

Request for Proposals  
for  
Student Transportation Services

July 1, 2019 – June 30, 2024

**Canterbury Public Schools**

45 Westminster Road  
Canterbury, CT 06331

**TITLE OF PROJECT:**  
**REQUEST FOR PROPOSALS FOR**  
**STUDENT TRANSPORTATION SERVICES**

**SCOPE OF WORK**

Canterbury Public Schools is seeking proposals for the following:

- A. The transportation services requested in these proposal documents covers all vehicles, drivers, equipment and services required to complete the transportation services, and shall also incorporate any other labor, materials, supplies, overhead, taxes and profit of the Contractor, and the price proposal by the Contractor shall be "all-inclusive." The Board shall be responsible for no other charges other than the per vehicle, per day prices set forth on pricing forms, unless otherwise expressly indicated.
- B. The Contractor will provide safe and effective transportation for those persons designated by the Board to locations to be designated by the Board. This transportation service will include not only transportation to/from student's residences, but also other transportation runs as indicated on the pricing form.

The descriptions of the current bus routes for the Board can be found on the district website. It is anticipated that the number of in-district full-size buses required will be ten (10) buses for the 2019 - 2020 school year .

Prior to the execution of the Contract or during the term of the Contract, the Board reserves the right to change, delete, add, or otherwise modify the transportation services, and the Contractor must be prepared for, able to conform to, and agree that such described transportation services will be provided under the Contract with the same or lower number and type of vehicles that are currently utilized, unless authorized by the Board.
- C. The period of the Contract shall be for a five (5) year period commencing July 1, 2019 and terminating June 30, 2024. This contract may be extended by mutual agreement of both parties.
- D. The Board shall enter into a contract with the successful Contractor that the Board selects.
- E. Information on the schools and bell times is contained in Schedule 1.

**DEFAULT**

- 1. If, at any time during the term of the Contract, the Contractor, in the sole discretion of the Board: (a) has failed to provide the level of services required under the Contract; (b) has failed to fulfill services required in accordance with agreed schedules; (c) has become insolvent; (d) makes an assignment for the benefit of creditors; (e) files a voluntary petition in bankruptcy; (f) is subject to an involuntary petition in bankruptcy not discharged within thirty (30) days; (g) abandons the work; (h) subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under the Contract other than as provided herein; (i) fails to provide the required insurance; (j) fails to provide the required Performance Bond; or (k) fails to comply with any other term or condition contained in the Contract, the Board shall have the right to terminate the Contract upon written notice to the Contractor.
- 2. The above remedies are in addition to any other remedies the Board may have.

3. Upon termination of this Contract pursuant to a default by the Contractor, the Contractor (and its surety) will be responsible for all of the Board's expenses, losses and damages incurred in replacing Contractor for the remainder of the term of the Contract.
4. In the event of the termination of this Contract pursuant to a default by the Contractor and the necessity to propose or otherwise negotiate a new contract for transportation service with another Contractor, the Contractor will be responsible for indemnifying the Board for costs incurred in obtaining a new contract including any and all increase in costs for transportation service for the duration of the term of the original Contract, irrespective of the Performance Bond.

#### LAW AND BOARD POLICIES

- A. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any transportation manual or other rules, regulations and policies which the Board might publish.
2. In the event of Contract termination by the Board, the Board's payment obligation shall cease as of the final date on which transportation services in accordance with this Contract are last performed by the Contractor.
- C. The Contractor must be familiar with any Board policies or regulations which affect the services provided under this Contract and that have been or will be distributed to it during the term of this Contract.
- D. The Contractor's employees (drivers, mechanics, management) are required to comply with the Board's policies regarding "NO SMOKING" on buses or School District Property, and understand that School District Property and school buses are designated as "DRUG FREE ZONES".

#### COMPLAINTS

The Contractor will investigate all complaints, keep a log of such complaints, and will report any action taken to the Board or any authorized agent within twenty-four (24) hours from such action.

**CERTIFICATION:**

The Contractor has read and understood the Proposal Documents, INCLUDING ALL APPENDICES, which are Appendix A through Appendix H, all attached hereto and made a part hereof, and the following addendum: None, and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of \_\_\_\_\_, that, as the Contractor under these Proposal Documents, all of the information and material supplied to the Board as required by these Proposal Documents are complete and true. I, as an officer of \_\_\_\_\_, understand that all of the terms and conditions of these Proposal 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 Proposal or the immediate termination of the Contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Notary Public \_\_\_\_\_ [Seal]

**Contractor Information**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
**City State Zip Code**

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

#### TIME, DATE AND PLACE FOR OPENING OF PROPOSALS:

The Canterbury Public Schools will receive sealed proposals for student transportation services as follows:

- **November 13, 2019 @ 11:00 AM - Mandatory Contractor information meeting to be held at the Canterbury Public Schools' central office located at 45 Westminster Road, Canterbury, CT 06331. Contractors must attend the information meeting to be considered qualified to submit a proposal.**
- **November 16, 2019 @ 4:00 PM - All questions regarding the RFP document specifications must be submitted by e-mail [lknapton@canterburypublicschools.org](mailto:lknapton@canterburypublicschools.org) to Dr. Lois DaSilva-Knapton, Supt. of the Canterbury Public Schools, 45 Westminster Road, Canterbury, CT 06331**
- **December 5, 2019 @ 1:00 PM - RFP proposals must be submitted in person or by mail. RFP proposal submittals will be publicly opened at 1:15 PM the same day. Any RFP proposals received after 1:00 PM on December 5, 2019 will not be considered and returned unopened.**

#### ACCEPTANCE OR REJECTION OF PROPOSALS

The Canterbury Public Schools reserves the right to waive technical defects in proposals, reject any or all proposals, and to make such award, that in its judgment , will be in the best interest of the school district.

#### IDENTIFICATION OF SEALED ENVELOPES

Contractors must submit two (2) copies of their proposal, with one copy marked "ORIGINAL" and the second marked "COPY". Proposals shall be placed in sealed envelopes that are clearly marked on the outside with the name and address of the Contractor, "STUDENT TRANSPORTATION SERVICES PROPOSAL" and the scheduled date for opening of proposals, as indicated above. No responsibility will be attached to Dr. Lois DaSilva-Knapton, Supt. of the Canterbury Public Schools or School Administrative Staff, for the premature opening of any proposal that is not properly identified.

#### MAILING OF SPECIFICATIONS:

Proposals, which are mailed, should be addressed to Dr. Lois DaSilva-Knapton, Supt. of Schools, Canterbury Public Schools, 45 Westminster Road, Canterbury, CT 06331. Regardless of the cause of delay, no proposals which are received by the district after the proposal opening time shall be considered.

## **Bus Transportation Proposal Specifications**

### **Background and Description**

Canterbury Public Schools is seeking proposal submittals for school transportation services from qualified bus Contractors: Contractors with a minimum of five (5) continuous years experience operating a minimum of three (3) full-service public school district bus contracts of at least twelve (12) buses each in Connecticut will be considered qualified for the purposes of this RFP. In addition, district will also consider proposals from a State Regional Service Center transportation provider. Proposals submitted from Contractors who do not meet the minimum qualifications will not be considered and returned unopened.

### **DEFINITION OF TERMS**

1. Board of Education, School Department, School District, School Board, or Board - refers to the Canterbury Public Schools as awarding authority or the administration to which responsibility has been delegated.
2. Contractor - refers to the successful Contractor which executed a contract with the Board.
3. Proposal Period - After public opening, no Contractor may withdraw its proposal prior to the execution and delivery of the contract for a period of thirty (30) days after proposal opening.

The quantity of bus routes, trips, and mileage stated in the PROPOSAL FORM represents the “Estimated Needs” of the school district for the 2019-2020 school year. This is not a guarantee of a number of students or buses. These stated quantities may increase or decrease due to the future needs of the school district. The bus Contractor will be reimbursed at the per bus, per day price or other unit price provided in the PROPOSAL FORM based on the actual number of buses, trips, or mileage provided. Special Education routes can change due to changes in student placement. In the event of a change to a Special Education route, the district will negotiate a change to the daily route price with the Contractor in the event of a permanent change to the time, distance, or length of the route. Daily events such as weather or traffic will not trigger a rate change.

## GENERAL CONDITIONS

1. All proposals must be submitted for a five (5) year term of the contract, commencing on July 1, 2019 and terminating on June 30, 2024.
2. A school year is defined by 181 school days. The number of school days and school calendar for schools outside of the Canterbury Public Schools where transportation is provided to may be different. Out of district school calendars may differ from the Canterbury calendar.
3. All proposals must be submitted on the forms provided and conform to all conditions contained therein. Failure to comply may result in the rejection of a proposal by the awarding authority.
4. Proposals must be received by 1:00 PM on December 5, 2019, in the office of Dr. Lois DaSilva-Knaption, Supt. of the Canterbury Public Schools, located at 45 Westminster Road, Canterbury, CT 06331. The Contractor assumes the risk of any delay in mail delivery. Proposals received after the proposal opening will not be considered and will be returned unopened.
5. Proposals which are properly presented in a sealed envelope, and marked "Student Transportation Services Proposal" will be opened at that time and read aloud.
6. All sealed proposals must be accompanied by a deposit in the form of a bond issued by a company licensed to do business in Connecticut or a certified check in the amount of \$10,000.00. The proposal bond or certified check must be payable to the Canterbury Public Schools and will function as a proposal security until the contract has been awarded to the successful Contractor. A letter of intent from a bonding company licensed to do business in Connecticut for a performance bond equal to 100% of the annual price bid shall accompany all proposals.
7. The submitted proposal may not be withdrawn prior to the execution and delivery of the contract, unless no award has been made at the expiration of thirty (30) days after the proposal opening.
8. Proposals must be made on all regular routes for the school district as designated. Partial proposals will not be accepted.
9. All Contractors must have at least five (5) continuous years experience in the transportation of school children operating a minimum of three (3) bus contracts in Connecticut of at least twelve (12) buses. Each Contractor shall provide with its proposal, a list of references, and shall also include a list of all Connecticut school systems under contract with the Contractor for the past five (5) years. The Contractor shall include the name of the contact person, telephone number, and the number of buses operated.
10. The Canterbury Public Schools reserves the right to waive any irregularities or technical defects in any proposal.
11. The following information must be submitted with each proposal in addition to the proposal pricing forms attached to the proposal documents:
  - A. A balance sheet and statement of profit and loss prepared and certified by a certified public accountant reflecting the financial status of the company for two (2) preceding fiscal years. This information may be marked "confidential" and submitted in a separate sealed envelope.
  - B. A Bank Credit reference
  - C. Resume (*or job description*) outlining the applicable experience of each of the principal management personnel in the company. The Contractor must designate a supervisor who will act as direct connection between Canterbury Public Schools and the Contractor. The Contractor is not required to domicile the supervisor in Canterbury.

- D. The Contractor's accident record for the previous three (3) years in Connecticut prepared by and on stationery of the Contractor. (***DOT reportable accidents only required***)
  - E. The proposed bond/certified check as described above.
  - F. The list of references and list of contacts described above
  - G. Appendix C
  - H. Appendix D
  - I. Appendix E
  - J. Appendix F
  - K. The statement described in Appendix G
  - L. The statement described in Appendix H
  - M. Any other documents required by the State of CT.
12. Proposal prices shall remain firm regardless of any changes to the regular day time schedules for Pre K-12, individual school start and close times, times of route operation, route description, and/or number of routes. There will be no additional charges for an early release at any individual school or at all schools. The school district will pay the Contractor only for actual services provided at the proposal prices provided on the proposal forms.
13. Failure to comply with any of the conditions and specifications of this proposal and the subsequent contract will subject the contract to cancellation forthwith upon written notice by the Board of Education. ***Prior to cancellation of the contract, the Board will notify the Contractor in writing of the non-compliance issue and allow the Contractor a reasonable amount of time to correct the non-compliant issue. If the issue involves the immediate safety of the students, the Board may take immediate action to protect the safety and well-being of the students.***
14. In the event of cancellation of the contract and the necessity to propose or otherwise negotiate a new contract for transportation service with another transportation Contractor, the original Contractor will be responsible for indemnifying the Board of Education that terminated the contract for costs incurred in obtaining a new contract including service for the duration of the term of the original contract.
15. The Board has high expectations for student transportation services. The highest priority of the Contractor and its drivers is the safety of the individuals being transported. Below is a list of the criteria the Board expects the Contractor to meet in fulfilling this agreement:
- A. To transport the school aged children of the community to school and home safely and on time;
  - B. To provide highly skilled and courteous drivers;
  - C. To work continuously to maintain and improve an enviable safety record;
  - D. To keep vehicles in excellent mechanical condition;
  - E. To work with the school administration to improve service but not necessarily increase cost;
  - F. To understand the relationship between the quality of service and its interdependency with parent relations;
  - G. To at all times, work in an effective and professional manner; and,
  - H. To work with the school administration to maintain positive relationships with parents



## CONTRACT AWARD

1. Notice of the award will be given or mailed by the Canterbury Public Schools only to the Contractor awarded the contract by the Board within thirty (30) days after the opening of the proposals and shall constitute the acceptance of the proposal or any item(s) thereof, by the Board, contingent on the submission of: a. All evidence of the ability to perform the contract, b. Receipt of the successful Contractor's executed contract documents, insurance policy, and performance bond within fifteen (15) days of notice of award, and c. Execution of the contract by the Board. Contractors must verify their bonding capabilities before submitting a proposal. Failure to provide a performance bond within the specified period of time will be considered a default of contract and will result in the Contractor forfeiting the proposal deposit to the Board. The Board reserves the right to check all references provided or not provided by the Contractor to determine the suitability of the Contractor to provide services for the Board to include past work performance history.
2. The Contractor to whom the award is made must enter a written contract with the awarding school district. The requirements of these specifications shall be incorporated into the final contract.
3. This contract is made subject to all Connecticut General Statutes. Any clause which does not conform to such laws shall be void and such laws shall be operative in lieu of such clause.
4. The Contractor must comply with all Federal and State regulations pertaining to school bus transportation. In case of a conflict between such State and Federal regulations and any part of the proposal documents, the regulations shall govern.
5. The Contractor shall conduct drug testing of all current and potential employees to be in compliance with all State and Federal laws and regulations. Any employee who tests positive for drugs shall be immediately removed from their position. Under no circumstances will an employee who tests positive, drive for the Canterbury Public Schools. All Contractors must submit a detailed plan, Appendix C, outlining their drug testing procedures.
6. The Canterbury Public Schools assume no responsibility for any costs imposed by Federal and State regulations subsequent to the signing of the contract, or during the duration of the contract. ***In the event seat belts or other equipment changes are required by State or Federal mandate to be made to the bus fleet, the Board will negotiate the cost of these equipment changes with the Contractor.***
7. The Contractor must follow adherence to all Board of Education policies related to student transportation during the term of this contract. Additions or deletions to these policies remain at the discretion of the Board of Education.
8. Funding for this contract is based on the Board's ability to secure funds for the payments each year.

## PERFORMANCE BOND

1. A performance bond in the amount of 100% of the contract proposal price for each year school day multiplied by the daily rate - 181 school days, provided by a surety company licensed to do business in the State of Connecticut, may be required of the successful Contractor as security for the fulfillment of all terms and conditions of this contract.
2. If required, the performance bond must be provided to the Board within fifteen (15) days after notice of the award is mailed to the successful Contractor. If not, the amount

received through the bond or certified check shall become the property of the Board as liquidated damages for such failure.

3. The successful Contractor must enter into a contract with the Board within fifteen (15) days after notice of the award is mailed to the successful Contractor. If not, the amount received through the bond or certified check shall become the property of the school district as liquidated damages for such failure.

#### INDEMNIFICATION AND INSURANCE

1. Upon execution of the agreement, and on or before the renewal date of the policy, the Contractor shall file with the Board, certificates of insurance issued by an insurance company authorized to do business in the State of Connecticut, showing a minimum of insurance coverage as follows and covering the legal liability of the Contractor and the Board, the town, and its agents and employees. Thirty days prior notice is required to be given to the Board if it is anticipated that insurance will be reduced or cancelled.
  - Commercial General Liability in the amount of \$5,000,000.
  - Automobile Liability Insurance in the amount of \$5,000,000 combined single limit, arising out of the use and operation of said vehicles under the Agreement.
  - Excess and Umbrella Liability Coverage following form of underlying general and automobile liability coverage in the amount of \$5,000,000 (Statutory limit per CGS 14-29 (f)).
  - Worker's Compensation in accordance with the statutory requirements of the State of Connecticut.
2. The insurance coverage carried shall never be less than that which may from time to time be required by the State of Connecticut and shall cover the entire period of the contract.
3. The Contractor will, at all times, hold harmless, defend, and indemnify, the Canterbury Public School District, the town, and their respective officials, officers, employees and agents from and against any and all liability, damages, losses, claims, accidents, costs, expenses, including attorney's fees, arising out of the Contractor's operations, activities, negligence, breach of contract or omissions, or those of its employees, agents or personnel in furnishing the services provided herein.
4. The Contractor shall maintain in force during the full term of this contract policies for commercial general liability, auto liability, workers' compensation and employees' liability. The policies shall name the District, the town, as applicable, and all of their respective employees as additional insureds. The Contractor shall provide the Board annually with a copy of its Certificate of Insurance and a copy of its insurance policy as well as the endorsement naming the additional insureds. The Contractor's insurance coverage will be primary in the event of any damage and/or loss.
5. The Contractor's insurance carrier will waive all right of subrogation against the District, the town, and all of their respective officers, employees, agents, and volunteers.
6. The Board reserves the right to review, investigate, and/or inquire into the Contractor's insurance policy.

The Contractor will assist the Board in obtaining such information if necessary.

## PERFORMANCE

1. As directed by and at the times specified by the school district superintendent or designee, bus routes will be designed by the Contractor to pick up students at their respective bus stops, transport the students to their designated schools or other sites, pick up the students at the schools or other sites to which they were transported, and return the students to their respective bus stops. The Contractor will be responsible for the routing of the buses. The Contractor will have the district review routes and offer input regarding the safety and efficiency of the bus routes. The school district superintendent or designee shall have the final say over all bus routes and may make any adjustments to the routes as deemed to serve the best interest of the students and the school district.
2. The Contractor or its agent may not alter any routes and time schedules in effect, without consultation with, and agreement of the school district superintendent or designee. This condition applies for the duration of the contract. Review and adjustment of all routes will normally take place during the summer months preceding each school year of this contract. The school district will review the routes prior to the start of school and advise the Contractor of any suggested changes. The Contractor will be required to complete one (1) dry run of all routes prior to the first day of school.
3. The Contractor shall report any accident to the school district superintendent or designee immediately after its occurrence. A written report must be submitted to him/her within twenty-four (24) hours following an accident. A copy of the Canterbury Public Schools' transportation Accident procedures are included with these specifications as reference.
4. The Contractor shall not assign or subcontract, or in any way transfer any interest in this contract without prior consent of the school district Superintendent.
5. The Contractor will be required to provide information regarding routes such as length of route (mileage), times of pick-up and drop-off of students, number of students transported on each bus, student bus assignments, etc., as requested by the school district superintendent or designee.
6. The Contractor agrees that the school district superintendent or designee shall have the exclusive authority to dismiss students before their regular dismissal time for any reason deemed proper by him/her, and may change bus schedules to accommodate such earlier dismissal times without additional costs or charges to the school district.
7. The Contractor is required to carry out all reasonable requests of the school district superintendent or designee as it relates to the safety and transportation of students under the terms and conditions of these proposal specifications. If at any time the Contractor does not carry out all reasonable requests of the school district superintendent or designee, the Contractor will be penalized \$200 per day per incident until compliant.
8. The Canterbury Public School District reserves the right to increase or decrease the number of buses upon written notice to the Contractor and to alter or modify any transportation schedule based on the future needs of the school district, which may include, but not limited to, school bell times and grade and building alignments.
9. The transportation of students to and from school shall begin on the morning of the opening day of school and shall continue in accordance with the school calendar.
10. Extra transportation shall be furnished to athletic contests, student activity programs, etc., in which students participate and which is approved by the Board of Education. This contract also makes provisions for transportation of children for out-of-town athletic and other student activities. The Contractor shall provide a sufficient number of spare buses

and drivers which are not involved with regular transportation routes for this work. In all cases, tolls, parking fees, and bus expenses will be paid by the Contractor.

11. The Contractor shall comply with all State and Federal statutes regarding student transportation.
12. The Contractor will provide transportation to Summer School programs and field trips as designated by the Board.

## EQUIPMENT

1. The Board of Education reserves the right to add or subtract buses depending upon the final schedule and need for bus routes, due to the factors such as changing enrollment or other conditions which may arise to consolidate schools or bus routes. The school district will only pay the Contractor for the actual number of buses operated at the price indicated in the proposal form.
2. It is anticipated that the Contractor will continue to utilize the existing Canterbury bus fleet for the services provided under this contract. In the event the Contractor wishes to substitute a different bus or buses, those buses must be of the same age or newer, quality, and capacity, and must be approved by the Board. All buses provided by the Contractor must conform with the all State and Federal rules and regulations relating to the transportation of public school children. At no time shall any bus be older than 2006 model year in year one (1), and no older than twelve (12) years old while in service during the term of this agreement.
3. The Contractor shall assure that all buses are kept in a condition of cleanliness, interior and exterior, satisfactory to school district superintendent or designee.
4. The Contractor shall complete Appendix D for the school district describing each bus to be provided including the make of the body and bus, the year of manufacture, model number, present mileage, number of heaters, seating capacity and present condition. The Board reserves the right to reject any vehicle deemed unacceptable.
5. The description of the fleet of buses, in the format of Appendix D is to be provided annually and submitted to the school district superintendent or designee, prior to August fifteen (15) of each year during which the contract is in effect. The school district reserves the right to reject any vehicle deemed unacceptable.
6. Each bus shall be equipped as provided under Federal and State regulations and minimally contain the following:
  - a. One first-aid kit placed inside the bus at the side of the driver
  - b. Top quality (no retreads or recaps) tires on front
  - c. Snow tires (December-March) or all-season tires
  - d. Dual braking systems
  - e. Cushioned or upholstered seats in compliance with State and Federal regulations
  - f. Digital Camera system with minimum 4 camera positions and audio capability
  - g. Power steering on all buses
  - h. Child-checkmate (or equivalent), and front-crossing gate
  - i. An internal and external PA system, and a Fire extinguisher

- j. A two-way radio capable of communicating with the dispatch office and school office.
8. The Contractor agrees to keep all buses in good working condition and to provide all necessary oil, grease, tires, maintenance and repairs through the period of the contract.
9. Copies of all Inspection Reports required by the Department of Motor Vehicles must be provided to the school district superintendent or designee within ten (10) days of the inspection, if requested.
10. The school district superintendent or designee must approve any substitution of buses for the duration of the contract, except in the case of emergency breakdown. All substitute buses shall be subject to all contract requirements.
11. All buses must carry side markings, with the name of the school district and other applicable legal markings prominently displayed.
12. All buses must clearly indicate a number or symbol for easy identification by students transported on both morning and afternoon runs. Number or symbols must always be consistent with defined routes and must be prominently displayed.
13. All Contractors shall complete Appendix E listing and outlining their mechanical staff, repair facilities and maintenance program for all vehicles.
14. The Contractor shall dispatch a replacement vehicle with a driver meeting the specifications within fifteen (15) minutes of notification of a mechanical failure or emergency.
15. The Contractor shall allow the school district superintendent or designee proper access to buses for inspection.
16. Buses which have failed State of Connecticut inspection or inspection by the school district superintendent or designee shall not be used in transporting students, and the Contractor shall replace buses, parts or equipment which in the opinion of the school district superintendent or designee, are unsuitable or not in conformity with the contract or proposal specifications.
17. Taxes for the buses will be paid to the Town of Canterbury, CT.

## BUS DRIVERS

1. The Contractor agrees to provide properly trained and licensed drivers. All drivers shall meet all requirements of the State of Connecticut, the Department of Motor Vehicles, and any other federal, state, or local agency and shall: (a) be careful, courteous, and of good health and character. (b) have successfully passed physical standards as set forth by the State of Connecticut; and, (c) be familiar with Federal, State, and Local laws and regulations relating to the operation and control of school vehicles.
2. The Contractor shall perform on all drivers prior to service, a criminal records check and any drug and alcohol testing, as well as fingerprints, if required by State or Federal law, with such checks and testing at the Contractor's expense. No driver with a felony record in any jurisdiction shall be allowed to drive any vehicle in the performance of this contract. The Board reserves the right to review all background, motor vehicle and/or criminal record checks obtained for any of the Contractor's drivers utilized in the course of the agreement. Proof of these requirements shall be available to the Board upon request.
3. Prior to the effective date of each driver's service, the Contractor shall furnish to the Board personal data of each driver including: driver's name, address, age, date of service, and

operator's license number. The Contractor will provide to the Board the names of each driver assigned to each bus route before the beginning of school each year, and update the Board when changes in route assignments occur.

4. The Contractor shall also provide the Board with a master list of all drivers incorporating the above personal data prior to the first day of school in each contract year and shall grant access to driver qualification files as requested. No other drivers shall be used without notice to the Board, with the exception of an emergency situation.
5. Each vehicle shall be operated by a person satisfactory to the Board, and the Board reserves the right to require the immediate replacement of any driver who, in the Board's judgment, is not fitted by temperament, personality, or other reasons to operate a bus or vehicle transporting school children.
6. If the Board mandates the replacement, removal, and/or re-training of any driver that the Board feels to have demonstrated unsatisfactory character, appearance, and/or performance, the Contractor shall comply or be found in breach of the agreement.
7. The Contractor is responsible for maintaining the records and documentation of all employment practices pertaining to the drivers in the District including but not limited to: recruitment, hiring, promotions, discipline, training, and termination.
8. The Contractor is responsible for creating, conducting, managing, enforcing and documenting a formal driver training program for all of the drivers driving in the District.
9. The Contractor is responsible to ensure its drivers adhere to the highest degree of courtesy and professionalism and that proper attire is to be worn by its drivers at all time.
10. All drivers shall be trained prior to start of their service in accordance with State and Federal laws and regulations. Upon the request of the Board, all drivers shall be given inservice training as necessary to acquaint them with the specific needs of special education children being transported and to equip them to meet those needs.
11. The Contractor is responsible for having on call a sufficient number of standby drivers in order to fully staff all vehicles in the case where regularly assigned drivers may be unavailable.
12. Drivers are employees of the Contractor not the Board.
13. The Contractor will offer employment to all current school bus drivers assigned to the Canterbury Public Schools that meet the Contractor's and Board's standards and requirements, as well as all State and Federal requirements for school bus drivers. The Board will provide the Contractor with a list of all drivers currently employed by the Board. The Contractor will not be responsible for any unpaid vacation time, sick time, personal time, or any other payments due to the drivers earned while as an employee of the Board.

#### ALTERNATE TRANSPORTATION NEEDS

1. Contractors are required to submit cost quotations for field trips and athletic events as scheduled by the school district. The Contractor must provide a sufficient number of vehicles to provide these services. The Canterbury Public School District reserves the right to use a different vendor for student funded field trips or trips that require coach buses. The District will also continue to use different vendors for out of district special transportation programs when appropriate.

## PRICE BASIS

1. The contract price shall include the cost of vehicles, drivers, equipment, other labor, materials, oil, grease, repairs, wages of drivers, taxes, fees, licenses, permits, certificates, insurance costs, and such other costs as are needed in providing the contract work and to keep all school buses properly equipped and in good operating condition. The contract price shall be “all-inclusive”. The Board shall be responsible for no other charges except the per vehicle/per day prices unless otherwise indicated on the pricing forms.
2. Proposal prices will be accepted by the Canterbury Public Schools District as firm prices.

## ADJUSTMENTS

1. A scheduled trip may be cancelled by the school district superintendent or by his/her designee by notifying the Contractor orally or in writing as soon as possible before the particular trip was to originate at the Contractor’s place of garaging (unless an emergency exists).
2. The school district’s superintendent or designee shall have the authority to make such changes as he or she deems necessary in adjusting number of buses, assignment of students, groups or routes, times and dates, assignment of monitors, or any matters affecting the needs of the students.
3. The Contractor shall furnish, at the prices specified in other sections of this contract, such additional buses as may be ordered by the school district superintendent or designee.

## TIME SCHEDULE

1. The school hours shall be established by the Board of Education.
2. The transportation time schedule shall be established by the superintendent or designee and adhered to by the selected Contractor to insure the proper and convenient arrival and dismissal of students consistent with the determined school hours.
3. All buses must operate in accordance with the indicated schedules on the defined routes. Any deviations must be reported to the school district superintendent or designee indicating the reason(s).
4. When there is a breakdown or other situation which may affect the completion of daily schedules, there must be sufficient substitute buses available to assure the safe and efficient transportation of the students.
5. All buses must be available when there is a change in the time of dismissal of students.
6. Buses shall be on the premises of the school building to deliver children in the morning no earlier than fifteen (15) minutes before the opening of school and pick up children no earlier than five (5) minutes before the close of school.

## PAYMENT

1. ***Monthly payments will be made to the Contractor for the services described in these bid specifications and at the prices submitted by the Contractor on the proposal forms.*** Field trips and athletic trips will be paid monthly, upon receipt of invoice from the Contractor. Each payment shall be paid thirty (30) days after receipt of an invoice from Contractor in a form approved by the Board.

2. No assignment of subcontracting, or assignment of money due or to become due, shall be made without the written consent of the school district superintendent or his/her designee.
3. ***Compensation shall not be made for failure to perform services.***

#### STANDARDS OF STUDENT BEHAVIOR

1. Students are under the authority of the bus driver while being transported to and from school.
2. All cases of disorderly conduct are to be reported immediately by the bus driver to the supervisor and then to the principal of the school that the student attends. A written report follows as soon as possible. This policy may vary with schools outside of the District, and the Contractor is responsible to communicate and understand the policy of each of these schools.

#### BUS ROUTES

1. Bus routes will be planned yearly by the Contractor, prior to the opening of school, taking into account the schools to be transported to/from, the space available, the capacity of the buses, time schedules, etc. During the first week of school, bus loads and routes will be reviewed, at which time changes may be made or as the need arises at any times during the year. The Contractor will agree to make any route changes as requested by the school district superintendent or designee.
2. The Contractor agrees that the time schedules and stopping places on all routes shall be approved by the school district superintendent or designee; that no changes in the routes, stopping places or schedules shall be made without his/her prior approval; that buses shall run on schedule and shall not be required to wait for students who are tardy in reaching the scheduled stops; and that due consideration should be given by bus drivers to insure the safety of all students in discharging them from the bus.
3. The school district superintendent or designee may request a change in the number of routes, the length, direction or duration of routes, and the stopping places on these routes when, in his/her opinion it is necessary to do so in the best interest of the students.
4. Buses shall not be overcrowded. If, in the opinion of the school district superintendent or designee, a bus continues to be overcrowded on any route, then the routes shall be changed to equalize busloads or another bus shall be added to relieve this condition.

#### PETITION IN BANKRUPTCY

1. In the event of a termination of this contract because of the Contractors' default, the school district shall not be liable for any service rendered under this contract for any part of the month when said services ceased or failed to be rendered according to the terms thereof, and the bus Contractor shall be liable for all damages suffered by the school district as a result of the termination of the contract.
2. In the event of a strike against the Contractor causing interruption to services or operations, the school district has the right to secure such other transportation as may be necessary and charge the cost of the same to the account of the Contractor. If other transportation is not secured, a deduction will be made from the monthly payment to the



Contractor for each day of service not provided. These deductions will be determined by the Board.

#### FUEL

1. The school district will provide the sufficient amount of diesel fuel for the Contractor's equipment used to provide transportation services as described in these specifications at no cost to the Contractor. Only Contractor buses utilized for this contract may fuel at the Town facility.
2. The school district will provide bulk fuel storage and a pumping mechanism and facility at the Town yard. The Contractor's employees will be responsible for pumping the fuel into the buses, and complying with the Town/school district policies for pumping fuel. There is no smoking allowed while pumping the fuel or on Town property where the fueling depot is located. (Bulk fuel storage located at town owned facility)
3. The Contractor will be responsible for the costs associated with any fuel spills as a result of any negligence or carelessness by the Contractor's employees while fueling the buses.
4. ***The diesel fuel provided by the Board will have normal winter additives already added to the fuel. In the event the Contractor needs to or desires to provide additional additives directly into the buses, the Contractor will be responsible for the cost and labor involved in this process. The Board may provide a place to store the fuel additive for the Contractor if a safe location is available.***

**Canterbury Public Schools**  
**APPENDIX A**  
**\*Roster of Staff**

\*List of names and addresses of drivers and support staff (other than safety and repair staff);

I. Drivers (provide by August 15, 2019)

II. Management Staff

\* *Use additional sheets if necessary*

**Canterbury Public Schools**  
**APPENDIX B**  
**\*Safety Plan**

I. Staff (list names, assigned location and telephone numbers):

II. Safety Program (Describe training and related activities for staff and students)

*\* Use additional sheets if necessary*

**Canterbury Public Schools**  
**APPENDIX C**  
**Substance Abuse Training and Monitoring Program**  
**(Please describe below)**

*\* Use additional sheets if necessary*

**Canterbury Public Schools  
Appendix D  
Equipment List**

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	
															<b>Year of Manuf.</b>
															<b>Manuf.</b>
															<b>Body Type</b>
															<b>Model</b>
															<b>Chassis</b>
															<b>Engine</b>
															<b>Present Mileage</b>
															<b># of Heaters</b>
															<b>G.V.W.</b>
															<b>Seating Capacity</b>
															<b># of Buses</b>

**Canterbury Public Schools**  
**APPENDIX E**  
**\*Maintenance Program & Facilities Location**

I. Repair / Mechanical Staff

A. List names

B. Briefly state qualifications

II. Location of Repair Facilities

III. Maintenance Program (describe briefly)

IV. Location of Dispatch Office (Not provided by Board)

*\* Use additional sheets if necessary*

**Canterbury Public Schools**  
**APPENDIX F**  
**Company Identification**

To: Canterbury Public Schools

The undersigned agrees to execute the contract to provide transportation for the students of the Canterbury Public Schools within thirty (30) days after notification of the acceptance of this proposal by the school district. Should the undersigned fail to execute such contract, the amount herewith enclosed as proposal deposit shall become the property of the Canterbury Public Schools as liquidated damages.

I. How long has the firm been in the school transportation business? \_\_\_\_\_ years

II. How many school buses are owned by the firm? \_\_\_\_\_ buses

III. If answer to II is none, how many buses will be purchased/leased? \_\_\_\_\_ buses

IV. List all Connecticut school system(s) with which you have had a transportation contract over the past five years, indicate a contact person with telephone number, and number of buses operated (attach additional sheets if necessary).

	School System	Contact Person	Telephone #	# of Buses Operated
1.				
2.				
3.				
4.				
5.				

Signature of Authorized Representative

Title \_\_\_\_\_

Company \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_

**Canterbury Public Schools**  
**APPENDIX G**  
**CERTIFICATE FORM**

I, an authorized signer for the Contractor, certify under the penalties of perjury that the Contractor named below has complied with all the Connecticut General Statutes pertaining to the payment of taxes, to the reporting of employees and Contractors, and to the withholding and remitting of child support.

The Contractor certifies that:

1. No consultant to, or subContractor for, the Contractor, has given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this Request for Proposals.
2. No consultant to, or subcontractor for, the Contractor has given, offered, or agreed to give any gift, contribution, or offer of employment to the Contractor, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Contractor.
3. No person, corporation, or other entity, other than a bona fide full time employee of the Contractor has been retained or hired to solicit or in any way assist the Contractor in obtaining the Contract (pursuant to this request for Proposals) upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Contractor.
4. The Contractor hereby certifies that it is in compliance with and shall remain in compliance with Connecticut General Statutes and shall not discriminate on any prohibited basis outlined therein.
5. The Contractor hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any Federal, State, or local agency, the Contractor shall inform the Canterbury Public Schools or the school district with which it has the contract within one (1) business day of such debarment, suspension, or prohibition from practice.

The undersigned assures that this sealed proposal is made in good faith, without fraud, collusion, or connection of any kind with any other Contractor for the same work; that he has informed himself fully in regard to the "Request for Proposals for Student Transportation Services" document.

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Canterbury Public Schools**  
**APPENDIX H**  
**CRITERIA FOR AWARDING CONTRACT**

- I. Total Contract pricing including:
  - a. High School, Middle School, Elementary School,
  - b. Late Runs, mid-day pre-school runs
  - c. Additional Transportation (field trips, athletic trips, and Summer Transportation)
  - d. Special Education runs
  
- II. An analysis of the following:
  - a. Audited financial statements and credit reference
  - b. Past performance
  - c. Staff experience including key personnel (Proposed dispatcher resume or job description)
  - d. Bus Routing
  - e. Accident record
  - f. Pending Lawsuits and quasi-legal proceedings against the company that would interfere with the performance of the contract (indicate “None” if applicable)
  
- III. Completion of Appendix A identifying sufficient and appropriate drivers and support staff.
  
- IV. Completion of Appendix B indicating a sufficient and appropriate training program for drivers, support staff and students.
  
- V. Completion of Appendix C outlining and describing a sufficient and appropriate substance abuse training and monitoring program.
  
- VI. Completion of Appendix D indicating sufficient and appropriate equipment to provide services under the contract.
  
- VII. Completion of Appendix E indicating a sufficient and appropriate maintenance program.
  
- VIII. Satisfactory completion of the Company Identification, Proposal and Good Faith forms
  
- IX. A Proposal Bond or certified check for the appropriate amount
  
- X. Letter of Surety to guarantee ability to provide performance bond
  
- XI. In the best interest of the town / school district.

## **General Information and Requirements**

**The Canterbury, CT Public School District is seeking proposal pricing from qualified school bus Contractors to provide school transportation services beginning on the first day of the 2019 - 2020 school year for a five (5) year term, with an option to extend the agreement by mutual agreement.**

**The Canterbury Public Schools will make available to the Contractor a bus parking lot with plug-ins for \$1,500.00 per month (\$18,000.00 per year), and a maintenance garage for \$1,000.00 per month (\$12,000.00) per year. Both located at the Town Yard where the buses currently park. Also located at the Town Yard are the diesel bulk storage and gasoline bulk storage that are available for the Contractor to fuel the buses and vans used to provide the services described in the RFP. The Town of Canterbury will enter into a written agreement with the Contractor for use of the parking and /or maintenance facilities if desired by the Contractor. The Town will continue to maintain and snow-plow the yard.**

**The Contractor will agree to purchase the current Canterbury school bus fleet for the sum of \$295,000.00, which will be taken as monthly credits off of the Contractor's invoices over a five (5) year period. The radios, cameras, and any parts inventory are included with the sale of the buses. The Board will continue to keep the current fleet of buses registered and inspected under the Board's name until the initial transition period of the contract is completed, prior to the start of the 2019-2020 school year. In the event that the Contractor would prefer to substitute vehicles to replace any of the former Canterbury fleet to be utilized in Canterbury, the substitute bus(es) must be of an equal or newer age than the Canterbury bus to be substituted and meet the age requirements of the RFP.**

**The Contractor will provide a transition plan and timeline to the District upon award and execution of the contract. The goal of the District is for a seamless transition from a District operated transportation system to a Contractor operated transportation system.**

**Currently, the Canterbury Public Schools operate a 2 - Tier bus schedule with the High School students transported on Tier I, and the Middle School and Elementary School students transported together on Tier II. The High School students are picked-up by seven (7) buses and transported to the Middle School, where they transfer to the appropriate out-of-town HS buses:**

**Woodstock Academy = 2 buses, Norwich Free Academy = 2 buses, Norwich Tech = 1 bus, Griswold = 1 bus, and Ellis Tech / Quinebaug MS combined = 1 bus**

**Tier II buses (10 buses) transport the Middle School and Elementary students together.**

**The 7 drivers that drive both Tier I and Tier II are paid 3 hours, the 3 drivers that drive Tier II only are paid 2 hours.**

**Additional information regarding pre-school transportation, late runs, and special education van routes will be provided at the mandatory information meeting, along with other general information regarding the services described in the RFP. Bus Routes can be found on the District Website.**

**Canterbury Public School  
Proposal form**

**I. Regular Transportation ( Ten Routes)**

	Price per bus per day	x 10 buses	x 181 days per year	School Year
A	\$		\$	2019-2020
B	\$		\$	2020-2021
C	\$		\$	2021-2022
D	\$		\$	2022-2023
E	\$		\$	2023-2024
Subtotal A - E	\$		\$	

**II. Mid-Day Pre-K Routes (Average 1.5 hours per run)**

	Price per bus	x 2 buses	x 182 days per year	School Year
A	\$		\$	2019-2020
B	\$		\$	2020-2021
C	\$		\$	2021-2022
D	\$		\$	2022-2023
E	\$		\$	2023-2024
Subtotal A - E	\$		\$	

**III. Special Education Vehicles ( Out of District Routes)**

	Price per Van	x 2 Vans	x 182 days per year	School Year
A	\$		\$	2019-2020
B	\$		\$	2020-2021
C	\$		\$	2021-2022
D	\$		\$	2022-2023
E	\$		\$	2023-2024
Subtotal A - E	\$		\$	

**IV. Late Runs ( Two (2) days per week at Middle School)**

	<b>Price per Bus</b>	<b>x 2 Bus</b>	<b>x 72 days per year</b>	<b>School Year</b>
A	\$		\$	2019-2020
B	\$		\$	2020-2021
C	\$		\$	2021-2022
D	\$		\$	2022-2023
E	\$		\$	2023-2024
Subtotal A - E	\$		\$	

**V. Field & Athletic Trips (Price per hour)**

	<b>Price per hour</b>	<b>x 800</b>	<b>Annual Cost School Year</b>	<b>School Year</b>
A	\$		\$	2019-2020
B	\$		\$	2020-2021
C	\$		\$	2021-2022
D	\$		\$	2022-2023
E	\$		\$	2023-2024
Subtotal A - E	\$		\$	

**Proposal Summary page  
Proposal Summary**

Subtotal Section I	\$
Subtotal Section II	\$
Subtotal Section III	\$
Subtotal Section IV	\$
Subtotal Section V	\$
<b>Total of Sections I thru V</b>	\$

*\*Number of buses or vans required in each category based on “estimated needs” of the district. Added or deleted buses or vans will be at the per bus/van per day rate provided in the proposal.*

**The cost to provide a 100% annual performance bond based on the total annual summary of Section I through Section V (as indicated in the proposal summary) is \$\_\_\_\_\_.**

**In the event the Canterbury Board of Education requires the Contractor to provide the performance bond, the Canterbury Board of Education agrees to pay the Contractor for the amount as indicated above.**

**Schedule 1**  
**School Information**

**Canterbury Elementary School**

**Regular Hours**  
**8:30 - 3:10**  
**67 Kitt Rd**  
**Canterbury, CT 06331**  
**Grades: Pre-K - Grade 4**

**Baldwin Middle School**

**Regular Hours:**  
**8:20 - 3:10**  
**45 Westminster Rd**  
**Canterbury, CT 06331**  
**Grades: 5 - 8**

**High Schools (Out of District Choices)**

**Norwich Free Academy**  
**Norwich Tech**  
**Ellis Tech**  
**Killingly Vo-Ag**  
**Quinebaug Middle School**  
**Woodstock Academy**  
**Griswold High School**

**Canterbury Transportation Fleet**

<b>Bus #</b>	<b>Year</b>	<b>Mileage 10/19/2018</b>
46	2017	13,098
45	2016	51,529
44	2016	52,215
43	2013	84,263
41	2012	117,469
34	2009	209,512
32	2009	234,417
33	2008	235,074
30	2006	237,329
31	2006	246,452
<b>Van #</b>	<b>Year</b>	<b>Mileage 10/19/2018</b>
40	2012	50,963
42	2013	77,656
37	2010	98,801

**The two (2) 2006 buses can be utilized for the 2019-2020 school year only. The Contractor will have to provide spare buses / trip buses in addition to purchased district fleet.**

*All questions will be answered to the best of the Districts' ability so as to allow the bidders sufficient information in order to provide the District a competitive price and service proposal.*