



**Galapagos RFP for 2024-25 School Year – Bus Transportation  
February 13, 2024**

Galapagos Rockford Charter School (GRCS) is a kindergarten through 8<sup>th</sup> grade charter school operating out of two campuses. Our Lower Academy serves approximately two hundred (200) kindergarten through fourth grade scholars. Our Upper Academy serves approximately one hundred and sixty (180) fifth through eighth grade scholars. Not all scholars ride the bus.

The Lower Academy is located at:  
2605 School St.  
Rockford, IL 61101

The Upper Academy is located at:  
3051 Rotary Rd.  
Rockford, IL 61109

Galapagos is seeking bids for the following four services: 1) daily bus service, 2) field studies and 3) special education bus service. Bidders may choose to bid on all sections or individual sections. However, bidders who chose to bid on all sections must: 1) clearly list the proposed cost for each section individually; 2) specify if the bidder is willing to do the sections independent of one another if the bid is not awarded in full; 3) not omit any service requested within a section.

**Section 1- Daily bus service to and from school to scholar homes.**

GRCS seeks daily bus service (180 school days) for the 2024-2025 school year (beginning August 21, 2024.)

- 1) Service must be provided to all scholars living more than 1.5 miles from the campus that they attend.
- 2) Scholars may not be on a bus for longer than forty-five minutes in the morning or the afternoon.
- 3) Bus stops must be located within three blocks of the scholars' residence.
- 4) Service must be provided to both campuses. Any stopover at a campus will be counted towards time that a scholar is on a bus.
- 5) School drop off at both campuses is 7:45 am.
- 6) School pick up at both campuses is 4:00pm with the exception of Wednesdays on which pick up is 12:30pm.
- 7) Proof of adequate insurance is required.
- 8) Documentation of driver background checks must be provided and must have been completed before a driver may provide service and must have been completed no longer than six months before the start date. Subsequent background checks must be re-submitted each year.
- 9) All buses must be equipped with high definition video.

**Section 2- Field Study Service**

GRCS seeks periodic bus service for field studies during the 2024-2025 school year. The following routes are requested for the 2023-2024 school year (all dates are approximate):

- A) Upper Academy to University of Illinois- Champaign/Urbana, IL (October 2024)
- B) Upper Academy to Northwestern University- Evanston, IL (October, 2024)
- C) Upper Academy to University of Wisconsin- Madison, WI (October, 2024)



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- D) Upper Academy to Northern Illinois University- DeKalb, IL (October, 2024)
  - E) Lower Academy to Rockford University- Rockford, IL (October, 2024)
1. Each trip will transport approximately 44 scholars and adults.
  2. Each trip will depart between 8:15am and 8:30am.
  3. Each trip will ensure approximately four hours on site.
  4. Proof of adequate insurance is required.
  5. Documentation of driver background checks must be provided and must have been completed before a driver may provide service and must have been completed no longer than six months before the start date. Subsequent background checks must be re-submitted each year.
  6. All buses must be equipped with high definition video.

**Section 3- Specialized Bus Service**

GRCS seeks daily bus service (180 school days) for the 2024-2025 school year (beginning August 21, 2024) for scholars requiring additional assistance as outlined in their Individualized Education Plans (IEPs).

- 1) Service must be provided to all scholars requiring service as outlined in their IEPs.
- 2) Scholars may not be on a bus for longer than forty-five minutes in the morning or the afternoon.
- 3) Bus stops must be at the scholars' residence.
- 4) Service must be provided to both campuses. Any stopover at a campus will be counted towards time that a scholar is on a bus.
- 5) School drop off at both campuses is 7:45 am.
- 6) School pick up at both campuses is 4:00pm with the exception of Wednesdays on which pick up is 12:30pm.
- 7) Proof of adequate insurance is required.
- 8) Documentation of driver background checks must be provided and must have been completed before a driver may provide service and must have been completed no longer than six months before the start date. Subsequent background checks must be re-submitted each year.
- 9) All buses must be equipped with high definition video.

**Deadlines for the bid process:**

- 1) Bids must be submitted in writing specifying which services are being addressed in the bid.
- 2) Costs must be assigned to each service within the bid.
- 3) Bids must be postmarked no later than March 22, 2024.
- 4) Additional question may be directed to [businessoffice@galapagoscharter.org](mailto:businessoffice@galapagoscharter.org) on or before March 15, 2024.
- 5) Bids must be mailed to:  
Galapagos Rockford Charter School  
Attn: Bus RFP  
2605 School St. Rockford, IL 61101