

KITTERY SCHOOL DISTRICT

– SPECIFICATIONS –
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS

January 2, 2018

Due to the length of this specification, the following brief index is provided:

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General Instructions and Requirements

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200 Rogers Road
Kittery, ME 03904

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INQUIRIES: The Kittery School District reserves the right to discuss bids with each transportation contractor to clarify any ambiguous points. Written questions from bidders on this bid package should be addressed to the person and address given above. Written answers to these questions will be supplied to all bidders. No written questions will be accepted four (4) working days prior to the bid opening.

DUE DATE: All bids should be submitted on the bid form provided by 12:00 PM, Friday, February 2, 2018 to the Kittery School District. Bid envelopes should be clearly marked "Student Transportation Bid – Not to be opened until February 2, 2018". Public bid opening will be held at this time and date at this location. Any bids received after this time will be returned unopened to the sender.

CONTRACT TERM: The contract term for student transportation services will be effective July 1, 2018. Actual transportation services will begin in August-September of each year and run through June of the following year. The contract will be awarded for either a) a three (3) year period or b) a five (5) year period at the sole option and discretion of the School Committee. Should the School Committee select the three (3) year contract term; at the end of this three (3) year term, the transportation contractor may have the option to renew for a two (2) year extension contingent upon successful negotiations with the Kittery School Committee.

BID INSTRUCTIONS: All bids must be submitted on the bid form supplied with these bid specifications. No other bid format will be accepted.

Bids shall be based upon a daily rate based on regular routes as designated in Section 7. Mileages noted in these specifications are approximate only and are believed to be correct. The School Committee assumes no responsibility for accuracy or errors resulting from their estimates. Separate bids for individual routes will **not** be accepted.

Bidders must provide with submissions of this bid an accident report prepared by the Insurance Carrier and submitted to the Office of the Superintendent of Schools.

The competency, responsibility, experience, reputation and financial standing of the bidders will be considered in making the award. The Kittery School Committee reserves the right at its sole discretion to reject any or all bids, wholly or in part, to waive any informality or irregularity in any bid, to accept any bid in part or in whole even if that bid is not the lowest, to call for re-bids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Kittery School District's

interest.

The successful bidder to whom the award is made shall enter into a written contract with the Kittery School District. This contract shall incorporate the requirements and provisions of these bid specifications.

A bidder filing a proposal thereby certifies that no member of the School Committee, no agent, nor any employee of the School District has a monetary interest in the bid; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work; and that the bidder is competing solely on his/her behalf without connection with, or obligation to, any undisclosed person or firm.

Except where specifically limited by this contract, the bid price shall be construed to cover all costs incurred by the bidder to perform the work required by the contract.

Nothing in this bid shall preclude the Kittery School District from using its own vehicles for transportation purposes if the District, by its Superintendent, determines that it is advisable to do so.

The School Committee reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the Owner (Contractor) to assure service throughout the term of the contract.

Assignment or subletting of the Contract, or work, or assignment of money due or to become due shall **not** be made without the written consent of the Superintendent of Schools.

The mileage figures given in these specifications are approximations only and are believed to be correct. The School Committee, however, assumes no responsibility for their accuracy or for errors resulting from their use.

The Superintendent of Schools shall have the exclusive right to make such revisions in the number of buses and in the number of routes required including increasing and decreasing the mileage of each per day route required to best suit the needs of the District at any time before or during the duration of the contract. Such revisions shall be deemed an ordinary part of this contract. Additional buses and routes shall be added to the contract and all provisions of the contract shall apply to the additional buses and routes. In addition, the Contractor shall, during the period of agreement, provide transportation for all students or other authorized personnel as may be required by the Kittery School District for field trips and excursions, or other purposes designated by the Superintendent, with compensation for such revisions as has been stipulated in the bid form.

To qualify to bid, bidders must have been in the school transportation business for a minimum five (5) year contiguous period and have experience with one or more bus contracts with a minimum of ten (10) operating buses.

The Superintendent of Schools shall have complete authority over the Contractor and drivers in all matters pertaining to school transportation, except where specifically limited by the terms of this contract. In this regard, the Superintendent of Schools may at his/her discretion audit the Contractor's performance at unspecified intervals to determine compliance with all aspects of the contract.

Should the Contractor fail to comply with any of the terms or conditions set forth in this agreement, or should the School Committee, in its sole discretion, determine that the Contractor is unfit, unqualified, or unable to perform all of the transportation needs of the District under the Contract, then and in the event upon fourteen (14) days written notice to the Contractor, the Agreement may be terminated and the School District may seek any other relief to which it may be entitled.

Award of a contract by the School Committee is subject to final one-time approval by the Maine Department of Education and is also contingent upon the annual availability of local and State funding.

No bid shall be withdrawn for a period of sixty (60) days from the date of submission.

In addition to any other rights the Kittery School Committee may have, the Kittery School Committee shall have the right to terminate this contract upon the dissolution, termination of existence, insolvency, assignment for the benefit of creditors, or the commencement by or against the contractor of any proceeding in or for bankruptcy, receivership, reorganization, insolvency, or dissolution.

Upon termination of this contract, the Kittery School Committee may, in addition to any other rights it might have, employ another contractor to complete the terms of this agreement, and hold the Contractor herein responsible for any extra or added expense, loans, or damages suffered by the Kittery School Committee.

The Contractor shall agree to indemnify the Kittery School Committee for any loss that it may sustain from any cause arising out of the performance or lack of performance of this agreement by the Contractor.

The contract may be amended by mutual agreement of both parties.

Section 1 – Contractor Responsibilities– General

- 1-1 The Contractor shall be paid on a monthly basis commencing with the first pay warrant in September (other payment arrangements may be negotiated).
- 1-2 The Contractor shall be expected to make provision for spare equipment as shall be necessary to provide for the delivery of services stipulated in this contract. There should be at least three (3) spare buses available for use by the Contractor with respect to this contract.
- 1-3 The Contractor shall ensure that drivers are properly licensed, have met all safety regulations including a criminal background check annually and fingerprinting as required by Maine state law. The Contractor will provide any training necessary to meet existing statutes and any laws or regulations in force during the life of this contract.
- 1-4 The Contractor shall allow school buses to be operated only by trained and competent drivers who hold valid licenses for the operation of school buses in the State of Maine.
- 1-5 The Contractor shall prepare a bus transportation schedule including routes, scheduling and student pickup lists based on existing routes. A copy of the present document is available for examination by bidders. The format is to remain essentially the same and is to be presented to the Superintendent of Schools no later than August 1st of each school year. Final determination of schedules and routes shall be vested solely in the Kittery School Committee. Consideration in preparing the schedule must be given to time of pickup, time of arrival at school, number of children on the bus, length of time on the bus, State and federal law, and school policies.
- 1-6 During the entire term of this agreement, the Contractor shall comply in every respect with all laws, rules and regulations of Maine affecting or regulating the transportation of children, including but not limited to rules and regulations promulgated by the State Department of Education.
- 1-7 The responsibility for hiring and discharging personnel with respect to the foregoing shall be that of the Contractor subject to approval of the Superintendent of Schools. It is expressly agreed that all bus drivers referred to herein are employees of the Contractor and are not employees of the Kittery School District.
- 1-8 The Contractor agrees that it shall not enter into an agreement or arrangement with any employee, person or group or organization that shall in any way interfere with the Contractor's ability to comply with this Agreement. The Contractor further agrees that the Superintendent of Schools shall have the right to demand dismissal from the Contractor's employ any person who in the Superintendent's opinion is not qualified or is unfit to act as a school bus driver under this

Agreement.

- 1-9 The Contractor shall not assign or subcontract, or in any way transfer any interest in this contract without prior consent of the School Committee.
- 1-10 The Contractor shall have a telephone connection through which the School District office may make immediate contact with the Owner or his/her agent at any time during the regular school year. The Owner or his/her agent shall be available to appear for conferences with the School Committee as necessary and requested at the Contractor's expense.
- 1-11 If for any reason a bus cannot be operated on any school day, the Contractor shall provide suitable transportation without additional charge.
- 1-12 The Contractor is and shall in all events be an independent contractor. Nothing contained herein and no action taken by a Contractor under this contract shall be construed as constituting a contract with an employee or representative of the Kittery School District for any purpose whatsoever.

Section 2 – Contractor Responsibilities –Vehicles

- 2-1 All buses to be used in fulfilling the terms of this contract shall conform to the regulations of the Registry of Motor Vehicles, and the requirements of statutes and such other regulatory agencies as may pertain at all times during the life of the contract.
- 2-2 The Contractor shall keep all equipment used in the transportation of students in good mechanical order at all times to pass the State School Bus Inspection. Said buses shall be kept clean and in sanitary condition and open to examination by the District and its Officers at unspecified times.
- 2-3 Written reports of conditions of buses as determined at the time of State inspection shall be presented to the Superintendent of Schools no later than ten (10) working days following the date of inspection.
- 2-4 The bus fleet used to fulfill the terms of this agreement for Special Education bus routes must meet or exceed all current Federal Standards pertaining to occupant protection for special needs students on school buses.
- 2-5 No bus used under this contract may be more than six (6) years old. All vehicles shall be equipped with two-way radios. These radios shall be programmed for the school bus frequency. A base station for the school bus radios shall be operated by the Contractor. All vehicles shall be equipped with GPS monitoring devices.
- 2-6 All vehicles used for regular runs, special education runs, runs for special activities, athletic events and field trips are also to be equipped with onboard video recording equipment.
- 2-7 The Contractor shall operate school buses in such manner and at such speeds as to insure a high degree of safety for the pupils, and shall comply with all State and local laws regarding operation.
- 2-8 Bus numbers shall appear on all four sides of the bus – the front, the rear, the right side, and the left side. The bus number on each of the four sides of each bus shall be no less than six (6) inches in height.
- 2-9 All buses shall display “Kittery School District” on two sides of the bus – the right side and the left side.
- 2-10 The Contractor shall permit no advertisements, stickers, or posters of any kind to be attached to or displayed in any bus used for the transportation of school children.

- 2-11 No retread tires will be allowed on the front wheels of any bus. Snow tires or all-season tires will be required on all buses during the winter months (October 1st to April 30th).
- 2-12 The contractor shall provide buses each with a capacity of seventy-seven (77) passengers for regular transportation routes. In addition, the Contractor will provide three (3) additional buses of the same capacity to be used for field trips and athletic events. Buses used for student activities shall be equipped to ensure the safe transportation of student activity equipment and/or supplies.
- 2-13 The Contractor shall provide one (1) bus each for the transportation of special needs students.
- 2-14 During the duration of this contract, if anticipated due to enrollment increases, additional bus(es) may be required. If necessary, due to enrollment increases, the Kittery School Committee may authorize the addition of buses to the contract. The compensation paid by the Kittery School Committee to the Contractor for these buses would be based upon the per bus bid by the Contractor for the affected year(s).
- 2-15 All vehicles used under this contract must meet all State of Maine and federal construction specifications and safety requirements for special needs students.
- 2-16 All vehicles must be inspected daily before starting out. Daily inspection will include but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained and made available to the Kittery School Committee upon request.
- 2-17 A regular schedule for servicing all vehicles shall be maintained and shall include but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, management operational labor, etc., shall be the responsibility of the Contractor.

Section 3 –Contractor Responsibilities – Drivers

- 3-1 The Contractor shall designate an individual to serve as a liaison between the Contractor and the Kittery School District. This person may or may not be a driver.
- 3-2 The successful bidder shall file for approval of the Superintendent of Schools, by August 1st of each year, the names, addresses, and telephone numbers of all bus drivers who are to operate buses each year this contract is in effect.
- 3-3 All persons assigned as regular or substitute drivers must be approved by the Superintendent of Schools by August 15th of each school year. In the event that other drivers or substitutes are hired during the year, notice must be given to the Superintendent of Schools three (3) days prior to the commencement of work by the bus driver to permit approval of the Superintendent. Once a substitute driver has been approved by the Superintendent, the approval shall be effective for the duration of the school year unless otherwise revoked by the Superintendent of Schools.
- 3-4 A driver shall not be approved by the Superintendent unless (a) he/she meets the requirements as specified in Title 29, Sections 2012 and 2013 of the Laws of the State of Maine; (b) past performance is satisfactory as indicated by a Driver Record Report; (c) the Superintendent of Schools is satisfied that the driver has the necessary overall character and fitness for the responsibility.
- 3-5 In compliance with State of Maine law, all drivers must undergo a criminal record check including fingerprinting. The fingerprinting will be provided through the Contractor at no cost to the Kittery School District.
- 3-6 In compliance with State of Maine and federal regulations, drivers shall receive physical examinations annually (cost borne by Contractor) and documentation of the examinations shall be presented to the Superintendent of Schools prior to September 1st of each year, all at no cost to the District. If the Superintendent of Schools is not satisfied as to the medical opinion, he/she may request that the driver in question be examined by a doctor selected by the Superintendent of Schools. In such case, the District shall pay for the second physical examination.
- 3-7 Drivers shall remain in their respective buses at all times while on school property except in cases of emergency. Drivers shall remain in the immediate vicinity of their buses during the waiting period for all athletic events and field trips.
- 3-8 Written permission of the Superintendent of Schools shall be required to carry in school buses any persons other than Kittery students, school officials, teachers, or chaperones.

- 3-9 Drivers shall report all cases of student misbehavior on buses and shall handle all disciplinary matters in strict accordance with District policy.
- 3-10 Drivers shall complete mileage and time slips after every athletic event and field trip.
- 3-11 The Contractor shall conduct random drug and alcohol testing for all drivers.
- 3-12 Drivers shall be clean and neat in appearance at all times.
- 3-13 Drivers shall not smoke, use tobacco, or carry a lit cigar, cigarette, or pipe, when operating a bus or on school grounds.
- 3-14 Operators are to remain on the bus at all times when children are aboard unless properly relieved.
- 3-15 Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride the bus or to remove him/her from the bus.
- 3-16 All drivers must complete training in defensive driving, behavior management, school and bus evacuation, District transportation policies and procedures, student discipline, and student disability awareness.
- 3-17 The Contractor shall administer a satisfactory safety program for Contractor personnel and students being transported to include in – class safety programs at the elementary level and evacuation procedures for all students. Said programs shall include, but shall not be limited to, regularly scheduled safety meetings for the Contractor’s personnel.

Section 4 –Contractor Responsibility – Insurance

- 4-1 The Contractor shall have in force for each school year not less than \$1,000,000/\$1,000,000 per occurrence property damage and personal liability insurance, property insurance of \$100,000 per occurrence medical payments of \$10,000/\$25,000 per occurrence, non-owner and hired insurance and such insurance as will protect the Kittery School District and its School Committee, and the successful bidder, from claims or damages because of bodily injury, including death, and for claims for damages to property, any or all of which may arise out of, or result from, the successful bidder's operations under this contract, shall be supplied by the Contractor. A certificate of such public liability insurance must be filed with the Kittery School Committee prior to commencing service under the contract and prior to July 1st for each succeeding year of the contract period. Such certificate(s) shall assure that the Kittery School District and the Kittery School Committee are named in the insurance policies as co-insureds and shall guarantee thirty- (30) days notice to the School Committee of termination of the insurance.
- 4-2 Worker's Compensation coverage shall be provided by the Contractor for all of the Contractor's employees, and evidence of said coverage shall be filed with the Superintendent of Schools not later than thirty (30) days before each contract year begins.
- 4-3 All bidders will submit with their bids evidence from an insurance or surety company, licensed to do business in the State of Maine, and that it will provide the bidder with a performance bond in the amount required herein if the bidder is successful.
- 4-4 A performance bond in the total estimated amount of the annual contract may be required before a contract is signed. If required, the Contractor shall procure and maintain in force a performance bond from an insurance or surety company licensed to do business in the State of Maine for the benefit of the Kittery School District conditioned upon the faithful performance of the terms of the contract, in an amount equal to one hundred (100) percent of the estimated first year's contract and one hundred (100) percent for each succeeding year of the contract.

Section 5 – Contractor Responsibility –Business Interruption & Protection

- 5-1 If unforeseen circumstance, such as weather, causes cancellation of school and eliminates the need for transportation services, and if the Contractor is notified of such cancellation in a timely manner, there shall be no payment to the Contractor for the canceled day.
- 5-2 If unforeseen circumstance causes late arrival or early dismissal to/from school and if the Superintendent of Schools notifies the Contractor, the Contractor shall perform such transportation duties as may be required.
- 5-3 Failure to perform under the contract shall constitute sufficient reason for excuse from contractual liability when such failure is due to strike, public enemy, fire, earthquake, flood, or other acts of God beyond the control of the Contractor or the Kittery School District.
- 5-4 Repairs of vandalism experienced while transporting students or other authorized personnel under the terms of the contract shall be the financial responsibility of the Contractor.
- 5-5 If local or state funding is insufficient in any year due to voter disapproval of the District's operating budget or a change in the State school funding laws, the contract may be terminated at the end of the contract year without penalty to the Kittery School District.

Section 6 – School Schedules

6-1 Students (including Special Education students) shall be transported to and from the following school locations in accordance with established transportation policies and the following bus routes both of which are subject to change by action of the Kittery School Committee.

6-2 Locations:

| | |
|-------------------------|-----------------------------|
| Mitchell School | Grades K – 3 |
| 7 Mitchell Lane | Arrival Deadline: 8:15 am |
| Kittery Point, ME 03905 | Afternoon Pickup: 3:05 p.m. |
| | Early Release: 12 noon |
| | |
| Shapleigh School | Grades 4-8 |
| 43 Stevenson Rd | Arrival Deadline: 7:25 a.m. |
| Kittery, ME 03904 | Afternoon Pickup: 2:10 p.m. |
| | Early Release: 11:20 am |
| | |
| Traip Academy | Grades 9-12 |
| 12 Williams Ave | Arrival Deadline: 7:15 am |
| Kittery, ME 03904 | Afternoon Pickup: 2:15 p.m. |
| | Early Release: 11:30 am |

6-3 In the event that arrival and pickup times are adjusted as a result of a later school start time initiative, the contractor agrees to adjust those times without penalty as long as the number of buses and bus routes do not change as a result of the initiative.

Section 7 – Route Descriptions

- 7-1 Currently there are seven (7) regular routes and one (1) Special Education route AM each school day. Currently there are eight (8) regular routes and one (1) Special Education route PM each school day. The Contractor shall supply regular transportation to and from all Kittery schools for all Kittery students designated by the Kittery School Committee, grades Kindergarten through twelve, inclusive. The bus routes, including numbers of pupils, destinations of pupils, pick up and unloading points, and time of pick-up and unloading, shall be determined by the Kittery School District with the advice of the Contractor.
- 7-2 Approximately 1,100 students are currently eligible for school bus transportation. Of these sixteen (16) currently have special needs and are eligible for Special Education school bus transportation on the AM and PM bus routes. Currently none of the special needs students require wheel chair accommodations. The Kittery School District presently runs seven (7) regular transportation routes AND one (1) Special Education route with an average daily mileage of approximately 650 miles. Bus routes are and will be constructed with the objective that no student will be required to ride longer than forty–five minutes on any trip.
- 7-3 The routes provided with these bid specifications are those in effect at the time of the bid requests, are provided as examples only and are subject to change.
- 7-4 Each summer the Contractor shall design the most efficient K –12 bus routes possible that are in accordance with established school policies, and submit these routes to the School Committee for approval prior to the start of the school year. Final determination of schedules and routes shall be vested solely in the Kittery School Committee.
- 7-5 Routes:
- Regular Routes:** Presently there are seven (7) regularly scheduled bus routes and one (1) Special Education route in the morning and eight (8) regularly scheduled bus routes and one (1) Special Education route in the afternoon. In the morning, the combined Shapleigh School and High School routes are done first, and the elementary school is done second. In the afternoon, the combined Shapleigh School and High School routes are done first, and the elementary school is done second.
- Late Bus:** The late bus runs each student day (currently 176 days) starting at Shapleigh School at 3:45 PM and then at Traip Academy at 4:00 PM. Centrally located drop off points are determined prior to the opening of school in September by the Superintendent and Contractor. Average daily mileage is 18 miles.
- 7-6 **Field Trips and Athletics:** The estimated total number of miles for athletic and field trips is 15,500 miles/school year.

7-7 **Extended Learning Opportunities (ELO) Program:** Transportation of up to 40 miles per school day to bring Traip Academy students to and from local internships and other ELO opportunities.

Section 8 – Additional Route Requirements

- 8-1 The Superintendent of Schools may add and the Contractor may accept additional routes at a cost per route as outlined in the specifications for these routes. Any additional routes that may be added are subject to all provisions of the contract.
- 8-2 If an increased number of buses become necessary beyond those stipulated in the specifications, sixty (60) days notice shall be given to the Contractor by the School Committee. Upon receipt of said notice the Contractor shall be obligated to provide the increased number of buses within the said sixty (60) days. The compensation due to the Contractor because of an increase in the number of buses shall be the per bus bid provided by the Contractor.
- 8-3 If, as a result of revisions made by the Superintendent or decreases in enrollment, affecting the number of buses required before the start of the contract year, thirty (30) days notice shall be given to the Contractor. The reduction in the payment to the Contractor due to a reduction would be the per-bus bid by the Contractor for each bus deleted.
- 8-4 Field trips for Grades K – 12, special event trips and internship programs are conducted throughout the school year. Generally, field trips and internship programs start and end during the regular school day. The dates for special event trips shall be provided to the Contractor not less than ten (10) days before each trip subject to change due to unforeseen circumstances.
- 8-5 The approximate annual mileage for athletic events and field trips is 15,500 miles. The Superintendent of Schools reserves the right to contract with other contractors for athletic events and field trips as the need may arise.
- 8-6 Due to the fact that special event trips often depart at the same time when regular school day afternoon runs commence, the Contractor shall assure the availability of an adequate number of buses and drivers to provide transportation at all times for these trips.
- 8-7 Payment for field trips, athletic events and special event trips shall be the price per mile as bid for the applicable contract year subject to the following supplements and limitations:
- a. For all trips, a price per hour, as bid, shall be paid to cover the driver's waiting time at the site of the event.
- 8-8 The contractor or their drivers shall not be required to travel on any road, street or way that is not officially accepted and maintained by either the State of Maine or Town of Kittery. Exceptions to this policy shall be approved by the Kittery School Committee and the Contractor.

Section 9 – Route Adjustments

9-1 In the development and selection of routes, bus transportation shall be limited to roads, streets, and highways as described in Section 8. Buses are permitted to travel on town-approved, town-accepted roads only.

9-2 Except for activity runs made before or after regular school runs, the Contractor agrees to furnish bus transportation on every school day during each school year. State law now provides for a minimum of 176 student days per year. The number of days and length of mileage for which payment shall be made for activity runs may vary and shall be established by the School Committee separately from Section 8. Kittery currently has 176 student days.

If an increased number of buses becomes necessary beyond those stipulated in these specifications, sixty (60) days notice shall be given to the Contractor by the School Committee. Upon receipt of said notice the Contractor shall be obligated to provide the increased number of buses within said sixty (60) days. Should the Contractor be unable to provide the additional buses within this notice period, the School Committee may contract elsewhere for those buses or use its own vehicles pending acquisition of the additional buses by the Contractor. The compensation for additional buses shall be the per-bus bid by the Contractor.

9-3 Schedules and stops for pickup and discharge shall be established by the School Committee in accordance with established transportation policies.

9-4 If, as a result of revisions made by the Superintendent, the number of buses is reduced below the number required at the start of the contract year, thirty (30) days notice shall be given to the Contractor. Any reductions in the payments to the Contractor due to the reduction in the number of buses shall be negotiated prior to the implementation of the reduction.

9-5 There are currently seven (7) regular routes and one (1) Special Education route. For the next contract, the School Committee requests bids to include an eighth regular route in the afternoon only to be dedicated to transporting students to the Portsmouth Naval Shipyard.

Documents to be Supplied by Bidder:

GOOD FAITH STATEMENT

Bidders are advised to complete the attached “Good Faith Statement” and return it with their bid.

PROFILE OF EMPLOYEES

Bidders are advised to complete the attached “Profile of Employees” and return it with their bid.

STATEMENT OF EXPERIENCE AND ABILITY TO PERFORM

Bidders are advised to complete the attached “Statement of Experience and Ability to Perform” and return it with their bid.

BID FORM

Bidders are advised to use the bid form provided. No other formats will be accepted.

Failure to submit any of these required documents will constitute disqualification of your bid.

**KITTERY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS**

GOOD FAITH STATEMENT

Superintendent of Schools
200 Rogers Road
Kittery, ME 03904

Dear Superintendent:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that this company is duly informed with respect to the Specifications for furnishing student transportation services, and that examinations and estimates have been made based upon these specifications.

The undersigned understands that the Kittery School Committee reserves the right at its sole discretion to waive any informality or any irregularity in any bid, to reject any or all bids whole or in part, to call for re-bids, to negotiate with any bidder, or accept any bid even if that bid is not the lowest, if the School Committee deems it to be in the best interest of the Kittery School District.

With the above understanding, the undersigned proposes to furnish to the Kittery School District student transportation services, and to comply in all respects with the specifications provided for the sums stated on the bid form.

| | |
|--------------|-----------|
| Name (typed) | Email |
| Company Name | Telephone |
| Address | Fax |
| Signature | Date |

**KITTERY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS**

PROFILE OF EMPLOYEES

| | |
|----------------------------------|--|
| Company Name: | |
| Owner or Company Representative: | |
| # Years: | |
| Employed: | |
| Bus License: | |
| Expiration Date: | |
| Transportation Liaison: | |
| # Years: | |
| Employed: | |
| Bus License: | |
| Expiration Date: | |
| Drivers: | |
| # Years: | |
| Employed: | |
| Mechanic(s): | |
| # Years: | |
| Employed: | |
| Office Personnel: | |

**KITTERY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS**

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

How long have you been in the School Bus Transportation business?

How many school buses do you own at present?

Names and locations of school systems to which you have been or are presently under contract and number of buses:

| | | | |
|----|-------------------------------------|--|--|
| 1. | School System Name and Location: | | |
| | Number of buses: | | |
| 2. | School System Name and Location: | | |
| | Number of buses: | | |
| 3. | School System Name and Location: | | |
| | Number of buses: | | |

List your current insurance coverage and insurance carrier:

| | |
|-----------------------|--|
| Insurance Coverage: | |
| Insurance Carrier: | |
| General Liability? | |
| Automobile Liability? | |
| Excess Liability? | |

List office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment, and other.

State plan for location and garaging of buses used to provide transportation services to the Kittery School District.

Description of safety training plans for students and drivers which you propose to follow under the contract (submit narrative on separate sheet of paper if desired).

Include a letter from your insurance carrier noting Contractor is able to provide a performance bond in the estimated amount of the annual contract.

| |
|--------------|
| Company |
| Address |
| Name (typed) |
| Signature |

**KITTERY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS**

Bid Form - 3-Year Transportation Contract

This bid should be based on 176 student days within the Kittery Town Limits.

| | School Year | | School Year | | School Year |
|---|----------------|--|-------------|--|-------------|
| | 2018-2019 | | 2019-2020 | | 2020-2021 |
| Regular School Routes AM, Cost per Bus for seven (7) buses | | | | | |
| Regular School Routes PM, Cost per Bus for eight (8) buses | | | | | |
| Athletic & Field Trips | | | | | |
| Cost per mile for bus only | | | | | |
| Cost per hour waiting time | | | | | |
| Special Education Transportation | | | | | |
| Cost per mile for Type II bus only | | | | | |
| Cost per mile for passenger vehicle and/or van only | | | | | |
| Cost per hour waiting time | | | | | |
| Extended Learning Opportunities (ELO) Program Transportation | | | | | |
| Cost per mile for passenger vehicle and/or van | | | | | |

| | |
|--------------|-----------|
| Signature | Date |
| Name (typed) | Email |
| Company Name | Telephone |
| Address | Fax |

**KITTERY SCHOOL DISTRICT
STUDENT TRANSPORTATION SERVICES
INCLUDING STUDENTS WITH SPECIAL NEEDS**

Bid Form - 5-Year Transportation Contract

This bid should be based on 176 student days within the Kittery Town Limits.

| | School Year | School Year | School Year | School Year | School Year |
|---|----------------|----------------|----------------|----------------|----------------|
| | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 |
| Regular School Routes AM, Cost per Bus for seven (7) buses | | | | | |
| Regular School Routes PM, Cost per Bus for eight (8) buses | | | | | |
| Athletic & Field Trips | | | | | |
| Cost per mile for bus only | | | | | |
| Cost per hour waiting time | | | | | |
| Special Education Transportation | | | | | |
| Cost per mile for Type II bus only | | | | | |
| Cost per mile for passenger vehicle and/or van only | | | | | |
| Cost per hour waiting time | | | | | |
| Extended Learning Opportunities (ELO) Program Transportation | | | | | |
| Cost per mile for passenger vehicle and/or van | | | | | |

| | |
|--------------|-----------|
| Signature | Date |
| Name (typed) | Email |
| Company Name | Telephone |
| Address | Fax |

