

**Invitation for Bids for Regular Student Transportation Services
For the Rochester School Department**

The Rochester School Board will accept bids for Regular Student Transportation Services for the Rochester, New Hampshire School Department, until 12:00 noon Eastern Standard Time on **February 8, 2017**. The bids will be opened publicly and read aloud at that time.

Bids shall be submitted to Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street – Suite 8, Rochester, NH 03867. Bids shall be submitted in sealed envelopes plainly marked ***BID FOR STUDENT TRANSPORTATION***. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.

Specifications with required Bid Form may be obtained at no cost from the Superintendent of Schools Office or on the District website at <http://www.rochesterschools.com/SAU/bids/bids.html>.

Each bid must be accompanied by a Bid Bond, Bank Draft, or Certified Check payable to the City of Rochester, in an amount not less than five percent (5%) of the amount of the base bid. The successful bidder will be required to submit a one hundred percent (100%) performance bond for the period of the contract.

Specifications for Regular Student Transportation Services for the Rochester School Department

The Rochester School Board (hereinafter the BOARD) invites interested persons to bid on the transportation of pupils to Rochester's elementary and secondary schools. The successful bidder (hereinafter the CARRIER) will receive a contract for a five-year period beginning July 1, 2017 and ending June 30, 2021. Prices must be submitted on the prescribed forms, with all required information completed according to the following specifications, which shall become a part of the contract.

1. All laws, rules and regulations of the State of New Hampshire, the BOARD, and agencies of the United States Government shall be strictly observed. The operation of the school bus shall be under the direction of the BOARD by its agents.
2. The school bus shall be driven at all times by a person who is twenty-one (21) years of age or older, of good character, and approved in advance by the Superintendent of Schools and the New Hampshire Department of Safety. The school bus driver must be approved annually prior to the opening of school and must provide a medical certificate showing satisfactory physical condition, a criminal background check including fingerprinting, complying with the BOARD Policy and State regulations.
3. The CARRIER and all drivers must have telephone service in their names.
4. The school bus driver shall be responsible for the good conduct of pupils in transit. The CARRIER shall be responsible for developing, implementing, and providing evidence to the district of an ongoing professional development plan for bus drivers; this plan shall address all areas of safety and behavior management. This plan must be approved by the Superintendent of Schools or designee.
5. The CARRIER shall use route software to establish school bus routes and bus stops; final routes and stops must be approved by the Rochester School Board. The CARRIER shall be responsible for providing the district with route publications, including route lists and individual street bus assignments. The CARRIER shall be responsible for publishing final approved routes in the agreed upon local newspapers.
6. The contract may be terminated by the BOARD after due hearing under the following conditions:
 - A. Whenever, in its judgement, pupils are not properly conveyed.
 - B. Whenever the CARRIER does not exercise proper supervision of pupils.
 - C. For any breach of contract by the CARRIER.
 - D. Whenever, in its judgement, the conveyance used is unsatisfactory for the transportation of pupils.
7. No commercial merchandise shall be carried on any school bus route.
8. Motor, brake and all other specifications of all new buses will meet state and federal regulations. The buses used on regular routes shall, at a minimum, have a capacity ranging from seventy-seven (77) to eighty-four (84) passengers. Smaller buses may be used for conveying small groups of students on charter trips at the discretion of the CARRIER, except that use of smaller buses shall not result in a higher cost (e.g. because of the need for additional buses resulting from the small capacity).
9. The CARRIER's base bid shall bid on the use of nineteen (19) seventy-seven (77) capacity pusher type buses made by Amtran or "equal" or show that any other bus type with at least the above

stated capacities shall be able to navigate the routes within the city. An alternative bid may include the use of at least one (1) eighty-four (84) passenger bus.

10. The CARRIER shall only use buses that met all New Hampshire Department of Safety requirements and shall not use any bus more than ten (10) years old on August 30 of the contract year in which it is used. At least six (6) buses will be less than five (5) years old in each year of the contract.
11. The CARRIER shall have available replacement buses in case of a breakdown in the nineteen (19) buses used for the regular routes.
12. The successful bidder shall submit to the Superintendent of Schools an inventory and/or description of buses proposed for purchase for use under this contract, including make, model, engine specifications, and capacity.
13. The school bus must have the route number at least five inches (5") in height on each side of the bus near the front (immediately behind the main door on the right side of the bus). These numbers must also appear on the front of the bus next to the *School Bus* sign and on the rear of the bus between the brake lights and the registration plate. The school bus must also have the name *Rochester School District* painted on each side of the bus in letters at least five inches (5") in height.
14. All school buses will be equipped with a two-way communication device capable of transmitting clearly from any point within the city limits of Rochester to the Rochester School Department's main office and the CARRIER's main office of operations for Rochester. At least one device capable of communicating with this system will be located at the Rochester School Department Superintendent's Office and shall be purchased at the expense of the CARRIER. Said equipment shall remain under the control of the Rochester School Department for the duration of the contract and shall be returned to the CARRIER upon termination of the Contract. The CARRIER shall provide a designated dispatcher at the CARRIER's main office that is responsible to communicate with parents, the Superintendent's office, the individual schools and the bus drivers.
15. All school buses will be equipped, at the discretion of the School Board, with a sensor mounted at the front of the bus for detecting children outside of the bus who cannot be seen by the driver and or all school buses will be equipped with an "arm" at the front of the bus; the purpose of this arm is to ensure proper visibility of students passing in front of the bus.
16. The CARRIER shall be responsible to provide a digital video only monitoring system with a minimum of three cameras on one hundred percent (100%) of the school buses in service in the district. The CARRIER shall monitor the digital video only monitoring system on a weekly basis to ensure that system is operating properly and shall review the digital video only recordings on a weekly basis to ensure quality of service.
17. The CARRIER shall be responsible to provide an intercom system on one hundred percent (100%) of the school buses in service in the district.
18. Bids for regular school bus routes will be accepted only on a citywide basis. A bid for regular transportation shall include the following:
 - A. The cost of 100% performance bond for the term of the contract
 - B. The cost of liability insurance, naming the City of Rochester as co-insured, with a \$6,000,000 aggregate limit of liability
 - C. Semiannual bus evacuation drills
 - D. Annual physicals for school bus drivers

19. The following items shall be submitted as separate, guaranteed maximum prices for the duration of the contract:
 - A. Charter trips (rate per mile or per trip in city)
 - B. Transportation of small groups in mini-buses (rate per mile or per trip in city)
 - C. A daily rate for an afternoon middle school and high school late bus with an established route of 6-9 stops as determined by the Superintendent's Office.
20. Three non-route buses should be available each day for athletic trips, fieldtrips, and club trips. Athletic trips, club trips, and other chartered trips sponsored and paid for by the Rochester School Department shall be conducted by the CARRIER unless they are conducted in private conveyance or school-owned vehicles or if the CARRIER is not available. Established school bus routes take precedence over chartered trips. Special charter trips, including the above, if paid for by PTA, Booster Clubs, student activity funds, Student Transportation Fees, or other sources not controlled by the Rochester School Department, may be bid on an individual basis at the discretion of the trip sponsors.
21. No increased payment will be made because of an increase in the number of pupils transported. Payments resulting from an increased number of routes will be calculated on a per route basis. School bus routes may be revised, combined, deleted or otherwise changed at the discretion of the BOARD at any time.
22. Payment for school bus transportation will be made monthly for ten (10) months depending on the school calendar and the payroll period of other employees of the Rochester School Department.
23. Changes in school calendar and schedule:
 - A. Should the school calendar be increased beyond one hundred eighty (180) school days for all schools in the district, the contract will be increased by an amount equal to 1/180 of the total base bid for all routes approved for the year in which the calendar change occurs.
 - B. Should the school calendar be increased beyond one hundred eighty (180) school days for an individual school or schools, but not including all schools in the district, the Board will pay a pro-rated amount agreeable to both parties based on the number of routes operated and the number of days increased.

The Rochester School Board reserves the right to reject any or all of the bids received and to waive any informality in the bidding. No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the BOARD.

