

APPLICATION OF INTENT
PUPIL TRANSPORTATION SERVICES

The Knox County Schools is accepting an Application of Intent from parties interested in providing transportation services to the school system. These applications will be maintained until the Director of Schools determines it is necessary to award new contracts for transportation services.

Prospective vendors must submit their Application of Intent to be considered as an eligible candidate. Evaluation criteria, qualifications, and other submission requirements are specified in this document.

***This page serves as the Application of Intent cover page.
Please complete the required information below:***

Date: _____

Name: _____

Street Address: _____

City, State, Zip: _____

Primary Phone Number: _____ Alternate Phone Number: _____

Email: _____

Applicant Signature: _____

Received by Transportation Department:

Staff Member

Date

SCOPE OF WORK

Knox County Schools is seeking to engage parties to provide pupil transportation services for one (1) to sixty (60) service assignments. The length of the Agreement may be extended to include additional years. The service assignment(s) are located throughout the corporate boundaries of Knox County, Tennessee.

EVALUATION

Knox County Schools will evaluate the submitted qualifications and make a determination of the party's responses. Each factor listed below will be scored on a scale of 1 to 10, with 10 being the highest. The factors that will be considered in the evaluation of qualifications are as follows:

- A. General experiences and qualifications of the vendor;
- B. Qualifications of key personnel;
- C. Fiscal capacity to support the assigned services;
- D. Responding and adhering to the document format; and
- E. References.

FEE SCHEDULE

The daily operating fee schedule is defined in Appendix 1 of the *Contract for School Bus Services* with the Knox County Board of Education. The complete Agreement may be found on the Transportation Department website.

DOCUMENT FORMAT

The Application of Intent requires the submission of specific qualifications to be deemed responsive. The following guidelines shall be followed when responding to the Application of Intent. Negligence in adhering to the criteria listed below will be considered when reviewing the responses and evaluating the respondents. Knox County Schools reserves the right to reject any application for failure to comply with the requested response specifications.

PART I COVER PAGE

Complete and sign Page 1 of the Application of Intent.

PART II QUALIFICATIONS

- A. The potential contractor's experiences, capabilities, and capacity;
- B. The name and contact information of any school district(s) where the party or entity may have previous service history;
- C. The experience and qualifications of the key personnel who may be assigned to provide services;
- D. A safety record for the past five (5) years including any accident(s);
- E. A description and documentation of the party's or entity's financial health;

- F. A description of the equipment to be used in the performance of assigned services;
- G. Documentation from an insurer duly licensed and authorized to operate in the state of Tennessee verifying the entity's or party's eligibility for insurance;
- H. Three (3) references from current or previous customers indicating service quality and compliance; and
- I. A disclosure of any litigation with a current or former customer within the past three (3) years.

The Application of Intent must be returned either in person to the Knox County Schools Transportation Office, 4th Floor, Andrew Johnson Office Building, 912 S. Gay Street, Knoxville, Tennessee or by USPS certified mail to:

Knox County Schools
Ryan Dillingham
912 South Gay Street
Suite 412
Knoxville, TN 37902