WASHINGTON COUNTY SCHOOL DISTRICT

COMPLETE BID PACKAGE

ITB # 26–16 – SCHOOL BUS INFRACTION DETECTION SYSTEM

SECTION 1: INVITATION TO BID (ITB)

1.0 PURPOSE

Washington County School District (WCSD) is soliciting competitive sealed Replies from qualified vendors to provide a turnkey School Bus Infraction Detection System (Stop-Arm Enforcement Solution) in accordance with Florida Statutes §§316.172 and 316.173.

2.0 SCOPE OF SERVICES

The Vendor shall provide a full turnkey solution including design, installation, operation, maintenance, violation processing, reporting, training, and compliance.

(System requirements, enforcement, integration, and monitoring included as previously outlined.)

3.0 CONTRACT TERM

Initial Term: 3 Years Renewal: Up to 3 additional years -Maximum Term: 6 Years

4.0 COST STRUCTURE

No upfront cost to District. Vendors must submit:

- Fixed Fee Model
- Revenue Share Model (compliant with Florida law)

SECTION 2: EVALUATION RUBRIC & SCORING MATRIX

Evaluation Criteria (100 Points Total)

Criteria	Points
Technical Solution & Compliance	30
Experience & Past Performance	20
Implementation Plan	15

Criteria	Points
Cost/Value	20
Innovation / Value Add	10
References	5

Scoring Scale

- Excellent: 90–100%
- Good: 75–89%
- Fair: 60–74%
- Poor: Below 60%

Shortlisting

Top-ranked vendors may be invited for oral presentations and negotiations.

SECTION 3: REQUIRED ATTACHMENTS

ATTACHMENT I – COST / REVENUE FORM

Vendor Name: _____

Fixed Fee Model

Equipment: $_____ Back Office: $_____ Maintenance: $_____ Other: $_____ Total Monthly Cost: $_____

Revenue Share Model

Vendor %: _____ District %: _____

Signature: _____ Date: _____

ATTACHMENT II – REQUIRED PROVISIONS CERTIFICATION

Vendor certifies compliance with all federal, state, and local laws.

Signature: _____ Date: _____

ATTACHMENT III – CONFLICT OF INTEREST

Vendor discloses any potential conflicts.

ATTACHMENT IV – CONTACT INFORMATION

Company Name: Address: Contact Person: Phone: Email:

ATTACHMENT V – REFERENCES

Provide 3 clients: Name / Organization / Contact / Phone

ATTACHMENT VI – IMPLEMENTATION PLAN

Provide detailed rollout timeline and milestones.

ATTACHMENT VII – TECHNICAL SPECIFICATIONS

Provide full system specs and compliance confirmation.

ATTACHMENT VIII – DRUG-FREE WORKPLACE

Certification required.

ATTACHMENT IX – DEBARMENT CERTIFICATION

Vendor confirms not debarred.

ATTACHMENT X – LOBBYING CERTIFICATION

Compliance with lobbying restrictions.

ATTACHMENT XI – COERCION AFFIDAVIT

Certification of ethical labor practices.

SECTION 4: CONTRACT AGREEMENT

AGREEMENT

This Agreement is entered into between Washington County School District and Vendor.

TERM

3 Years with renewal options.

PAYMENT

No upfront cost. Compensation based on approved model.

VENDOR RESPONSIBILITIES

- Install and maintain system
- Provide enforcement processing
- Ensure compliance with Florida law

DISTRICT RESPONSIBILITIES

- Provide access to buses
- Coordinate with law enforcement

TERMINATION

Termination for Convenience

90-day written notice

Termination for Cause

Immediate termination for:

- Non-performance
- Legal violations
- Data/security breaches

Cure Period

30 days for non-critical issues

Post-Termination

- Equipment removal at no cost
- Data returned within 30 days

SECTION 5: ITB VERSION

PURPOSE

ITB award could be based primarily on Scoring/ lowest Bid or WCSB selection or responsible bidder.

EVALUATION

Rankings or WCSD Selection

SECTION 6: BOARD APPROVAL SUMMARY

RECOMMENDATION

Approve ITB #26-16 for Stop-Arm Camera System

JUSTIFICATION

- Enhances student safety
- Reduces illegal passing incidents
- No upfront cost
- Generates operational efficiencies

FUNDING

Vendor-funded model

SECTION 7: TIMELINE

Event	Date
Advertisement	05/06/2026, 05/13/2026 & 05/20/2026
Questions Due	05/22/2026
Responses Posted	05/27/2026
Proposals Due	06/03/2026 10:00am
Evaluation	06/3-5/2026
Board Approval	06/08/2026
Implementation	07/01/2026

SECTION 8: CHECKLIST FOR SUBMISSION

□ Technical Proposal □ Cost Proposal (Separate) □ All Attachments I–XI □ References □ Implementation Plan

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SECTION 9: PUBLIC ADVERTISEMENT NOTICE

NOTICE TO RESPONDENTS

The Washington County School District is soliciting sealed Replies for:

ITB 26–16 – School Bus Infraction Detection System

Replies are due on/before: June 3rd at 10:00 A.M. CST

Location for submission: Washington County School District 750 Sinclair Street Chipley, FL 32428

This solicitation is available on the District website.

The District reserves the right to reject any or all Replies.

SECTION 10: VENDOR Q&A ADDENDUM TEMPLATE

ADDENDUM NO. ____

ITB #26–16

Question 1: Answer:

Question 2: Answer:

All other terms and conditions remain unchanged.

SECTION 11: EVALUATION SCORING SHEET (SUMMARY)

Evaluator Name: _____ Vendor: _____

Technical: ____ /30

Experience: ____ /20

Implementation: ____ /15

Cost: ____ /20

Innovation: ____ /10

References: ____ /5

Total Score: _____ /100

Comments: _____

SECTION 12: INTERLOCAL AGREEMENT

Parties:

- Washington County School District
- Washington County Sheriff's Office

Purpose: Enforcement of school bus stop-arm violations pursuant to F.S. 316.172 and 316.173

Key Terms:

- Law enforcement reviews and approves violations
- Vendor provides evidence packages
- Revenue distribution handled per statute
- Data retention compliance required

SECTION 13: PERFORMANCE STANDARDS (SLA)

System Uptime: 99% minimum Violation Processing Time: Within 30 days Data Security: CJIS-level compliance preferred Maintenance Response Time: 24–48 hours

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SECTION 14: FINAL CHECKLIST BEFORE RELEASE

☐ Legal Review Completed ☐ Board Agenda Prepared ☐ Advertisement Posted ☐ Timeline Finalized ☐ Attachments Verified

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