Authorized Representative

Roger H. Kelsey / President  
Name & Title of Authorized Representative

June 3, 2022  
Date of Signing



Attachment E

WORKER'S COMPENSATION INSURANCE CERTIFICATE

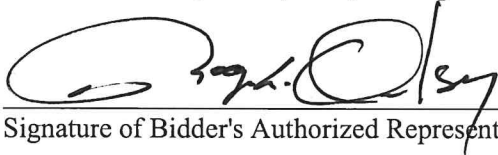
(SUBMIT WITH RFP)

The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

SIERRA PACIFIC TOURS

Name of Bidder (Person, Firm, or Corporation)



Signature of Bidder's Authorized Representative

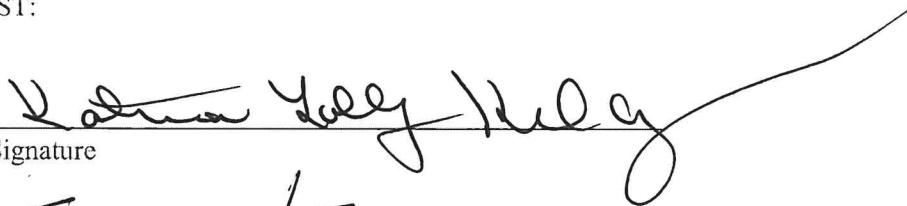
Roger L. Kelsey / President

Name & Title of Authorized Representative

June 3, 2022

Date of Signing

ATTEST:

x By: 

Signature

SECRETARY / TREASURER

Title

**Attachment F**  
**CONTRACTOR REPRESENTATION AND CERTIFICATION**  
**(SUBMIT WITH RFP)**

The undersigned hereby affirms that:

He/she is a duly authorized agent of the Contractor (corporate or other authorization confirmation may be requested prior to final contract execution).

The offer is being offered independently of any other Contractor's and is in full compliance with the collusive prohibitions of this State. The Contractor certifies that no employee of its firm has discussed, or compared the RFP with any other Contractor or District employee, and has not colluded with any other Contractor or District employee.

The Contractor will accept any awards made to it as a result of this solicitation if the acceptance is made within 180 calendar days after the RFP due date.


I hereby certify that I am submitting the following offer as my firm's RFP. I understand that by virtue of executing and returning with this RFP this required response form, I further certify full, complete and unconditional acceptance of the contents of this Solicitation (except as may be noted in the offer). I also agree to be bound by any and all specifications, terms and conditions, contract document, accepted offer and other documents of the Solicitation.

Submitted: Roger L. Kelsey Title: President

Company Name: SIERRA PACIFIC TOURS

Address: P.O. BOX 6084, CONCORD, CALIF. 94524

Phone: 925-825-8500 Fax: 925-825-6936

By:  Date: June 3, 2022'

Manual Signature of Agent(s)

Roger L. Kelsey / President

Name and Title of Authorized Agent

**Attachment G**

REFERENCE FORM

**(SUBMIT WITH RFP)**

Submit information regarding three (3) comparable K-12 transportation Charter Bus Services that the contractor has completed as the Prime Contractor within the last ten (5) years. Indicate the start and finish dates, owners name, address, telephone number, and contact person for each reference. Vendors must include at least one California K-12 school district of equal or greater size of Mt. Diablo Unified School District. If none are available, please submit what references you have.

Start and finish dates	Owner's name	Address	Telephone Number	Contact Person
Current	SAN RAMON UNIFIED School Dist	3280 E. Crow Canyon Rd San Ramon, CA	925-824-0264	RON FAXER
Current	MT. DIABLO UNIFIED School Dist.	1490 Gasdine Ave Alh-Concord, CA.	925-825-7440	Phyllis STURZENEGGER
Current	ALHAMBRA High School MARTINEZ, CA	150 F STREET MARTINEZ, CA.	925-639-0499	Anthony ERTEHA
Current	SACRAMENTO UNIFIED	835 E. 14th St. #200 Sacramento, CA	510-798-4833	Lydia Oey
Current	HAYWARD UNIFIED	2441 Amador St HAYWARD, CA	510-784-2600	NORMA DIAZ
Current	DUBLIN UNIFIED	7471 HARBOR Dale Ave., Dublin, CA	925-297-7405	STREISAND HALL

Attachment H

IRAN CONTRACTING ACT CERTIFICATION (Public Contract Code § 2204)

(SUBMIT WITH RFP)

PROJECT/CONTRACT NO.: RFQ RFP #1916 Charter Bus Services between Mount Diablo Unified School District (the "District" or the "Owner") and SIERRA PACIFIC TOURS (the "Contractor" or the "Bidder") (the "Contract" or the "Project").

Pursuant to Public Contract Code (PCC) section 2204, an Iran Contracting Act certification is required for solicitations of goods or services of one million dollars (\$1,000,000) or more.

Bidder shall complete **ONLY ONE** of the following two paragraphs.

1. Bidder's Total Base Bid is less than one million dollars (\$1,000,000).

OR

2. Bidder's Total Base Bid is one million dollars (\$1,000,000) or more, but Bidder is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code § 2203(b), and Bidder is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

OR

3. Bidder's Total Base Bid is one million dollars (\$1,000,000) or more, but the District has given prior written permission to Bidder to submit a proposal pursuant to PCC 2203(c) or (d). **A copy of the written permission from the District is included with Bid.**

I certify that I am duly authorized to legally bind the Bidder to this certification, that the contents of this certification are true, and that this certification is made under the laws of the State of California.

Date: June 3, 2022  
Proper Name of Contractor: SIERRA PACIFIC TOURS  
Signature: [Signature]  
Print Name: ROGER H. KELSEY  
Title: PRESIDENT

**Attachment I**

**DRUG-FREE WORKPLACE CERTIFICATION**

**(Submit With RFP)**

PROJECT/CONTRACT NO: RFP 1916: Charter Bus Services between Mt. Diablo Unified School District (the "District" or the "Owner") and SIERBA PACIFIC TOURS (the "Contractor" or the "Bidder") (the "Contract" or the "Project").

This Drug-Free Workplace Certification form is required from all successful bidders pursuant to the requirements mandated by Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by the state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code section 8350 et seq., the Drug-Free Workplace Act of 1990.

Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

- I. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- II. Establishing a drug-free awareness program to inform employees about all of the following:
  1. The dangers of drug abuse in the workplace.
  2. The person's or organization's policy of maintaining a drug-free workplace.
  3. The availability of drug counseling, rehabilitation, and employee-assistance programs.

4. The penalties that may be imposed upon employees for drug abuse violations.

III. Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (1) the prohibition of controlled substance at the workplace, (2) establishing a drug-free awareness program, and (3) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

I also understand that if the District determines that I have either (a) made a false-certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

Date:

June 3, 2022

Proper Name of Contractor:

SIERRA PACIFIC TOURS

Signature:



Print Name:

Roger H. Kelsey

Title:

President

**END OF DOCUMENT**

**Attachment J**  
**TOBACCO-FREE ENVIRONMENT CERTIFICATION**  
**(Submit With RFP)**

PROJECT/CONTRACT NO. RFP 1916 Charter Bus Services between Mt Diablo Unified School District (the "District" or the "Owner") and \_\_\_\_\_  
\_\_\_\_\_ (the "Contractor" or the "Bidder") (the "Contract" or the "Project").

This Tobacco-Free Environment Certification form is required from the successful Bidder.

Pursuant to, without limitation, 20 U.S.C section 6083, Labor Code section 6400 et seq., Health & Safety Code section 104350 et seq. and District Board Policies, all District sites, including the Project site, are tobacco-free environments. Smoking and the use of tobacco products by all persons is prohibited on or in District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

I acknowledge that I am aware of the District's policy regarding tobacco-free environments at District sites, including the Project site and hereby certify that I will adhere to the requirements of that policy and not permit any of my firm's employees, agents, subcontractors, or my firm's subcontractors' employees or agents to use tobacco and/or smoke on the Project site.

Date: June 3, 2022

Proper Name of Contractor: SIERRA PACIFIC TOURS

Signature: 

Print Name: Roger L. Kelsey

Title: President

END OF DOCUMENT

**Attachment K**  
**SUB CONTRACTOR LIST**  
 (Submit with RFP)

Name of Sub-Contractor or Equipment Supplier	Location of business of Sub-Contractor or Equipment Supplier
American Stage Tours	Martinez, Calif.
White Castle Tours	Livermore, Calif.
Storer Coachways Storer Transportation	San Francisco, Calif. Modesto, Calif.



**Attachment L  
(Submit with RFP)**

**AB 951 (Lieu) and AB 636 (Jones) Charter-Party Carriers Compliance Form**

Effective January 1, 2010, all Charter Companies must be fully compliant with the new regulations for the State of California AB 636 and AB 951. Please review the attached documents.

Sign and date this form confirming that your company is fully compliant with these new regulations.

AB 636 (Jones) Charter-party carriers: Bus drivers	Compliant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
AB 951 (Lieu) Charter-party carriers	Compliant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Date: June 3, 2022'

Company Name: SIERRA PACIFIC TOURS

Signature: 

Name (printed): Roger L. Kelsey

Title of Signatory: President

Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

**Attachment M  
(Submit with RFP)**

**Paul Lee School Bus Safety Law - Charter-Party Carriers Compliance Form**

Effective July 1, 2022 all Charter Companies must be fully compliant with the new regulations for the State of California SB 1072. Please review the attached documents.

Sign and date this form confirming that your company is fully compliant with these new regulations.

SB 1072 (Mendoza) Charter-party carriers: Bus drivers	Compliant?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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Date: June 3, 2022'

Company Name: SIERRA PACIFIC TOURS

Signature: 

Name (printed): Roger L. Kelsey

Title of Signatory: President