

SOUTH WINDSOR PUBLIC SCHOOLS

1737 Main Street

South Windsor, CT 06074

Bidding Manual

Special Education Transportation

BID# 2023-004

BID OPENING

April 17, 2023

10:00 a.m. - ROOM 106

Ms. Chris M. Chemerka

Director of Finance & Operations



SOUTH WINDSOR BOARD OF EDUCATION
Special Education Transportation Services 2023-2028
Bid #: 2023-004

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LEGAL NOTICE

SOUTH WINDSOR PUBLIC SCHOOLS
INVITATION TO BID
FOR
SPECIAL EDUCATION TRANSPORTATION SERVICES 2023-2028
BID # 2023-004

Bid documents for special education transportation services for the South Windsor Board of Education also referred to as the South Windsor Public Schools (SWPS) for the 2023-24 through 2027-28 school years, BID #2023-004, will be available on the Board's website www.southwindsorschools.org on or after 9:00 a.m., March 13, 2023.

Sealed bids will be received at the Business Office of the Director of Finance & Operations, South Windsor Board of Education Administrative Offices, 1737 Main Street, Room 203, South Windsor, CT until 9:45 a.m., Eastern Standard Time, on April 17, 2023. Thereafter, the name of the firms that have submitted proposals will be publicly read aloud.

SWPS reserves the rights to: amend or terminate this Invitation to Bid; accept all or any part of a bid; reject any or all bids, in whole or in part; waive any technical defects, informalities or non-material deficiencies in a bid; and award the bid, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that, in its judgment, will be in South Windsor Public Schools' best interests.

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INVITATION TO BID

The South Windsor Public Schools (SWPS) invites sealed bids for supplying round trip transportation of students with special needs and/or disabilities, to and from their homes to various learning center locations primarily within the State of Connecticut, such as Manchester, Hartford, West Hartford, and East Hartford. **(See Attachment A)**. Occasionally, destinations outside of Connecticut to a neighboring state may be required, such as Westfield, MA. Locations are subject to change at any time during the school year. In addition to vehicle/bus transportation, support service from qualified staff of the Contractor to accompany students is required, as needed.

While this bid and subsequent contract is designated primarily for the services involving out-of-district transportation, it is expected that a small number of students will also need specialized transportation in-district, due to specific needs or location of pickup. Currently, there are twelve (12) students in need of such in-district specialized transportation. Bid pricing for any in-district transportation is to be submitted as a flat daily rate and is a required component of this bid.

Transportation Services are to commence July 1, 2023, **including 2023 summer school services**, for a period of five (5) years ending on June 30, 2028 as specified in accordance with the terms, specifications and conditions contained herein. In the instance summer school begins within the last few days of June, transportation would be required to start with that program.

SWPS reserves the rights to: amend or terminate this Invitation to Bid; accept all or any part of a bid; reject any or all bids, in whole or in part; waive any technical defects, informalities or non-material deficiencies in a bid; and award the bid, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that, in its judgment, will be in the South Windsor Public Schools' best interests.

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INSTRUCTIONS TO BIDDERS

1. Right to Amend/Terminate. SWPS may, before or after bid opening and in its sole discretion, clarify, modify, amend or terminate this Invitation to Bid if SWPS determines it is in the best interest of SWPS and/or the Town. SWPS also reserves the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and SWPS shall have no obligation or liability to the Contractor for any unfunded year or years. SWPS also reserves the right to terminate this Contract with sixty (60) calendar days prior written notice to the Contractor, should SWPS, through changes in its requirements, methods of operations, or program operation no longer has a need for the commodity or service.
2. Bid Submission Instructions.
 - a. Sealed bids will be received at the Office of the Director of Finance & Operations, South Windsor Board of Education Administrative Offices, 1737 Main Street, Room 203, South Windsor, Connecticut, 06074, until 9:45 a.m., Eastern Standard Time, on April 17, 2023. Bids received after that time will not be considered and will be returned unopened to the bidder. Bids will be publicly opened and read aloud on April 17, 2023 at 10:00 a.m., Eastern Standard Time, in Room 106 at the address listed above.
 - b. All bids must be submitted in sealed envelopes, bearing on the outside, the name of the proposal for which the bid is submitted: "South Windsor Public Schools Special Education Transportation Bid 2023-2028 Bid #2023-004."
 - c. If sent by mail, the sealed envelope containing the bid and marked as directed above, must be enclosed in another envelope, addressed as specified.
 - d. Bids are to be submitted on the bid forms (one paper copy and electronically on a flash drive) provided along with the certification. No bid will be accepted as valid unless bid forms along with the certification, as provided to all bidders, are properly and completely executed. The bid forms must be completed with a bid price for any or all of the options presented therein, except as otherwise expressly provided herein.
 - e. All bids must be signed by the bidder or, if the bidder is a corporation or other entity, by an individual with authority to bind the corporation or entity. In the cases of corporations or other entities, a certificate evidencing authority shall be submitted with the Bid, which shall indicate the name and title of the person authorized to sign the contract.
 - f. Bids may be withdrawn personally or in writing provided that SWPS receives the withdrawal prior to the time and date fixed for the opening. Bids are considered valid for ninety (90) calendar days after the bid opening.

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- g. Before submitting a bid, each bidder must make a careful study of the Invitation to Bid and be fully assured as to the quality and type of service required.
 - h. The submission of a bid will serve as conclusive evidence that the bidder has satisfied itself as to all requirements outlined in the bid documents and to all conditions concerning the work of the contract and the execution of any contract which may ensue.
 - i. The bid will cover all contingencies, including all labor, materials, fuel, transportation and subsequent meetings with district personnel or agents.
 - j. Bidders are to address all aspects of the Bid Documents as they will be incorporated into the contract that SWPS enters into with the selected bus Contractor.
3. Questions and Amendments. Any questions regarding the bid, including the process, procedures and specifications, are to be submitted in writing to:

Marlene Pouliot, Transportation Coordinator
mpouliot@swindsor.k12.ct.us

The representative listed above must receive any questions no later than 12:00 p.m. on March 30, 2023. SWPS will answer all pertinent written questions by issuing an addendum, which shall become a part of the Invitation to Bid and the resulting Contract, by April 4, 2023. Such addenda will be posted on the Board's website www.southwindsorschools.org. Each bidder is responsible for confirming with SWPS whether any addenda have been issued, and if so, obtaining a copy of such addenda and completing its Bid in accordance with the Bid Documents modified by any such addenda.

No oral statement of SWPS, including oral statements by the representative listed above, shall be effective to waive, change, or otherwise modify any provision of the Bid Documents, and no bidder or prospective bidder shall rely on any alleged oral statement.

- 4. Additional Information. SWPS reserves the right, either before or after the opening of bids, to ask any bidder to clarify its bid, submit additional information that SWPS in its sole discretion deems desirable or to participate in interviews or presentations.
- 5. Costs for Preparing Bid. Each bidder's cost incurred in developing its bid are solely its responsibility, and SWPS shall have no liability for such costs.
- 6. Ownership of bids. All bids submitted become the property of SWPS and will not be returned to bidders.

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7. Freedom of Information Act. All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages

and portions of its proposal that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with SWPS as described below, SWPS shall, to the extent permitted by law, protect from unauthorized use and disclosure, such Confidential Information.

If SWPS receives a request for a bidder's Confidential Information, it shall immediately notify the bidder in writing (i.e., email) of such request and provide the bidder with a copy of any written disclosure request. The bidder may provide written consent to the disclosure, or may object to the disclosure of said information by notifying SWPS in writing to withhold disclosure of said information, identifying in such notice the basis for such objection, including the statutory exemption(s) from disclosure. The bidder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

8. Insurance and Bonds. Bidders must provide evidence in their bids that insurance and bonding in the required amounts can be obtained. Prior to each school year, the Contractor is required to furnish a performance bond (the "bond") ensuring the faithful performance of its obligations in the amount of 25% of the total contract cost for the upcoming school year. The initial bond shall be provided at the time of execution of the contract. A new bond will be provided before August 1 of each ensuing school year.
9. Non-Collusion. By submitting a bid, each bidder, and each person signing on behalf of any bidder, certifies under penalty of perjury that, to the best of his/her knowledge and belief, the prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement with any other bidder or competitor, and further, that the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.
10. Contract Award/Execution.
- a. All bids will be publicly opened and the name of the Contractors that have submitted proposals will be read aloud on the date, time, and at the place identified in the Invitation to Bid. Bidders may be present at the opening. It is the intention of the Board to notify bidders of the selection decision by May 3, 2023, but delays may occur.

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- b. SWPS may elect to award the contract to other than the lowest bidder if it is judged to be in the best interest of SWPS and/or the Town. Criteria which could be applied in the determination would include, but not limited to, financial responsibility, safety program and record, service, performance of contracts, experience, vehicle/bus maintenance program and equipment. During the evaluation of bids, SWPS may request bidders to interview or to make oral presentations.
- c. SWPS reserves the following rights: (a) to reject any and all bids, in whole or in part, and, in particular, to reject any bid not containing data required by the Invitation to Bid documents (b) to increase and decrease quantities, (c) to make partial awards, (d) to waive any irregularity, (e) to award or reject a bid on the basis of previous performance, reputation or experience, (f) to accept the one that will be in the best interest of the district. It shall be the SWPS determination on what services shall be included as services under this Contract or regular education services under other contracts.
- d. No bid will be accepted, nor contract awarded, to any Contractor whose performance on any previous contract with this or any other school district has been determined to be unsatisfactory. SWPS reserves the right to be the sole judge in this decision.
- e. Within thirty (30) calendar days following the award of the bid, the successful bidder will enter into a written contract with SWPS, at that time, provide copies of all policies of insurance required hereunder, and the performance bond for the first school year of the Contract, as well as sign the district's Student Privacy Agreement. A new bond will be provided for each subsequent school year. No contract will be signed until a satisfactory performance bond and copies of all policies of insurance required hereunder are delivered to the SWPS.
- f. No contract will exist unless and until a written contract is executed by both SWPS and the Contractor. Accordingly, no bidder can claim any contract rights by virtue of submitting a bid, including the lowest bid, or the receipt of a notice of award.
- g. More than one bid from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for supplying school bus transportation will result in the rejection of any and all bids in which such bidder is interested. Any or all bids may be rejected if there is reason to believe that collusion exists among bidders and no participants in such collusion will be considered in future bids. **However, alternate bid ideas that could prove cost effective will be allowed provided the required bid is also submitted.**
- h. SWPS will not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates on the basis of race, color, religion, age, sex, marital status, sexual

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orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, or gender identity or expression, except in the case of a bona fide occupational qualification, either in employment practices or in the provision of benefits or services to students or employees. Each bidder shall complete and return the Affirmative Action Memorandum, in the form attached, with its bid.

11. Other Requirements.

- a. The bidder will furnish a statement of proof of financial responsibility, consisting of its most recently completed certified audited financial statement.
- b. The bidder will be required to present information concerning its personnel management program for:
 - screening, testing, training, monitoring and evaluating driver performance
 - testing for drug and substance abuse before and during employment
 - providing a support staff of mechanics, dispatchers, trainers, risk managers, supervisors and/or management
 - driving training, student management and safety program for drivers transporting special education students
- c. Provide the name of each school system in the State of Connecticut you previously were, or are currently, under contract with for transportation of students.
- d. Complete the reference check form attached to this bid document, which shall include at least three (3) Connecticut public school systems for which the bidder is currently providing student transportation ("Reference Check"). The Bidder, by submitting a bid, hereby authorizes the SWPS or its authorized agent to contact such references listed on the Reference Check without obtaining any other consent from the Bidder. Such Reference Check is incorporated into and made a part of this bid.
- e. Describe:
 - the location that the vehicles/buses used under this contract shall be parked and staff
 - maintenance facilities and staff
 - other facilities which you deem significant as bearing upon your ability to provide the transportation requirements outlined in the specifications
- f. The bidder must submit its planned preventative maintenance program. An on-site risk manager/trainer is desired.

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- g. The bidder will be bound by all applicable statutory provisions of law of the federal government, the State of Connecticut, and the Town of South Windsor, with all requirements issued in writing by the Commissioner of Motor Vehicles or Public Utilities Commission, and with all requirements of the State Board of Education or South Windsor Board Public Schools affecting the transportation of school children.
- h. Bidders will not include in its pricing federal excise taxes nor state sales taxes from which South Windsor Public Schools are exempt.
- i. The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his/her right, title or interest therein, or of his obligations there under, without consent of SWPS.
- j. Any intentional misrepresentation may cause disqualification of the bid.
- k. The final executed contract can be modified, if and only, when written consent is given and provided by both parties.
- l. No vehicle/bus provided under the contract shall exceed eight (8) years from the date of original manufacture at any time during the term of the Contract.

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1. Basic special education transportation service under the Contract includes pick-up of students at their homes (or at times a central location), travel to the school/center and returning students back to their homes/drop-offs. Thereafter, billing would be based on that estimate. Transportation for extracurricular activities, including field trips may also be requested.
2. Contractor will supply, upon SWPS request, support staff to aid in the safe transportation of students to and from educational institutions.
3. The Contractor will be required to maintain a toll-free number for parents.
4. Transportation service will be provided as needed. There are approximately 182 days during the school year, for specific students and summer programs it could range from 20 to 60 days.
5. If authorized **in advance** by the Special Services Department of SWPS, students from other school districts will be permitted to ride share for the purpose of consolidation of routes to/from placement addresses. Prior to the start of school, the Contractor will provide the District a list with rideshare information. This will include the town, child age, and school. The Contractor will also notify the District during the school year prior to new rideshares taking place and provide the same information. **Prices will be adjusted accordingly for all ride shares and indicated on the Bid Forms. The total amount of time that a student may spend in the vehicle/bus during either the a.m. or p.m. run may not exceed one hour, unless warranted due to the location of the school/center.**
6. Service levels may change requiring either the addition or deletion of vehicles/buses. The Contractor is expected to provide additional vehicles/buses to meet the needs of the SWPS upon three (3) business days' notice to the Contractor. The rates in existence at the time will be the rates used if a change occurs. Additional vehicles/buses shall be at the price per vehicle/bus/per day described in the Contractor's pricing pages from its bid and any reduction in vehicles/buses shall reduce the amount the SWPS pays per vehicle/bus/per day described in the Contractor's pricing pages from its bid attributable to the vehicle(s)/bus(s) that will no longer be needed.
7. The Contractor is responsible for the costs associated with fuel, maintenance, insurance, labor and vehicles/buses. Prices on bid forms shall be all inclusive.
8. Pricing for extra-curricular activities, extra runs, field trips, etc. shall be submitted on a flat hourly basis, regardless of in-district or out-of-district. Hourly pricing includes the Preschool Outreach Program mid-day busing and in-district summer school transportation and will be billed at the applicable hourly rate. This includes transportation for an outplaced child that may spend time at an in-district school or vice versa. Hourly billing will be based on time of first child pickup to drop-off at school. On return trips, it will be

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based on dismissal time at school, until last child is dropped off at home. On school to school trips, hours will be based on pickup at school to drop-off at school. Invoices must be accompanied by supporting documentation that substantiates all billing including but not limited to, applicable dates, destination points, number of students and time billed calculation data. In instances of homelessness under the McKinney-Vento Act where towns share the cost of transportation, upon notice from the SWPS as to allocation of the invoice, the Contractor will bill each town separately for the expenses incurred.

9. The SWPS agrees to make payments to the Contractor within forty-five (45) days after receipt of an invoice for services provided in the prior month.
10. The Contract price payable for each vehicle/bus used in providing services under this Contract is detailed in the Contractor's bid forms, which shall be attached to and incorporated into the Contract. The number of vehicles/buses needed under this Contract will vary. The cost of each vehicle/bus will be determined by the type, year of the Contract and the cost per day specified for that type of vehicle/bus as listed in the Contractor's bid forms. Under no circumstances is Contractor authorized to charge overtime to the Board.
11. The SWPS may withhold payments for services when SWPS determines, in its sole discretion, that such services do not meet the requirements of this Contract. Payments for such services shall not be made until the Contractor has made corrections which are acceptable to the SWPS.
12. For basic special education transportation, SWPS currently runs fifteen (15) standard out-of-district vehicles and two (2) out-of-district wheelchair vehicles. There are three (3) ride shares. There are currently six (6) support staff provided by the Contractor to fulfill our requirements. For in-district students, we utilize three (3) Type II wheelchair buses and two (2) Type II buses. This is currently what the Contractor runs and is subject to change at any time.
13. In summer 2022, there were thirteen (13) standard out-of-district vehicles and two (2) out-of-district wheelchair vehicles. There were two (2) ride shares. There were six (6) support staff provided by the Contractor to fulfill SWPS requirements. There were three (3) in-district Type II wheelchair buses and two (2) Type II buses. Please refer to the list of current outplacements with regard to an estimate of trip hours. All are subject change at any time.
14. For auditing purposes, Contractor must retain transportation records for a period of three (3) years following contract end date. Records should include:
 - a. Transportation dates and travel times
 - b. Billing information
 - c. Passenger names and pickup detail
 - d. Destination, name and address
 - e. Driver names
 - f. Dated signatures of drivers and supervisor

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15. The bus Contractor will agree to transport school children according to the school calendar in effect for each school year of the contract with the provision that the South Windsor Board of Education reserves the right to change this calendar as conditions may warrant, for each school our students attend. Other public and private schools to which transportation is provided under this contract may operate on days which South Windsor Public Schools are not in session and vice versa. Though public and private school calendars may vary, all schools are currently entitled to service for 182 days per year. Any additional days for which service might be required will be paid for at the per bus/per day rate as set forth in the Contractor's bid.
16. On each school day where there is a limited session or any portion of a day, buses will be ready at the school loading areas to take pupils immediately after the time set for the closing of school.
17. If, during the life of the contract, sufficient increase or decrease in school population occurs, which would require the use of additional or fewer vehicles/buses, SWPS will request the Contractor to supply or reduce the necessary vehicles/buses and drivers. All billing is to be based on rates in existence for the applicable school year, regardless of demand.
18. Drivers are to receive EPI Pen Training as required by the State of Connecticut, at no cost to the District.
19. Drivers are to receive Mandated Reporter Training as required by the State of Connecticut, at no cost to the District.
20. For Medicaid purposes, where SWPS does not have support staff on a vehicle for a qualified Medicaid student, the driver and/or Contractor will be required to complete an Attendance Log for the student(s).

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VEHICLES AND TRAVEL

1. Some vehicles/buses will be required to be wheelchair accessible with lift and a restraint system for both chair and occupant. Contractor will provide pricing both with and without wheelchair access as indicated on the Bid Form. All vehicles/buses must have air conditioning, digital audio/video monitoring systems, and GPS. All Type II buses must have child check mate systems. All camera use and video viewing shall be consistent with the policies and procedures as established by the SWPS.
2. Ages of vehicles/buses utilized shall not exceed eight (8) years at any time during the term of contract. The Contractor shall provide the SWPS at least one week prior to the start of each school year, and updated as necessary, with a list that contains descriptions of each of the vehicles/buses to be used by the Contractor in the performance of its duties under this Contract, including: the year of manufacture, make of the chassis, make of body, seating capacity, and V.I.N.
3. All vehicles/buses shall be painted and designated according to applicable laws and regulations.
4. Telephone contact with the Special Services Department must be made as soon as possible after the occurrence of any emergency, accident, or incident. The bus Contractor will agree to submit detailed written reports to the Special Services Department, within 24-hours of the occurrence of any accident or serious incident involving any of our vehicles/buses while operating for the school district. Driver and bus company responsibilities are outlined in the section entitled "Vehicle and Bus Accident/Incident Procedure, Information Required", attached hereto and incorporated herein.
5. Seat belts are required for all passengers. Harnesses, starseats or car seats, where required will also be provided by the Contractor. Support staff, when required by the SWPS, will be trained as to the proper and safe use of all equipment, by the Contractor.
6. All vehicles/buses must serve the special needs of students, including safety regulations and be in compliance with both State and Federal laws.
7. Vehicles/buses must be maintained in good mechanical order and cleaned prior to each use.
8. Contractor will be responsible for all insurance, fuel, maintenance and cleaning of all vehicles/buses.
9. All vehicles/buses must be equipped with reliable communication methods, such as a two way radio system to dispatch, with a required cell phone as backup.
10. SWPS reserves the right to reject any vehicle/bus from service due to poor mechanical performance, appearance or safety concerns. In such an event, the transportation company shall either repair or replace said vehicle/bus in compliance with fulfilling the requirements of the contract.
11. The Contractor is required to develop safe routes and schedules that require minimum billable time under the constraints established and information provided by SWPS, for out-of-district placements. The SWPS Transportation Office will provide routes for in-district schools and will assist the Contractor when necessary with out-of-district routes.

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VEHICLES AND BUS MAINTENANCE

1. All vehicles/buses will, at all times, be maintained by the Contractor in a clean, suitable and proper mechanical condition. The successful bus Contractor must also be able to show evidence to SWPS satisfaction of having the capacity of providing adequate maintenance and service facilities.
 - a. The Contractor will maintain vehicles/buses according to a planned preventative maintenance program and adhere to state and federal requirements. Evidence of such plan, satisfactory to SWPS, will be presented with the bid.
 - b. The bus Contractor agrees to keep on hand at its garage, substitute mechanical parts which are of such a nature that they may be used at any time to repair the vehicles/buses.
 - c. The Contractor agrees:
 - 1) To use only vehicles/buses which have been carefully maintained and in satisfactory operating condition.
 - 2) To keep vehicles/buses in good working condition at all times.
 - 3) To furnish all necessary maintenance and repairs through the entire period of the contract.
 - 4) The Contractor will assume full responsibility for all repairs to vehicles/buses caused by vandalism or otherwise. The SWPS will cooperate with the Contractor in investigations to identify the perpetrators if such vandalism occurs in the Town of South Windsor.
2. Vehicle/bus inspections must be completed in accordance with Connecticut Department of Motor Vehicle guidelines. SWPS will have the right to request inspection reports at any time it is deemed necessary.
3. At any time during the contract, SWPS or its agent will have the right to inspect the Contractor's maintenance records and to conduct inspections of the Contractor's equipment and personnel by riding as a passenger, or by any other reasonable means, and to make recommendations concerning changes, repairs or additions to the mechanical equipment of the Contractor. It will be the responsibility of the Contractor to carry out these recommendations within the reasonable time period designated by the SWPS.
4. The vehicles/buses will be maintained in first class repair and working order and in clean and sanitary condition. Vehicles/buses will be adequately heated and air conditioned, and will have sufficient power to operate in accordance with the schedule of SWPS under reasonably foreseeable circumstances. The operator will conduct a pre-trip inspection, as required by CT State of Motor Vehicle Requirements, each time the vehicle/bus is put into service.

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DRIVERS AND STAFF

It will be the Contractor's sole duty and responsibility to maintain and administer all phases of the vehicle/bus operation under the terms of the contract.

1. The Contractor will take the highest degree of care in recruiting and selecting drivers. All possible steps in screening should be taken to assure that the children of the school district are being transported by safe responsible drivers. Drivers selected by the Contractor must have a current license in compliance with state law. The expectation is that driver appearance and demeanor is appropriate. SWPS reserves the right to review all personnel and driving records and to reject any proposed driver or other personnel.

In order to ensure a high level of consistency and safety, drivers will be assigned a regular route, except in the cases of an emergency. Each driver must become thoroughly familiar with assigned runs prior to actually transporting students, including at least one practice run making all stops with no passengers on board.

2. The Contractor will file and maintain a list of drivers and substitute drivers and their license numbers. No person may operate a vehicle/bus for SWPS pursuant hereto whose name does not appear on said list, except in cases of bona fide emergency. SWPS authorities reserve the right to approve or disapprove any/all drivers prior to or during employment.
3. The Contractor will employ:
 - A dispatcher who will be stationed at the Contractor's facility during the school days. The dispatcher is not to be a regularly scheduled bus driver; he/she will not drive a vehicle/bus or leave the vicinity during the time school vehicles/buses are in operations, unless an emergency exists, or as necessary to conduct risk management and safety activities.
 - At least one trained and qualified mechanic, who will be stationed at the Contractor's facility during vehicle/bus operating hours and until all vehicles/buses have arrived back at the bus depot.
 - Legally qualified, licensed by the State of Connecticut, and competent school vehicle/bus operators, sufficient in number to ensure the regular and uninterrupted operation of the transportation as required by the routes and schedules.
 - At least one full-time manager or supervisor, who will not be a regular driver.
 - The Contractor must have access to a state of Connecticut Certified Safety Instructor.

The purpose of this section is to ensure that a person, or persons, familiar with South Windsor bus routes and drivers, will be continually available for handling telephone calls and follow-up with

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parents and/or personnel from the school system, and will be available to respond to driver's radio communications.

The dispatcher and/or contract manager, for emergency reasons, will be available by telephone to the Superintendent of Schools, or his or her designee, at least two (2) hours before school opens and one hour (1) after the last student is dropped off.

4. The Contractor and its operators will be required to comply with all federal, state and local laws, rules and regulations, including without limitation, the laws of the State of Connecticut and all regulations/requirements of the State Motor Vehicle Department, Public Utilities Commission, the State Department of Education and the South Windsor Public Schools, which apply to the operation of school vehicles/buses and the transportation of school children. It will be the responsibility of the Contractor to make certain that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies and any other transportation manual they will require, in order for them to carry out all aspects of the positions they were hired for.
5. SWPS reserves the right, acting through the Superintendent of Schools, or his/her designee, to require the immediate removal from providing services under the Contract of any of the Contractor's employees to drive South Windsor school district students at any time for due and sufficient cause. The employee will not thereafter be reinstated to drive for the South Windsor School District without approval of SWPS.

Such due and sufficient cause may include, but is not limited to, the following:

- Failure to inspect the vehicle/bus at the end of every run for sleeping passengers.
- Unsatisfactory performance of the duties of the position including, but not limited to, failure to control the behavior of passengers, failure to drive the routes as designed, making unauthorized stops and improper or unauthorized communication with parents or students.
- Violation of the regulations or policies concerning smoking prohibition, drug-free work place and sexual harassment.
- Issuance of a motor vehicle/bus violation to a driver while operating for the school system. The Contractor will submit in writing to the Director of Finance & Operations, or his/her designee, information concerning a driver's motor vehicle/bus violation not more than twenty-four (24) hours after knowledge of the issuance of a traffic ticket.
- Failure to observe generally accepted rules and practices which apply to the operation of school vehicles/buses and the transportation of school children.

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DRIVERS AND STAFF

- Violation of standards of conduct towards the public, staff, students or other employees of the Board.
 - A situation under which the continued employment of an individual as a bus driver imposes a danger to persons or property, or causes a disruption of the educational process.
 - Inappropriate appearance or demeanor.
 - Conviction of a crime.
6. No one who has been indicted or has charges pending against him or her for a crime of a violent nature, involving drugs or alcohol, or against a child will be permitted to drive a vehicle/bus under this contract until such charges have been dropped or a verdict of “not guilty” has been delivered.
7. The bid submission will include documentation of the school vehicle/bus driver training, student management and safety program. Such documentation shall be provided to SWPS upon reasonable request during the term of the contract. The driver training will be in accordance with the program established by the Connecticut Department of Motor Vehicles. Driver instruction will be administered by a qualified instructor. Bidders shall also submit information on the additional training for drivers transporting special education children. The Contractor agrees to coordinate and participate in a meeting with drivers and school system personnel, at least once per school year, at the Contractor's expense. The Contractor agrees to provide no less than one safety seminar annually with attendance compulsory for all drivers. The Contractor will also be required to hold safety meetings with drivers in accordance with State regulations.
8. The Contractor will be required to institute a continuing program of driver and safety instruction. The Contractor will be required to keep a log on training given to each driver and SWPS reserves the right to inspect such logs and to attend all safety meetings and driver training sessions as observers.
9. The Contractor will be solely responsible for the proper training and qualification of their drivers. The Contractor will indemnify and hold SWPS harmless from any harm, damage or loss, arising from any cause related to actions or inaction by any of its drivers. Each bidder must submit with its bid documentation pertaining to the bidder's personnel procedures used in screening, drug and substance abuse testing (before and during employment), and monitoring and evaluating driver performance. Such documentation shall be provided to SWPS upon reasonable request during the term of the contract.

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DRIVERS AND STAFF

10. Each driver will at all times be in complete charge of the vehicle/bus he/she operates, allowing no misbehavior and insuring that all students keep in their seats. Drivers are able to react to a student's misbehavior in a constructive/appropriate manner. The driver will report to the Contractor and to the school principal or their designee and the Special Services Department, via a Bus Conduct Report in a format approved by the Board, the name of any student whose conduct endangers others. The Contractor will forward the names of all such offenders to the Director of Finance & Operations or their designee. No student will be removed from any bus while in route, except at her/his designated stop. While in route on an authorized trip, only the driver, students designated to be transported on that trip, designated chaperons or monitors, and other persons designated by SWPS, will be aboard any vehicle/bus. A driver requesting permission for their children to ride their vehicle/bus, must be within their company policy guidelines. The children's names and ages are also required and to be kept on file with the Contractor. SWPS has the right to allow/not allow that drivers' children not be permitted to ride in vehicles/buses, in its sole discretion.

The Contractor will, at all times, hold harmless and indemnify, the Town of South Windsor, the Board of Education, and employees and elected officials from and against any and all liability, damages, loss claims, accidents, costs, expenses, including attorney's fees, occasioned by or rising out of the Contractor's transportation of these children.

11. The Contractor shall be fully responsible for the care and supervision of students during their transportation. The transportation of a student shall be deemed to have begun when such student makes physical contact with the vehicle/bus and shall be deemed to have ended when the student has departed the vehicle/bus at a reasonable, safe place.
12. The Contractor shall perform criminal background checks (with fingerprinting) on any driver or monitor, prior to being assigned a route, who provide the services pursuant to the Contract. The Contractor shall also perform, and any drivers and monitors assigned to perform services under the Contract shall submit to, a records check of information maintained on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (the "Registry"). Contactor agrees that all background checks shall comply with Section 10-222c of the Connecticut General Statutes, and Contractor shall immediately notify the SWPS of any findings required to be reported by such law. The Contractor shall also provide the SWPS with a certification of compliance with these requirements in writing.
13. No music generating device (AM/FM radio, CD, iPod or cassette player, etc.) will be played on board any vehicle/bus by the driver while students are on board or while the vehicle/bus is in motion as this could serve to distract the driver or render inaudible sounds which the driver should be able to hear for safety reasons.

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SCHOOL CLOSINGS AND DELAYS

1. Contractor shall agree to transport students according to the school calendar in effect for each of the placement institutions or schools, with the provision that each of those agencies reserves the right to change the calendar as conditions may warrant.
2. During inclement weather, the following procedure is used to alter transportation schedules or cancel transportation service. If there are any deviations to the procedure below the Contractor will be notified directly by the Special Services Department.
 - a. When SWPS is closed, no students will be transported to programs.
 - b. When SWPS is delayed, students will also be delayed for their out-of-district programs.
 - c. When SWPS has an early dismissal due to inclement weather, students will be picked up at their locations early, according to the facilities early release schedule.
3. If the out-of-district program cancels school, delays opening or closes early, it is their responsibility to notify the Contractor directly. If a student will not be attending school due to illness or other circumstances, it is the responsibility of the parent to notify the Contractor directly.

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OTHER PROVISIONS

1. The Contractor shall not assign or otherwise dispose of their right, title or interest, or their power to execute such contract to any other person, firm or corporation.
2. If at any time the Contractor does not provide the required number of vehicles/buses or drivers or fails to provide a vehicle/bus on time or fails to deliver or pick up students on time, SWPS may deduct from the monthly payment the current daily price of the vehicle/bus if the Contractor fails to conduct a scheduled run/route.
3. All items in these bid specifications and agreed to by the acceptance of the Contractor's bid are considered incorporated into a contract as if fully set forth therein.
4. Failure to adhere to and comply with the conditions of the bid and the contract will subject the contract to cancellation.
5. In the event of termination as a result of breach by the transportation company, no further payment under the contract shall be required. In the event of cancellation of the contract and the necessity to bid or otherwise negotiate a new contract for transportation service with another company, the original company will be responsible for indemnifying the South Windsor Board of Education for costs incurred in obtaining a new contract, and additional costs associated with such.
6. Expectations: South Windsor Public Schools has high expectations for student transportation services. Below is a partial list of the criteria the SWPS expects the Contractor to meet at all times in fulfilling this Agreement.
 - a. To promptly pick-up children and return them home safely
 - b. To get children to school on time
 - c. To provide highly skilled and courteous drivers
 - d. To work continuously to maintain and improve an enviable safety record
 - e. To keep vehicles/buses in excellent mechanical condition
 - f. To work in an effective and professional manner
 - g. To work with the school administration and parents to maintain the best possible community relations
7. The Contractor will at all times comply with all federal, state, regional and local laws, regulations, rules, policies, standards and ordinances in force for public school transportation and motor vehicle/bus operations.
8. South Windsor Public Schools reserves the right to immediately terminate this agreement or any other agreement with the Contractor if any of the conditions listed below exist. This list is not all-inclusive.
 - a. The Contractor is unable or refuses to fulfill the terms and conditions of the Agreement, including failing to comply with agreed-upon schedules.

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OTHER PROVISIONS

- b. The Contractor repeatedly breaches the terms and conditions of the Agreement, including failing to comply with agreed-upon schedules.
 - c. The Contractor is unable to maintain safe vehicles/buses and/or transportation services to the students in need.
 - d. The Contractor fails repeatedly to meet the school schedule and/or consistently fails to pick-up students.
 - e. The Contractor becomes insolvent, makes an assignment for the benefit of creditors or is undergoing a voluntary or involuntary petition for bankruptcy.
 - f. The Contractor subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under this Agreement other than as provided in this Agreement.
 - g. The Contractor fails to maintain the required insurance or performance bond.
 - h. The right to terminate shall be in addition to any other rights the SWPS may have.
9. The Contractor, as well as the SWPS, will investigate all complaints, keep a log of such complaints and will report the action taken to the Director of Finance & Operations or their designee within twenty-four (24) hours, with said report to be confirmed promptly in writing. A copy of the annual log will be forwarded to the Transportation Office by June 30th of each contract year for disbursement to the Commissioner, Department of Motor Vehicles.
10. The Contractor will be required to sign the district's student data privacy agreement.
11. The SWPS is a "public agency" for purposes of the Connecticut Freedom of Information Act ("FOIA"). The SWPS is entitled to receive a copy of records and files related to the performance of the transportation services, and such records and files are subject to FOIA and may be disclosed by the SWPS pursuant to FOIA.
12. The Contractor shall not be held or deemed in any way to be the agent or employee of the SWPS. It is the intention of the parties that the Contractor shall be and is to be considered an independent Contractor.
13. Miscellaneous
- a. If any provision of this Contract is subsequently found to be illegal or invalid, all unlawful provisions shall be deemed stricken from this Contract and shall be of no effect and the remaining provisions shall not be affected thereby and shall remain in full force and effect.
 - b. This Contract and all Exhibits attached hereto constitutes the full and complete agreement of the parties hereto and shall be binding upon their respective permitted successors and assigns.
 - c. This Contract shall be governed by, and construed and enforced in accordance with, the laws of the State of Connecticut.

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OTHER PROVISIONS

- d. Notices, requests, demands and documents required or desired to be given hereunder shall be in writing and delivered (i) personally (ii) by a nationally recognized overnight delivery service or (iii) by deposit into the United States mail, postage prepaid, certified or registered mail, addressed to the party at the following addresses or at such other address as notice thereof may have been given pursuant hereto:

To SWPS:

South Windsor Public Schools
Director of Finance & Operations
1737 Main Street, Room 203
South Windsor, CT 06074

To Contractor:

- e. No failure by SWPS to insist upon the strict performance of any agreement, term, covenant or condition hereof, or to exercise any right or remedy consequent upon a default thereof, shall constitute a waiver of such default and shall not be deemed to be a waiver of a subsequent default of such term, covenant or condition.

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INSURANCE AND BONDING

To the fullest extent permitted by law, the Contractor will, at all times, defend, hold harmless and indemnify, the Town of South Windsor, SWPS, and their respective employees and elected officials from and against any and all liability, damages, loss claims, accidents, costs, expenses, including attorney's fees, occasioned by or rising out of the Contractor's operations, activities or omissions, or those of its employees and agents in furnishing the services provided herein or a default in the performance of the Contractor's obligations under the Contract. This provision shall survive the termination of the Contract.

The Contractor will maintain in full force and effect during the term of the contract, a policy or policies of insurance covering the Contractor and all vehicles/buses owned, maintained, used, leased and hired by the Contractor. Such policy shall name the Town of South Windsor and SWPS, and their agents and employees and each registered driver, as additional insureds. Such policy shall be primary and noncontributory to any valid and collectible insurance carried separately by the Town or SWPS. Such policy shall cover liability for personal injury and property damage or loss of use thereof resulting from the ownership, maintenance, or use of any such vehicle/bus by the Contractor, its agents or employees. Such policy shall also cover intentional driver actions or misconduct, sexual abuse, harassment and molestation. Contractor's insurance policies shall be written on an occurrence basis and shall specifically insure against the contractual liability the Contractor assumed under the contract, including, without limitation, the Contractor's obligation to indemnify the Town and the Board. Contractor's insurance policies shall provide for not less than 30 days prior written notice to the Board by registered or certified mail of any cancellation, restrictive amendment, non-renewal or change in coverage. The minimum policy limit will be \$10,000,000 for personal injury, death or property damage.

In addition to the foregoing, at all times during the life of the contract, the Contractor will maintain, in full force and effect, comprehensive general liability, completed operations, and comprehensive automobile liability insurance written by a company or companies licensed to do business in the State of Connecticut, such policy or policies to be approved by SWPS. The policy or policies will provide that the Contractor and SWPS are jointly and severally insured against risks and claims arising out of the maintenance and/or operation of the vehicles/buses dealing with transportation of pupils of South Windsor. SWPS reserves the right to make direct inquiry to the insurer or surety for information relative to such insurance, and the Contractor will agree to assist, if necessary, in obtaining such information.

Such insurance, together with any deductible or self-insured retention contained therein, is subject to the approval of SWPS and a copy of each policy shall remain in SWPS possession.

The Contractor will maintain, throughout the life of the contract, workers' compensation insurance, in accordance with the statutory requirements of the State of Connecticut. The policy is to include all-states coverage.

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INSURANCE AND BONDING

Bidders must furnish a letter from an insurance company legally authorized to act within the State of Connecticut indicating that the bidder is insurable to the extent required by these specifications. This letter must accompany the bid proposal along with proof that it can obtain a performance bond in the required amount.

The Contractor shall furnish a copy of each insurance policy, including declaration page(s) of said policies, in force on or before each school year during the Term. The Contractor shall also furnish a copy of a duly executed performance bond on or before each school year during the Term. The Contractor shall provide a copy of any new policy or bond fifteen (15) days before expiration of the existing policy or bond in effect. SWPS' receipt of copies of any insurance policy or bond pursuant to this paragraph shall be a condition precedent to the SWPS' obligation to pay Contractor.

The Contractor shall furnish to the Board a Surety Performance Bond ("Performance Bond") with an option to renew each succeeding year of the Contract in a form satisfactory to the Board assuring the faithful performance of the Contract. The Bond shall be equal to a twenty-five percent (25%) of each year's estimated Contract price as reviewed and agreed upon by the Board, and shall be continued for the life of the Contract in amounts equal to a twenty-five percent (25%) of each year's estimated Contract price as reviewed and agreed upon by the Board. The Contractor must send such Performance Bond to the Board prior to August 1 of each school year. Each such Performance Bond shall be furnished by a surety company acceptable to the Board and licensed or authorized to do business in Connecticut. Should the Contract price for any year increase during the year, the Board may require the Contractor to provide a Performance Bond for the increase in the Contract price for the remainder of the school year. Nothing herein will be construed as limiting the liability of the Contractor to the amount of the Performance Bond.

WAIVER OF SUBROGATION: The Contractor/insured shall require all insurance policies in any way related to the transportation services or this contract and secured and maintained by the Contractor/insured to include clauses waiving all rights of recovery, under subrogation or otherwise, against the Town and the Board, and their respective agents, officers, and employees.

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VEHICLE AND BUS ACCIDENT/INCIDENT PROCEDURE

- a. Contractor/ Driver Contacts Police Department Immediately
- b. Contractor Contacts Appropriate School and Special Services Department
 - Are there students on board the vehicle/bus?
 - How many students are on board the vehicle/bus?
 - Are there any injuries?
 - How many students, if any, are hurt? Please provide names.
 - Where did the accident occur? Please provide street, location.
 - What is the vehicle/bus number?
 - What other vehicles/buses are involved?
 - Where is the school vehicle/bus scheduled to be? Where are they going?
 - Is there damage to the vehicle/bus, other vehicles/buses or other property?
- c. Police Report
 - Within 24 hours, Contractor will contact the Police Department of where the accident occurred to obtain a copy of the police report.
 - Contractor will provide the SWPS Transportation Office with a copy of the police report.

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BID FORM

ALL BIDS MUST BE ON BID FORMS
(Please provide one paper copy, as well as in electronic format)

CONTRACTOR NAME: _____

STREET ADDRESS: _____

TELEPHONE NUMBER: _____

The undersigned, having carefully examined the bid documents and being familiar with the transportation conditions under which the work is to be performed, hereby offers and agrees as follows:

TO PROVIDE ALL LABOR, FUEL, MATERIALS, EQUIPMENT, TRAINING AND ALL ELSE NECESSARY TO PROPERLY COMPLETE THE WORK IN ACCORDANCE WITH THE BID SPECIFICATIONS FOR THE FURNISHING OF TRANSPORTATION OF THE SPECIAL NEEDS STUDENTS OF THE SOUTH WINDSOR PUBLIC SCHOOLS.

The bidder is required to state the cost of service as a flat daily rate (per vehicle/bus) for both in-district and out-of-district routes, as indicated on the Out-Of-District Transportation Bid Form and the In-District Transportation Bid Form. Pricing is also required in these bid forms for accompanying support service under “Support Staff Pricing”. Transportation for all extra-curricular activities, such as field trips, will be a flat hourly rate as shown on the Hourly Rate Bid Form. Please see the enclosed Bid Forms for completion.

If there is a cost difference for out-of-state transportation, prices must be submitted as part of this bid.

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OUT-OF-DISTRICT TRANSPORTATION BID FORM

The Bidder is required to state the cost of service as noted for all five (5) years. Transportation service includes pick-up of students at their homes (or at times a central location), travel to the school/center (in state and out-of-state) and returning students back to their homes/drop-offs. Contractor will supply responsible support staff that may be requested by the SWPS to aid in the safe transportation of students to and from educational institutions. This bid form is also applicable to out-of-district summer school transportation.

| Minivan-SUV (Up to 6 Passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van (10 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van (8 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van - 1 WC Station (+4 additional passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|--|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Type II Bus (10 seats/min 20 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Type II Bus - 2 WC Stations (+6 seats/min 12 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Support Staff Pricing | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

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IN-DISTRICT TRANSPORTATION BID FORM

The Bidder is **required** to state the cost of service as noted for all five (5) years. Basic transportation service includes pick-up of students at their homes (or at times a central location), travel to the school/center and returning students back to their homes/drop-offs. Contractor will supply responsible support staff that may be requested by the SWPS to aid in the safe transportation of students to and from educational institutions.

| Minivan-SUV (Up to 6 Passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van (10 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van (8 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Van - 1 WC Station (+4 additional passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|--|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Type II Bus (10 seats/min 20 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Type II Bus - 2 WC Stations (+6 seats/min 12 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Type II Bus - 3 WC Stations (+2 seats/min 4 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|--|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

| Support Staff Pricing | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |
| Price Per Day (Shared Runs) | \$ | \$ | \$ | \$ | \$ |

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HOURLY RATE BID FORM

Services required beyond the basic transportation services “additional transportation”, whether in-district or out-of-district, will be billed at an hourly rate and will include the following:

- a. Mid-day preschool outreach program (POP) routes
- b. In-district summer school transportation
- c. Field/activity trips
- d. Any service in addition to the regular day-to-day program

The bidder is required to state the cost of service on a per-hour basis for all five (5) years.

| Minivan-SUV (Up to 6 Passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Van (10 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Van (8 Passenger) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Van - 1 WC Station (+4 additional passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|--|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Type II Bus (10 seats/min 20 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Type II Bus - 2 WC Stations (+6 seats/min 12 passengers) | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|---|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

| Support Staff Pricing | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 |
|------------------------------|----------------|----------------|----------------|----------------|----------------|
| Price Per Day | \$ | \$ | \$ | \$ | \$ |

**The Additional Transportation Services shall be compensated on the basis of the hourly cost-per-vehicle/bus rates set forth above. There shall be a one (1) hour minimum, and all time in excess of one (1) hour shall be billed in fifteen (15) minute increments (the above hourly rate divided by 4 for a 15 minute increment). Billing hours are defined as from the time of the first student pickup to the last student drop-off at the school and from the time of departure from the school to the time of the last student drop-off on homeward trips. On school to school trips, hours will be based on pickup at school to drop-off at school.

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CERTIFICATION

I hereby certify, as an officer of _____, that as the Bidder under these bid documents, all of the information and material supplied to the Board as required by these bid documents are complete and true. I, as an officer of _____, understand that all of the terms and conditions of these Bid Documents shall be included in the Contract executed with the Board, if awarded the Contract.

I as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead the Board is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Bid or the immediate termination of the Contract.

BID SUBMITTED BY

Company Name: _____

Print Name: _____

Title: _____

Signature: _____

Date Signed: _____

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REFERENCE CHECK

Please provide three (3) references:

| REFERENCE #1 | |
|------------------|--|
| Company Name | |
| Contact Person | |
| Telephone Number | |
| Contract Period | |

| REFERENCE #2 | |
|------------------|--|
| Company Name | |
| Contact Person | |
| Telephone Number | |
| Contract Period | |

| REFERENCE #3 | |
|------------------|--|
| Company Name | |
| Contact Person | |
| Telephone Number | |
| Contract Period | |

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AFFIRMATIVE ACTION

SOUTH WINDSOR PUBLIC SCHOOLS
1737 Main Street
South Windsor, CT 06074

TO: All Contractors
FROM: Chris M. Chemerka, Director of Finance & Operations
SUBJECT: Affirmative Action

The South Windsor Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy with your bid response.

STATEMENT OF POLICY

It is the employment policy of _____ that there will be no discrimination against anyone on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification in employment decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination.

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Name/Title of Company Officer (Print): _____

Street Address: _____

City/State/Zip: _____

Telephone #: _____

Signature of Company Officer: _____

Date Signed: _____

ATTACHMENT A

(CURRENT RUNS)

| Students | Vehicles Used | Outplacement School | Start | Dismissal | Summer Program | Transportation Notes | Additional Notes |
|----------|------------------|------------------------------|------------|-----------|----------------|------------------------------------|--------------------------------|
| 1 | 1 Van | Ben Bronz | 8:15 a.m. | 3:00 p.m. | 7/5-7/29 | | Friday Dismissal 2:00 p.m. |
| 1 | 1 Van | CREC GHEMS Magnet | 8:40 a.m. | 3:15 p.m. | | Morning Only | |
| 2 | 1 Van | CREC Polaris | 8:00 a.m. | 2:00 p.m. | 7/5-7/29 | | Wednesday Dismissal 12:30 p.m. |
| 1 | 1 Van | CREC Riverstreet School -240 | 8:30 a.m. | 5:00 p.m. | 7/1-8/12 | SOLO RIDER & Monitor | Wednesday Dismissal 1:00 p.m. |
| 1 | 1 Van | CREC Riverstreet School -240 | 8:15 a.m. | 2:35 p.m. | 7/1-8/12 | SOLO RIDER & Monitor | Wednesday Dismissal 1:00 p.m. |
| 2 | 1 Van | CREC RSS-Birken Campus -240 | 8:30 a.m. | 2:30 p.m. | 6/27-9/1 | 1 Booster seat & Monitor | Wednesday Dismissal 1:00 p.m. |
| 1 | 1 Van | FVTA | 8:30 a.m. | 2:30 p.m. | | | |
| 1 | Ride Share - Van | Grace S. Webb School | 8:15 a.m. | 2:20 p.m. | 7/5-7/29 | | |
| 1 | 1 Van | Grace S. Webb School | 11:20 a.m. | 2:20 p.m. | 7/5-7/29 | | Thursday 10:45 - 1:00 |
| 2 | 1 Van | LINKS Academy | 8:15 a.m. | 2:50 p.m. | 7/5-8/4 | | Wednesday Dismissal 1:30 p.m. |
| 1 | 1 Van | Meliora Academy | 8:30 a.m. | 4:30 p.m. | 7/5-8/19 | Harness | |
| 1 | Ride Share - Van | MMH | 8:15 a.m. | 2:15 p.m. | 7/5-8/12 | | |
| 1 | 1 Van | Oak Hill School - Bristol | 8:30 a.m. | 2:30 p.m. | 249 days | SOLO Rider & Monitor | |
| 1 | 1 Van | Oak Hill School - Hartford | 8:30 a.m. | 2:30 p.m. | 249 days | Harness | |
| 1 | 1 Van | Oak Hill School - Plainville | 8:30 a.m. | 2:30 p.m. | 249 days | SOLO Rider | |
| 4 | 1 Van | Solterra | 8:00 a.m. | 2:30 p.m. | 7/5-8/5 | 1 Booster seat & Monitor | Thursday Dismissal 1:00 p.m. |
| 1 | 1 WC Van | The Gengras Center | 8:45 a.m. | 2:50 p.m. | 7/10-8/9 | SOLO RIDER & Monitor from district | Wednesday Dismissal 1:00 p.m. |
| 3 | 1 WC Van | The Gengras Center | 8:45 a.m. | 2:50 p.m. | 7/10-8/9 | 1 Harness & Nurse from distirct | Wednesday Dismissal 1:00 p.m. |
| 1 | 1 Van | The Learning Clinic | 8:10 a.m. | 4:00 p.m. | 6/20-8/19 | | |
| 2 | Ride Share - Van | White Oak School | 8:30 a.m. | 3:30 p.m. | 7/2-8/3 | | |

| Student Count | Vehicles Used | In-District School | Start | Dismissal | Summer Program | Transportation Notes | Additional Notes |
|---------------|------------------|--------------------------|-----------|-----------|----------------|-----------------------------|------------------|
| 3 & 4 | 1 Type II WC Bus | High School & Eli Terry | 7:25 a.m. | 3:20 p.m. | 7/10-8/3 | Nurse support from district | |
| 4 & 5 | 1 Type II WC Bus | High School & Eli Terry | 7:25 a.m. | 3:20 p.m. | 7/10-8/3 | Para support from district | |
| 6 & 5 | 1 Type II WC Bus | PWYAA, 91 Ayers Rd & POP | 9:00 a.m. | 3:40 p.m. | 7/10-8/3 | Para support from district | |
| 6 & 5 | 1 Type II Bus | PWYAA, 91 Ayers Rd & POP | 9:00 a.m. | 3:40 p.m. | 7/10-8/3 | Para support from district | |
| 16 & 6 | 1 Type II Bus | Middle School & POP | 7:45 a.m. | 3:40 p.m. | 7/10-8/3 | | |

| Summary | |
|--------------------|-----------------|
| 15 Vehicles | Out-of-District |
| 2 WC Vans | Out-of-District |
| 3 Ride Share Vans | Out-of-District |
| 3 Type II WC Buses | In-District |
| 2 Type II Buses | In-District |