



## PROPOSAL RESPONSE CHARTER BUS SERVICES

RFP # 2024-059



**North Central Texas  
Council of Governments**



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**Your Public Sector Solutions Center**  
REQUEST FOR PROPOSALS  
For  
**Charter Bus Services**  
RFP # 2024-059

## COVER SHEET

Echo Tours & Charters, LLP dba **ECHO AFC Transportation**

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Legal Name of Proposing Firm

G Denae Richards

Director of Sales

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Contact Person for This Proposal

Title

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Mailing Address of Principal Place of Business

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G Denae Richards

Director of Sales

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Point of Contact for Contract Negotiations

Title

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Point of Contact Telephone Number

Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 GDR #2 GDR



## SERVICE CATEGORIES – BID / NO BID

### Service Categories #1-3

**Service Category #1:** School Bus Services – **BID**

**Service Category #2:** Charter Bus Services – **BID**

**Service Category #3:** Prisoner Transportation Services – **NO BID**

### OPTIONAL SERVICES

Optional or ancillary services that may not be ordinarily used but may be of interest to potential Customer

**Optional Service Category:** Transportation Management Services



## TAB A – CAPACITY TO DELIVER

Proprietary information and /or  
trade secrets to be exempted  
from disclosure to a third party.

### Company Information

<b>Provider Name</b>	ECHO Tours & Charters, LP dba ECHO AFC Transportation
<b>Founded</b>	Founded as AFC Transportation 1992 and acquired Echo Tours and Charters in 2017  <b>32 Years in the Transportation Business</b>
<b>Headquarters &amp; Mailing Address</b>	15734 Aldine Westfield Rd, Houston, TX 77032 713-988-5466
<b>Dallas Location</b>	1505 Skyline Rd, Grand Prairie, TX 75051 817-572-4114 Opt. 2 (24/7 dispatch)
<b>Officer</b>	John Ferrari, President / CEO
<b>Website</b>	<a href="http://www.echoafc.com">http://www.echoafc.com</a>

### Executive Summary

Echo Tours & Charters, LP dba ECHO AFC Transportation (ECHO), a subsidiary of TBL Group, Inc. (TBL) is pleased to offer our knowledge, expertise, and commitment by bidding on RFP- RFP # 2024-059 for North Central Texas Council of Governments (NCTCOG).

Our proposal details our commitment to the service delivery of all scheduled services for all Charter Bus Services with an interest in providing first class, responsive, professional, and non-discriminatory services through NCTCOG.

Our company continues to achieve the highest of industry standards regarding our passenger-carrier transportation pursuant to the United States Department of Transportation, the Federal Motor Carrier Safety Administration (FMCSA) and the state of Texas safety laws and regulations as well as based on our goals in working with federal agencies, including the United States Department of Homeland Security and state and federal Emergency Management Agency (FEMA) including during events of natural disasters.

ECHO has been providing a variety of ground transportation services since 1992. As a part of our mission, we provide a wide array of travel experiences for many clients, public transit services, Department of Defense transportation, secondary and post-secondary students, elderly, and business professionals. Because our mission



is to serve NCTCOG and its constituents with the achievement of program goals on a qualitative and quantitative basis. Headquartered in Houston, Texas, ECHO AFC Transportation has grown to be a leading provider of passenger ground transportation services in North America, operating a fleet of over 300+ vehicles. Services provided include charters, tours and sightseeing, airport shuttles, fixed route, Para transit, public transit, university campus transportation and contract services for municipalities and corporations. ECHO holds strong market share in each of its local and regional markets and is the largest privately-owned provider of Charter coach and Livery vehicles in the State of Texas.

In addition to our extensive experience in public and private transportation services and large-scale events, we operate multiple contracts nationally consisting of the following service types:

Campus Shuttles • Paratransit • Airport Shuttles • Public Transit  
Employee Shuttles • Motor Coach Charters & Tours • Military Transportation

This diverse range of experience enables ECHO Transportation to use its knowledge, experience, and resources to provide contract transportation services to the following entities:

Event Planners • Hospitality Industry • Convention /Meeting Planners  
Municipalities • Colleges • Transit Authorities • Public School Districts  
Airports • US Military • Cruise Lines • Universities •Corporations

ECHO Transportation's management structure is decentralized in nature. By operating our business in this manner, we are a large company of many local businesses. Local managers are vested with a great deal of decision-making authority.

This operating philosophy is rooted in our belief that local management understands and delivers service in a way that best meets the needs of our customers. Our local team is supported by TBL GROUP and our national network of resources.

Our corporate management team, located in Houston & Dallas, Texas, provides support and oversight within all functional areas including operations, maintenance, safety, and finance. The management structure of our Company combines the national resources of a large company with the experience and market knowledge of our local management teams. The combination of autonomous local management teams with the support of corporate ensures that we can tailor our services to consistently meet and exceed customer expectations.

ECHO Transportation's corporate office provides a centralized management support structure that provides control and / or oversight of:

- Company Goals and Growth
- Information Technology & Systems
- Financial Administration
- Asset Acquisition
- Human Resources support
- Vehicle Maintenance Standards
- Safety Standards for Vehicles and Maintenance
- Software Systems and Design
- Legal and Regulatory Requirements and New Developments



### **Operational Standards**

The management and operational infrastructure support of the corporate team allows the regional and local management teams to focus on providing:

- Direct Customer Service and Support
- Daily Operational Activities
- New Business Opportunities

ECHO AFC Transportation currently employs over 300 full-time and 70 part-time vehicle operators. Our maintenance staff includes over 20 mechanics and support staff located in multiple maintenance facilities across the State. We have safety professionals assigned to each of our operating locations to ensure strict compliance with all safety and regulatory requirements. In addition, experienced Driver Training Instructors ("DTI's") regularly provide driver training to both newly employed and experienced drivers using a thorough training curriculum developed in conjunction with 3rd party safety consultants.

### **Company Philosophy**

Passenger ground transportation and transportation management is the core business of ECHO Transportation, and we are committed to establishing long-term, mutually beneficial partnerships with each of our customers which includes NCTCOG. Our company philosophy is to only offer services in marketplaces where we can successfully meet the expectations and service requirements of the customer. The longevity of our customer relationships provides testimony to our dedication to meeting their needs. We are committed to understanding the needs and expectations of every customer we serve and have built an organization to support that mission.

- Source management, personnel, equipment, and facilities so that all business units have the resources needed to be the transportation leader in their respective markets.
- Provide a customer experience that is second to none in terms of quality. Efficient service includes well-trained, knowledgeable, courteous staff and drivers.
- Provide clean, safe, and modern equipment; professional and effective support personnel; timely delivery of the service; and a flexible attitude toward satisfying special requirements of the customers.

### **Emerging Business Strategy**

ECHO Transportation works with many historically underutilized businesses. We partner in our daily operations with several to assist us in achieving goals in working with federally funded subsidized contracts; for example, ECHO purchases fuel from both WBE and MBE companies.

We purchase parts and additional outside services also. We outsource large events to MBE and DBE companies when additional motor coaches are needed.

Unlike other National Brands, ECHO operates in the local communities we serve, we operate facilities, maintain full-time employees in our markets, and contribute to our community. We partner with other local area businesses to assure their success. We view this opportunity as a contract with our local community and we will support this contract with our local resources. In Contracting with ECHO, we will help NCTCOG achieve an emerging business strategy, if needed.





ECHO Management Team will work with you to achieve your percentage of goals to historically emerging businesses and provide a detailed plan based on your financial goals when provided.

### **Committed To Our Environment**

ECHO is reducing our carbon footprint by using Ultra-low Sulfur Diesel. We also contribute by reducing the number of private vehicles on the road. Our proposal is based on the use of Ultra Low Sulfur Diesel. Additionally, we have embraced technology, and our drivers operate off tablets, electronic logs with a long-term commitment to paperless service.

ECHO in Texas owns and operates over 300 combined motor coaches, Mini Coaches, Minibuses, Sprinters, Sedans, Vans and more. We offer an expansive driving force and fleet that are familiar with the Dallas market and work in the Dallas location daily for all events.

At our principal place of business in Dallas, ECHO manages the routing, repair, and maintenance of its entire fleet of over-the-road transportation buses while our executive and middle-management team put to work their decades of industry experience within the passenger-carrier industry to provide safe, effective, and affordable transportation services.

### **Our Mission**

ECHO AFC Transportation's mission is to provide an unparalleled transportation experience that will exceed customer expectations and create customer loyalty that builds long-term relationships.

### **Our Vision**

ECHO AFC Transportation envisions creating the ground transportation service model of the future, built on advanced technology, designed to give users on-demand access to all ECHO AFC Transportation services from the digital device or channel of their choice.

### **Our Values**

Passion: We're focused on achieving the highest level of customer satisfaction every day! We are passionately proactive -- 'thinking on our feet' and finding solutions that support "customer happiness" in every situation.

Innovation: We're empowered by integrated technologies that innovate our fleet, our services, and processes to deliver speed, access, and highest quality.

Investment/Knowledge: We value our employees and invest in their personal and professional development with training and coaching to ensure continuous learning and cutting-edge skills.

Teamwork: We work as teams who are fueled by creativity and collaboration. We act with mutual respect, accountability, and integrity, with safety at the core of all we do.



Proprietary information and /or trade secrets to be exempted from disclosure to a third party.

## Leadership Team

### **John Ferrari, Chief Executive Officer**

**john@echoafc.com**

As the Co-founder of ECHO AFC Transportation, John has taken a small family-owned transportation service to the largest livery and transportation service in the State of Texas and beyond. Offering chauffeured service in a luxury vehicle from sedans, SUVs, vans, minibuses, or motor coaches. With hundreds of Vehicles to choose from for any type of occasion, we can manage any size and any services needed.



### **Kim Tubbs, Chief Business Development Officer**

**kim@echoafc.com**

Kimberly Bratton-Tubbs brings over 35 years of extensive experience in the transportation industry, specializing in operations, sales, and executive management. Her career journey began with roles at LTR in Las Vegas, K-T Services, Coach USA, Greyhound Travel Services, Bell, and Presidential Limousine. Relocating to Texas in 2005, she joined Coach America, where she served as Vice President.

Currently, Kim holds the position of Chief Business Development Officer for ECHO AFC Transportation and TBL Group. Throughout her career, Kim's remarkable contributions have earned her prestigious accolades, including the Distinguished Women in Southern Nevada and Women of Achievement Nevada awards.



### **Stephanie Ferrari, Chief Operations Officer**

**stephanie@echoafc.com**

For over 16 years, Stephanie has assisted, managed, and directed ECHO AFC operations in Houston. With a remarkable record she was promoted to Vice President of TBL Operations and for the past five years has overseen both operations of Houston and Dallas (All of Texas). Stephanie began her career with small daily shuttle programs of 3 vehicles increasing to over 300 daily programs. Stephanie's determination, passion and drive along with engaging customer service skills have generated a long list of loyal customers as they know she will assist 24/7 to provide any level of support.



From VIP car services to large motorcoach event logistics, Stephanie has managed multiple events of all sizes including 2017 Superbowl that consisted of 450 vehicles and over 2500 trips in one week... all without a single service issue. She has worked scalable projects across the United States for employee shuttle services with less than 10 days to organize and operate and has done so successfully. Stephanie's personal moto, "I Can, and I Will!"



**Denae Richards, Director of Sales & Account Management**  
**denae@echoafc.com**

Denae is a result driven sales professional with more than 10 years in the hospitality and transportation industry. She is skilled at curating the ideal transportation plan for each client. She taps into her more than 25 years of customer service experience to develop long term client relationships. As the Director of Sales & Account Management, she provides guidance and leadership to our team of sales and account managers.



**Karnation Cruz, Operations Manager**  
**karnation@echoafc.com**

Karnation is a highly motivated and experienced Operations Manager with a proven track record of success in coordinating special projects and managing teams. For more than 15 years, she has been an integral part of operations and logistics in many aspects of her career. Recently, she has participated in and managed all aspects of charter transportation operations for a fleet of over 70 vehicles. Safety and customer service are at the forefront of leading both the operators and dispatch. She cultivates a culture of teamwork and professionalism.



**Jonathan Womack, Safety Director**  
**jonathan@echoafc.com**

As a transportation safety professional, Jonathan is well versed in both FTA and FMCSA regulations. He has over 18 yrs. of safety, training, and security experience in the transportation industry. He holds a MS in Organizational Leadership, BS in Occupational Health, and Safety, TSSP (Bus & Rail) and WSO certifications.

Jonathan is a proven leader, mentor and trainer in SMS principles, accident investigations, and security systems. He has led teams of more than 3000 operators/drivers with the ability to manage multiple locations. He is dedicated, focused, and equipped to carry on the People Powered...Safety Driven!!! Vision.





## TAB B – DEMONSTRATED PAST SUCCESS

### **4Mative**

Under the 4Mative Umbrella, ECHO AFC Transportation services several school bus routes daily during the week in the Houston area.

### **Awty International School**

For Awty International School, we provide both school bus route service daily during the week. We also provide charter bus services for special events and over-the-road trips.

### **YMCA**

ECHO AFC Transportation provides a daily afternoon bus service from two local schools in Houston, TX to a local YMCA.

Additionally, ECHO AFC provides school bus and charter bus services to the YMCA of Greater Houston on an as-needed basis.

### **Uplift Education Student Experiences**

We currently provide charter bus transportation for Uplift Education Student Experiences [field trips] for all 13 Uplift Schools transporting to various places around the DFW area such as the Perot Museum, Frontiers of Flight Museum, North Park Center, etc.

### **Prestonwood Christian Academy**

We provide charter transportation for several groups within the PCA schools across (2) campuses including athletics, band, cheer for games and competitions.

In addition, we provide cross country transportation for PCA's annual *Beach Camp* in Florida. This event requires 20+ buses to transport students, chaperones and staff to and around the Destin Florida area for a camp week.



## TAB C – QUALITY CONTROL

Proprietary information and /or  
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ECHO AFC Transportation will provide Quality Control by offering the following technology:

1. Every vehicle is equipped with GPS (Global Positioning Systems), we can track every vehicle's movement, speed, idle time and more.
2. Samsara technology in every vehicle provides us with a recording should anything happens such as an incident, accident or G-force change in the vehicle.
3. Our technology closely tracks the movements and reactions of our drivers while driving and will alert dispatch with any necessary early warnings
4. Each reservation has a dedicated account representative



ECHO AFC Transportation assigns an account manager and uses operations managers, dispatchers, and proprietary technology to monitor the quality of the service provided.

The dispatch team will ensure that every vehicle leaves the lot on time, and that every vehicle is in service as required. Dispatch monitors service delivery and aids the drivers throughout the day. Their duties include:

- Monitor shifts change to ensure that all operators make their driver relief if required.
- Manage driver compliance with posted schedules.
- Manage protection drivers so that vacancies can be covered quickly.
- Facilitate vehicle change outs when service failures occur.
- Assist customers with questions and access to the service.
- Handle customer complaints and commendations.
- Document schedule adherence checks daily.
- Communication service delays to the proper individuals.
- Managing driver DOT compliance.
- Establish detours if needed.



## TAB D – A. PROPOSED NARRATIVE

Proprietary information and /or trade secrets to be exempted from disclosure to a third party.

### 1. School Bus Service

School districts across the nation can count on ECHO AFC Transportation for comprehensive contract transportation services throughout the academic year.

Our specialized school bus fleet is outfitted with the highest standards in safety, comfort, and technology to ensure a superior travel experience for students and staff alike. ECHO AFC Transportation offers an exceptional school bus rental service that caters to a wide range of educational transportation needs, from local field trips to out-of-town educational excursions.



Whether you're planning a short trip within your city or an extended journey for a special event, our fleet is ready to support your school's transportation requirements with professionalism and care.

In general, this service is charged per hour as we typically do not take school buses over the road on long distances. While there is no maximum period of service, any service over 10 hours of drive time or 15 hours on duty would require a driver change unless the driver is able to get the mandatory 8 hours of rest before restart of service. Our School Buses seat 52 passengers.

### 2. Charter Bus Service

ECHO AFC Transportation's core competency is delivering top notch Charter Bus Service. Our full-size motor coaches can comfortably seat 56 passengers. Our fleet consists of late model luxury black on black with leather interior Vanhool motorcoaches. We are committed to maintaining the newest fleet with the finest amenities, all motorcoaches are less than five years old.







Each motorcoach comes with the following amenities:

- 3 Point Seat Belts
- Overhead / Under Carriage Storage
- 120V Outlets w/ USB Ports
- DVD Player / Monitors
- PA System
- Restroom
- Safe and Friendly Uniformed Driver!
- Wi-Fi (available upon request)

Perfect for long-distance traveling. Our touring coaches are built for work or leisure. With the most recent GPS tracking technology, along with front and rear facing cameras that monitor the driver behavior and vehicles surrounding.

Our motorcoach services span a wide range of uses including airport transfers, local athletic events, school events, military moves, cross country excursions, etc. There is no limit to the distance we travel to serve our customers. Restrictions are only defined by Department of Transportation regulations. As some longer trips may be required to include a driver change to comply with driver hours of service.

We have the largest fleet of ADA compliant vehicles in Texas. Our professional drivers and staff go through stringent background checks as well as regular drug & alcohol tests. We are compliant with Senate Bill 9 to carry students in Texas.

### 3. Prisoner Transportation – NO BID

ECHO AFC Transportation is not equipped to provide this service and **will not** provide a bid.

## 4. Operational Overview

### a) Training Overview

At ECHO AFC Transportation, our drivers must already have at least (2) years of CDL experience on either a motorcoach or school bus before they can join our team of drivers.

**INITIAL DRIVER TRAINING** - Once hired, drivers go through an extensive 20-hour classroom training program which includes federal regulations, bus information, situational responses, customer service, ADA, driver awareness, injury prevention, health & wellness, emergency & accident procedures, harassment, drug & alcohol, conflict management and safety.

ECHO AFC Transportation adopts the industry standard Smith System for driver training on safety and defensive driving.

Post classroom training, drivers are evaluated on a 28-point skills test to assess their abilities on the road and behind the wheel.



**DRIVER REFRESHER TRAINING AND EVALUATION** - Anytime an operator has not performed a service for thirty (30) days or more but is in good standing will be subject to a refresher course given by the Safety & Training Officer or his/her designee. This refresher course is designed to familiarize an operator with any changes in the workplace and/or equipment since their absence.

Some examples for the need of a refresher course would be:

- Operator returning from a work relating injury
- Operator returning from sick leave
- Operator returning from leave of absence

The intention of the company's evaluation course is to determine if the operator is conforming to safety practices established while in training, and/or conforming to the company policy dealing with our customers and determining any acquired habits that do not conform to ECHO AFC Transportation standards of performance.

Some examples requiring evaluation would be:

- An operator who has a serious negligent preventable accident.
- An operator who has three (3) reckless driving complaints within a period of six (6) months.
- An operator who has two (2) accidents (preventable or non-preventable) within a period of three (3) months.

Four hours "one on one" retraining after a driver receives more than two (2) verifiable service complaints regarding passenger relations and/or safety within a six (6) month period.

**CLOTHING AND ATTIRE** - The attire for ECHO AFC Charter drivers is black Dress slacks, white dress shirt, black vest, and red tie. We are amenable to any requests from the client as to specific attire including school colors and logo. UPLIFT EDUCATION may also provide School polo shirts for Drivers to wear if they would like.

## **b) Drug and Alcohol Testing Overview**

ECHO AFC Transportation is extremely strict on many aspects of testing and evaluation prior to hire and during employment including Alcohol and Drug testing. We adhere to a **zero tolerance policy**. It is immediate termination if an operator is found to be in non-compliance of this policy.

*Federal Motor Carrier Safety Regulations* states (Section 391.11) transit operators must pass a pre-employment drug test. In addition to that ECHO AFC administers 3<sup>rd</sup> party annual and random drug and alcohol tests.





### **c) Background Check Overview**

It is the Policy of ECHO AFC Transportation to perform a background check on each Employee prior to initial hire with the Company and thereafter at intervals specified by the CEO. ECHO AFC Transportation employs an independent background screening company to perform such checks. Acceptable minimal standards for initial employment or continuing employment with ECHO AFC Transportation include a national background check specifically such areas as sex offenders, felony convictions, and misdemeanor convictions. This is also required by the *Federal Motor Carrier Safety Regulations* states (Section 391.11)

### **d) Cancellation Policy**

Cancellation Policy for Coaches and out of town trips –

1. Thirty (30) to fourteen (14) days 25% loss of the total charter cost.
2. Thirteen (13) to three (3) days 50% loss of the total charter cost.
3. Two (2) days or less 100% loss of the total charter cost.

Charter is subject to cancellation if payments are not made by the due date. If the customer cancels because of inclement weather, but the venue is open, ECHO AFC reserves the right to charge 100% of charter cost. Any charter canceled more than thirty (30) days in advance will result in a \$100.00 clerical fee. Any charters over \$5,000.00 canceled more than thirty (30) days before the departure date will result in a \$250.00 administrative fee.

### **e) Postponement and Rescheduling Overview**

While ECHO AFC Transportation adheres to the standard cancellation policy, we will take into consideration a client's volume of previous sales and the specific circumstance to determine if a portion of cancellation funds may be applied to a future trip. In addition if weather or other extenuating circumstances [to be determined by ECHO AFC Transportation], a portion of the funds may or may not be applied to future trips.



f) Vehicle List

**ADA Motorcoach List**

<b>BUS #</b>	<b>YEAR MODEL</b>	<b>CAPACITY</b>	<b>MAKE</b>
8400	2019	48 – 56	Van Hool CX45
8402	2019	48 – 56	Van Hool CX45
8405	2019	48 – 56	Van Hool CX45
8418	2019	48 – 56	Van Hool CX45
8431	2022	48 – 56	Van Hool CX45
8432	2022	48 – 56	Van Hool CX45
8433	2022	48 – 56	Van Hool CX45
8434	2022	48 – 56	Van Hool CX45
8435	2022	48 – 56	Van Hool CX45
8436	2022	48 – 56	Van Hool CX45
8438	2022	48 – 56	Van Hool CX45
8439	2022	48 – 56	Van Hool CX45
8440	2022	48 – 56	Van Hool CX45
8447	2022	48 – 56	Van Hool CX45
8448	2022	48 – 56	Van Hool CX45
8500	2024	48 – 56	Van Hool CX45
8501	2024	48 – 56	Van Hool CX45
8502	2024	48 – 56	Van Hool CX45

**Motorcoach List**

8403	2019	56	Van Hool CX45
8404	2019	56	Van Hool CX45
8413	2019	56	Van Hool CX45
8414	2020	56	Van Hool CX45
8415	2020	56	Van Hool CX45
8416	2020	56	Van Hool CX45
8419	2020	56	Van Hool CX45
8451	2023	56	Van Hool CX45
8452	2022	56	Van Hool CX45
8453	2022	56	Van Hool CX45
8454	2022	56	Van Hool CX45
8455	2022	56	Van Hool CX45
8456	2022	56	Van Hool CX45
8457	2023	56	Van Hool CX45
8458	2023	56	Van Hool CX45
8459	2023	56	Van Hool CX45



8460	2023	56	Van Hool CX45
8461	2023	56	Van Hool CX45
8462	2023	56	Van Hool CX45
8463	2023	56	Van Hool CX45
8463	2023	56	Van Hool CX45
8464	2023	56	Van Hool CX45
8465	2023	56	Van Hool CX45
8466	2023	56	Van Hool CX45
8467	2023	56	Van Hool CX45
8468	2023	56	Van Hool CX45
8480	2024	56	Van Hool CX45
8481	2024	56	Van Hool CX45
8482	2024	56	Van Hool CX45
8483	2024	56	Van Hool CX45
8484	2024	56	Van Hool CX45
8485	2024	56	Van Hool CX45
8490	2024	56	Van Hool CX45
8491	2024	56	Van Hool CX45

## 5. Department of Transportation Certification Overview

All ECHO AFC Transportation Drivers are must carry and maintain an active Commercial Driver's License under the Federal Motor Carrier Safety Regulations (Section 391.11) To operate a Commercial Motor Vehicle, all operators must adhere to the following:

- Be at least 21 years of age
- Able to read, write, and speak English well enough to converse, understand traffic signs, respond to official inquiries, and fill out required reports
- Have experience or training to safely operate the type of vehicle required for the service
- Pass a required physical exam and are physically qualified to drive
- Have provided to ECHO AFC Transportation a list of any violations you have been convicted of in the last 12 months
- Have passed a road test
- Have passed a pre-employment drug test
- Have cleared a background check
- Have agreed to the fingerprint SB9 check
- Have agreed to ongoing random drug and alcohol screening



## 6. Drug and Alcohol & Background Check Compliance Overview

ECHO AFC Transportation adheres to a **zero tolerance policy** on drug and alcohol testing. It is immediate termination if an operator is found to be in non-compliance of this policy.

*Federal Motor Carrier Safety Regulations* states (Section 391.11) transit operators must pass a pre-employment drug test. In addition to that ECHO AFC administers 3<sup>rd</sup> party annual and random drug and alcohol tests.

It is the Policy of ECHO AFC Transportation to perform a background check on each Employee prior to initial hire with the Company and thereafter at intervals specified by the CEO. ECHO AFC Transportation employs an independent background screening company to perform such checks. Acceptable minimal standards for initial employment or continuing employment with ECHO AFC Transportation include a national background check specifically such areas as sex offenders, felony convictions, and misdemeanor convictions. This is also required by the Federal Motor Carrier Safety Regulations states (Section 391.11)

*ECHO AFC Transportation will not employ anyone previous convicted of a felony.*

**6-b.** ECHO AFC Transportation strictly adheres to the Department of Transportations and Federal Motor Carrier Safety Administration's regulations, a driver may not exceed 10 hours of driving time before a mandatory consecutive 8 hours of rest. ECHO AFC Transportations Safety team and Operations Team are keenly aware of an operators Hours of Service restrictions and monitors them to stay in safety compliance. Our teams are versed on any exceptions that may apply in specific situations and may be able to adjust accordingly.

Operators are also required to have a 30 minute breaks after 8 hours of drive time. ECHO AFC prefers a 30 minute break after 6 hours of service.

If a customer's itinerary requires them to stay overnight, the customer will also be expected to provide accommodations for the operators. ECHO AFC Transportation requires operators to be accommodated in a 3 star or better hotel with ample parking for the bus or buses.

If a driver must stay overnight do to other circumstances where a client is not staying overnight, we will charge the customer market price for a hotel room and make the arrangements using our in house travel coordinator.

## 7. Optional Ancillary Goods and Services

ECHO AFC Transportation has the ability to provide customized transportation management services catered to your needs. We have the resources available to help plan, organize and operate large event transportation or parking services.



Contact:

Denae Richards

214-427-4783

[denae@echoafc.com](mailto:denae@echoafc.com) or [sales@echoafc.com](mailto:sales@echoafc.com)

## 8. Operator Change Overview

Once we have an itinerary, our sales account managers map out the trip and determine the hours of service, hour on duty. Based on DOT regulations, if a driver change is needed, the sales account manager will discuss the itinerary with the customer and determine the best approach. Many times an adjustment in the itinerary may reduce the need for a driver change.

## 9. 24/7 Dispatch & Communications Overview

ECHO AFC Transportation maintains a 24-hour 7 day a week dispatch office with dispatchers on every shift. These dispatchers use current technology to provide constant communications with the drivers and transportation supervisors. The dispatcher's primary responsibility is operations communication and assigning drivers and buses to routes. Other duties include:

- Monitor drivers reporting for duty on time.
- Perform bus operator fit for duty inspections.
- Validate radio checks and time checks.
- Validate driver credentials at the start of each shift (DOT medical cards, DVIR, pre-trip inspection forms).
- Initiate bus change outs (road calls).
- Distribution and collection of driver paperwork.
- Customer communications.
- Monitor bus service using Samsara GPS System
- Facilitate required random drug test.

## 10. Contingency Plan Overview

It is the goal of ECHO AFC Transportation to reduce road calls to a minimum through effective preventive maintenance methods. Road calls must be handled quickly and efficiently to prevent any unnecessary delay.

### Contingency Process

- The coach operator should contact dispatch providing specific details of the mechanical issue. The dispatch manager or assigned will screen all failures.
- Only valid road failures will be immediately addressed, and a replacement vehicle will be sent from the ECHO AFC location.
- All other non-safety issues will be handled in a timely manner not to disrupt service.



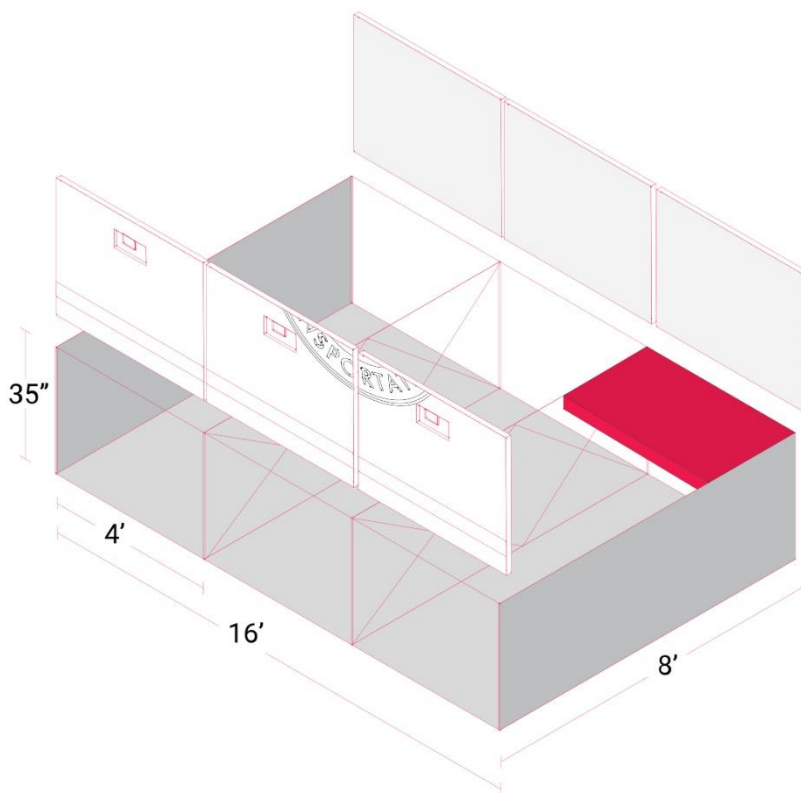
- If possible, the operator will be requested to note the problem on DVIR so maintenance can address upon return of vehicle, for non-safety items only.

#### 11. Additional Charges Overview

It is difficult to determine in advance any additional charges. We do not foresee any additional charges over what has been discussed within this proposal.

#### 12. Under Carriage Storage Overview

Under the motorcoach, you can store your luggage in three areas, totaling 440.4 cubic feet. This storage area had space for roughly 70 large luggage pieces.



In addition there is also overhead storage inside the passenger area of the bus.



### 13. Operator Dress Code Overview

The attire for ECHO AFC Charter drivers is black dress slacks, white dress shirt, black vest, and red tie. We are amenable to any requests from the client as to specific attire including school colors and logo.



### 14. Additional Services Overview

The operator's primary task is to transport the passengers safely to and from their destination. Drivers will also open luggage bays and assist with AV and PA equipment. Upon request, operators can assist with other functions such as luggage handling

### 15. Handicapped Passengers Overview

All of the ECHO AFC Transportation motorcoaches have a "kneeling" mechanism that allows the entire platform of the bus to lower while in a parked position. This makes it much easier for elderly and handicapped passengers to board the bus. The entrance to the buses are equipped with hand rails.

In addition we have the largest fleet of ADA Motorcoaches in Texas equipped with wheelchair lifts.



Up to two wheelchairs can be accommodated on our ADA-accessible buses, lifts load wheelchairs into the motorcoaches, and our drivers are skilled and trained to assist those with disabilities.





## 16. Wi-Fi Capabilities Overview

Wi-Fi is available on request.

## 17. Customer Removal of Transport Operator Overview

Any issues with an operator or other staff of ECHO AFC Transportation should be immediately escalated to our dispatch operations. They will escalate to leadership and a decision will be made with the customer on how to proceed with the trip. If needed, the operator or staff may be replaced.

## 18. Delays and Cancellations Overview

Contractor is subject to the Terms & Conditions and the cancellation policy within. Delays could lead to and overage of time which could be additional charges.

## 19. Ordering Transportation Overview

Our services can be ordered in a number of ways.

- Phone call to ECHO AFC Sales
- Email to [sales@echoafc.com](mailto:sales@echoafc.com)
- Online quote request

While advanced notice is highly encouraged, ECHO AFC Transportation will make every effort to accommodate the needs of a customer. It does take time to locate drivers and insure equipment is available and all safety pre-trip steps have been taken.

We prefer at least 2 week's notice in order to properly plan and prepare for the best customer experience.

Our motorcoaches are almost 45 feet in length which makes negotiating obstacles challenging. Our Sales Account Managers work with the customer on routes, pickup locations and drop off locations to insure the motorcoach can safely maneuver any areas during the trip. We must take into consideration clearance for the buses.

Our Terms and Conditions encompass a cancellation policy that outlines the step up charges as they get nearer to the trip time. However, it also outlines contingencies for weather and other circumstances that fall under a force majeure event.

Customers may request to revise departure and return times, however, we will need to follow a process of checking the operator's and the vehicle's schedule to determine if the change can be accommodated. In most instances change can be accommodated however if availability restricts our ability to accommodate the it, we reserve the right to decline the change.





## 20. Quote Process Overview

Once a quote request is received, the Sales Account Manager will enter itinerary information in to the Santa Cruz system. Pricing will be based on this Master Service Agreement. The quote is returned to the customer for review and approval. Pricing is subject to change pending a final itinerary.

## 21. Contact Information Overview

Operators are assigned and confirmed roughly 2 -3 days in advance of the trip. Once the Sales Account Manager has determined all payment requirements have been satisfied, they will provide the operator's name and cell phone number. In turn, we ask that an on-trip contact be provided with cell phone number to insure communication before and during the trip.

## 22. Coordinator Service Overview

ECHO AFC Transportation can provide onsite coordinators upon request and at an additional cost noted in the pricing section of this proposal.

## 23. Additional Service Provisions Overview

ECHO AFC Transportation can provide a customized plan for managing any large events or parking coordination needs. We are versed at planning, managing and operating large transportation events.



## Tab D – B. PROPOSED SCOPE OF SERVICES

To exceed the desired outcome of the service requested, ECHO AFC Transportation is positioned to provide municipalities, counties, school districts and other agencies with the services listed below:

**School Bus Services** – Provide school bus vehicles designed and equipped for routine student transportation on a designated route. And to provide operators who maintain the appropriate and required certifications, training and demeanor to exceed service expectations.

Specific service offerings include but are not limited to routine daily school bus route transportation, day trips, overnight trips, multi-day trips.

**Charter Bus Services** – Provide motorcoaches designed and equipped for transporting various size groups on customized routes on an as needed basis. And to provide charter bus operators who are trained in regulatory and safety standards and who can provide the highest level of customer service.

Service offerings include but are not limited to airport transfers, other one way transfers, round trip transfers, day excursions, hotel shuttles, airport shuttles, over the road trips, cross country trips.

To satisfy the previously mentioned services, ECHO AFC Transportation may use any of the following vehicles [dependent on availability].

**Motorcoach | mini bus | school bus | mini coach**

Any customer requesting any of the services outlined in this Master Service Agreement may outline specific services needed based on their travel itinerary. ECHO AFC Transportation will provide a customized quote based on requirements contained with the agreement.

ECHO AFC Transportation has locations in a number of cities nationally. We also have affiliate services nationwide where we can offer services across the 50 states.



## TAB E – PROPOSAL PRICING

Below is our pricing sheet for NCTCOG. Please note we do offer dynamic pricing which is dependent on dates, times and availability of equipment/drivers. In many instances, we may be able to provide **further discounts** based on our **dynamic pricing structure**.

2024 PRICING - NCTCOG 2024-059					
HOURLY RATES					
VEHICLE	PRICE PER HOUR	MIN HOURS			TOTAL MINIMUM
SCHOOLBUS	\$120.00	4			\$480.00
MINI BUS (25 pax)	\$150.00	4			\$600.00
MINI COACH (35 or 40 pax)	\$155.00	4			\$620.00
MOTOR COACH (56 pax)	\$155.00	5			\$775.00
Staff/Meet & Greet	\$55.00	4			\$220.00

MILEAGE AND DAY RATES		
VEHICLE	MILEAGE RATE	DAY RATE
SCHOOLBUS	\$4.00	-
MINI BUS (25 pax)	\$4.50	\$1,650.00
MINI COACH (35 or 40 pax)	\$4.50	\$1,800.00
MOTOR COACH (56 pax)	\$4.50	\$1,800.00

ADDITIONAL VEHICLE CHARGES						
VEHICLE	Wait Time / 15 Min.	Tolls (per day)	WiFi (per day)	Cleaning Fee	Airport Fee	Overnight Drive Fee
SCHOOLBUS	\$30.00	\$25.00	\$25.00	\$350.00	\$20.00	\$250.00
MINI BUS	\$30.00	\$25.00	\$25.00	\$350.00	\$20.00	\$250.00
MINI COACH	\$35.00	\$25.00	\$25.00	\$500.00	\$25/day	\$250.00
MOTOR COACH	\$40.00	\$25.00	\$25.00	\$500.00	\$25/day	\$250.00

ADDITIONAL DRIVER CHARGES *	
PUSH OUT DRIVER CHANGE (around 3 hours)	\$300.00
1st DRIVER CHANGE	\$750.00
2nd DRIVER CHANGE	\$1,200.00
3rd Driver CHANGE	\$1,700.00
Driver Hotel Room	\$250.00
Driver Per Diem	\$35.00

Please note: there is a 3% convenience fee for usage of credit cards

There is no additional cost for ACH or check payments however payment must be received 1 week prior to the beginning of the trip.



## TAB F – REFERENCES

### **4Mative**

Adi Perez  
763-226-8826 (cell)  
651-248-6424 (office)  
adi@4mativ.org

### **Awty International School**

Maritza Ramos  
713-686-4850  
mramos@awty.org  
7455 Awty School Ln  
Houston, TX 77055

### **YMCA**

Breuna Lovell  
346-537-4382  
breuna.lovell@ymcahouston.org

### **Uplift Education Student Experiences**

Brian Pierce, Senior Director Parking  
Brpierce@mail.uplifteducation.edu  
Desk: 214-768-4250.

### **Prestonwood Christian Academy**

Christeena Dyer  
972-930-4025  
cdyer@prestonwoodchristian.org



## TAB G – REQUIRED ATTACHMENTS

### ATTACHMENT I: INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL

#### REQUIRED ATTACHMENT CHECKLIST

This checklist is provided as a courtesy to responding firms. Please utilize this checklist to ensure that all required attachments are included with your proposal. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “NOT APPLICABLE” AND SUBMIT WITH THE PROPOSAL. **FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS MAY NEGATIVELY IMPACT YOUR EVALUATION SCORE.**

- ☒ Cover Sheet
- ☒ Exhibit 1: Description of Desired Service Categories for Proposed Pricing
- ☒ Exhibit 2: Sample Market Basket Form
- ☒ Exhibit 3: Service Area Designation Forms
- ☒ Attachment I: Instructions for Proposals Compliance and Submittal
- ☒ Attachment II: Certification of Offeror
- ☒ Attachment III: Certification Regarding Debarment
- ☒ Attachment IV: Restrictions on Lobbying
- ☒ Attachment V: Drug-Free Workplace Certification
- ☒ Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- ☒ Attachment VII: Certification of Fair Business Practices
- ☒ Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- ☒ Attachment IX: Historically Underutilized Businesses, Minority Or Women-Owned Or Disadvantaged Business Enterprises
- ☒ Attachment X: Federal and State of Texas Required Procurement Provisions
- ☒ Attachment XI: Conflict of Interest Questionnaire

#### **Compliance with the Solicitation**

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification. You recognize that all proposals must be submitted electronically through PublicPurchase.com by the RFP due date and time. All other forms of submissions will be deemed nonresponsive and will not be opened or considered.

#### **Acknowledgment of Insurance Requirements**

By signing its submission, you acknowledges that it has read and understands the insurance requirements for the submission. You also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the your proposals. The insurance requirements are outlined in Section 6.4.

ECHO AFC Transportation

\_\_\_\_\_  
Name of Organization/Contractor

  
\_\_\_\_\_  
Signature of Authorized Representative

G Denae Richards  
\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
\_\_\_\_\_  
Date



**ATTACHMENT II:  
CERTIFICATIONS OF OFFEROR**

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I agree that failure to submit all requested information may result in rejection of this proposal as non-responsive. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, G Denae Richards (typed or printed name) certify that I am the Director of Sales (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as you and you herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said Offeror by authority of its governing body.

ECHO AFC Transportation

\_\_\_\_\_  
Name of Organization/Contractor

G Denae Richards  
\_\_\_\_\_  
Signature of Authorized Representative

G Denae Richards  
\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
\_\_\_\_\_  
Date



**ATTACHMENT III:  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

ECHO AFC Transportation

Name of Organization/Contractor(s):

MYJ4Y748M3X3

SAM.GOV Unique Identity ID:

A handwritten signature in black ink, appearing to read "G. Denae Richards", written over a horizontal line.

Signature of Authorized Representative

G Denae Richards

Printed/Typed Name and Title of Authorized Representative

April 9, 2024

Date



#### ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using ~~nonappropriated~~ funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

(Attachment IV: Cont.)

#### LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

ECHO AFC Transportation  
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date





**ATTACHMENT V:  
DRUG-FREE WORKPLACE CERTIFICATION**

The ECHO AFC Transportation (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the ECHO AFC Transportation (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

ECHO AFC Transportation  
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date



**ATTACHMENT VI:  
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

ECHO AFC Transportation  
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date



**ATTACHMENT VII:  
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

ECHO AFC Transportation  
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date



**ATTACHMENT VIII:  
CERTIFICATION OF GOOD STANDING  
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

YES	The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.
-----	--

\_\_\_\_\_ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation):

☐ Sole Proprietor

☒ Partnership

☐ Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

ECHO AFC Transportation
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date



**ATTACHMENT IX:  
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR  
DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB vendors should identify themselves and submit a copy of their certification. This applies only to the Offeror and not a subcontractor.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency, among others. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program  
Texas Comptroller of Public Accounts  
Lyndon B. Johnson State Office Building  
111 East 17th Street  
Austin, Texas 78774  
(512) 463-6958  
<http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606  
<http://www.nctrca.org/certification.html>

**Firm must include a copy of its minority certification documentation as part of this solicitation to receive points in the evaluation.**

**Indicate all that apply:**

\_\_\_\_\_ Minority-Owned Business Enterprise

\_\_\_\_\_ Women-Owned Business Enterprise

\_\_\_\_\_ Disadvantaged Business Enterprise

**ATTEST TO Attachments of Certification:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date



**ATTACHMENT X**  
**NCTCOG FEDERAL AND STATE OF TEXAS REQUIRED PROCUREMENT PROVISIONS**

Note: The following provisions are mandated by Federal and/or State of Texas law. Failure to certify the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following statements will be ineligible for consideration of contract award.

(Attachment continued on next page)



(Attachment X: Cont.)

### PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION

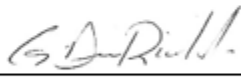
This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

ECHO AFC Transportation

\_\_\_\_\_  
Name of Organization/Contractor

  
\_\_\_\_\_  
Signature of Authorized Representative

G Denae Richards  
\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
\_\_\_\_\_  
Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.**

\_\_\_\_\_  
Name of Organization/Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

\_\_\_\_\_  
(Attachment continued on next page)



(Attachment X: Cont.)

**DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS**

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries.

TLGC chapter 2274, Subtitle F, Title 10, identifies that "discrimination against a firearm entity or firearm trade association" includes the following:

- A) means, with respect to the entity or association, to:
  - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
  - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
  - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
  
- B) An exception to this provision excludes the following:
  - I. contracts with a sole-source provider; or
  - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

☒ **The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

ECHO AFC Transportation  
Name of Organization/Contractor

  
Signature of Authorized Representative

G Denae Richards  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024  
Date

-OR-

☐ **The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.**

Name of Organization/Contractor

Signature of Authorized Representative

Printed/Typed Name and Title of Authorized Representative

Date





(Attachment X: Cont.)

### BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that "boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:


- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

☒ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.

ECHO AFC Transportation

\_\_\_\_\_  
Name of Organization/Contractor

  
\_\_\_\_\_  
Signature of Authorized Representative

G Denae Richards

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

April 9, 2024

\_\_\_\_\_  
Date

-OR-

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.

\_\_\_\_\_  
Name of Organization/Contractor

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed/Typed Name and Title of Authorized Representative

\_\_\_\_\_  
Date



## ATTACHMENT XI:

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> For vendor doing business with local governmental entity		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>		<b>OFFICE USE ONLY</b>
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">None Applicable</p>		<p>Date Received</p>
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="text-align: center;">_____ Signature of vendor doing business with the governmental entity</p> <p style="text-align: right;">_____ Date</p>		



## WARRANTY/GAURANTEE

In the rare event of a service failure Echo AFC Transportation commits to work with the client to achieve a mutually agreeable resolution based on location and type of service issue encountered.



## EXHIBITS

### Exhibit 1

Below is our pricing sheet for NCTCOG. Please note we do offer dynamic pricing which is dependent on dates, times and availability of equipment/drivers. In many instances, we may be able to provide **further discounts** based on our **dynamic pricing structure**.

2024 PRICING - NCTCOG 2024-059					
HOURLY RATES					
VEHICLE	PRICE PER HOUR	MIN HOURS			TOTAL MINIMUM
SCHOOLBUS	\$120.00	4			\$480.00
MINI BUS (25 pax)	\$150.00	4			\$600.00
MINI COACH (35 or 40 pax)	\$155.00	4			\$620.00
MOTOR COACH (56 pax)	\$155.00	5			\$775.00
Staff/Meet & Greet	\$55.00	4			\$220.00

MILEAGE AND DAY RATES		
VEHICLE	MILEAGE RATE	DAY RATE
SCHOOLBUS	\$4.00	-
MINI BUS (25 pax)	\$4.50	\$1,650.00
MINI COACH (35 or 40 pax)	\$4.50	\$1,800.00
MOTOR COACH (56 pax)	\$4.50	\$1,800.00

ADDITIONAL VEHICLE CHARGES						
VEHICLE	Wait Time / 15 Min.	Tolls (per day)	WiFi (per day)	Cleaning Fee	Airport Fee	Overnight Drive Fee
SCHOOLBUS	\$30.00	\$25.00	\$25.00	\$350.00	\$20.00	\$250.00
MINI BUS	\$30.00	\$25.00	\$25.00	\$350.00	\$20.00	\$250.00
MINI COACH	\$35.00	\$25.00	\$25.00	\$500.00	\$25/day	\$250.00
MOTOR COACH	\$40.00	\$25.00	\$25.00	\$500.00	\$25/day	\$250.00

ADDITIONAL DRIVER CHARGES *	
PUSH OUT DRIVER CHANGE (around 3 hours)	\$300.00
1st DRIVER CHANGE	\$750.00
2nd DRIVER CHANGE	\$1,200.00
3rd Driver CHANGE	\$1,700.00
Driver Hotel Room	\$250.00
Driver Per Diem	\$35.00

Please note: there is a 3% convenience fee for usage of credit cards

There is no additional cost for ACH or check payments however payment must be received 1 week prior to the beginning of the trip.



## Exhibit 2

### REVISED EXHIBIT 2 SAMPLE MARKET BASKET FORM

For evaluation purposes only.

Using your proposed solution, provide a total cost for the scenario listed below:

Charter Bus Trip for High School Boys Soccer Team:

Group Name: Samuel Clemens High School, Schertz, TX – Boys Soccer Team

No. of Coaches: One (1)

Equipment: 56 Passenger or equivalent

Pick Up: Samuel Clemens HS, 1001 Elbel RD, Schertz, TX 78154

Destination: Brownsville, Texas

Leave Date: Thursday, May 9, 2024

Spot Time: 10:00 a.m.

Leave Time: 10:30 a.m.

Return Date: Saturday, May 11, 2024

Return / Drop Time: 10:00 p.m.

Include an itemized breakdown of all associated fees listed within your total cost to include but not limited to driver hotel, parking, tolls, etc.

State any exceptions to the above: For any over the road / multiple day trips, we would need a full itinerary to determine accurate pricing. In this instance, our driver and bus would need to “dead-head” from Houston to San Antonio to pickup the soccer team, before proceeding to Brownsville. This trip distance alone would take roughly 9 hours of driving time. Based on DOT regulations (which we follow strictly) the driver would only have 1 hour left of drive time before a mandatory 8 hour rest reset. If the itinerary calls for additional transportation in Brownsville, there is a chance we would need to complete a driver change. This would also apply to the return trip. Without a full itinerary, we would quote this without a driver change.

Please quote your price at today’s rates in USD based on the discounts you have proposed herein.

Cost per Day -  $\$1800 \times 3 = \$5,400$

Driver Per Diem -  $\$35 \times 3 = \$105$

Customer Responsible for Driver Hotel (3 Star or greater) with ample room for bus parking

Alternatively, we could charge \$250/night and we book the hotel

Customer is also responsible for any parking fees at any venue visited

Total Trip Cost - \$5,667



### **Exhibit 3**

#### Catalog of Services

Please See Catalog of Services uploaded separately as a spreadsheet.

\*\*\* END OF PROPOSAL RESPONSE \*\*\*