

**Invitation for Bids**  
**Special Education Transportation Services**  
**for the Rochester School Department**

The Rochester School Board will accept bids for **Special Education Transportation Services** until **12:00 noon EST on December 20, 2017**. The bids will be opened publicly and read aloud at that time.

Bids shall be submitted to Mr. Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street Suite 8, Rochester, NH 03867-1348. Bids shall be submitted in sealed envelopes plainly marked **Bid for Special Education Transportation Services**. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.

Specifications may be obtained at no cost from the Superintendent's Office and are available on the District website at: <http://www.rochesterschools.com/SAU/bids/bids.html>

## **Specifications for Special Education Transportation Services for the Rochester School Department**

The Rochester School Board [the BOARD] invites interested persons to bid on the transportation of pupils with disabilities to Rochester's elementary and secondary schools and other locations in and outside of Rochester. The successful bidder [the CARRIER] will receive a contract for a five-year period beginning **July 1, 2018 and ending June 30, 2023**. Prices must be submitted on the "Bid Sheets", with all required information completed in full 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 safety and good conduct of pupils in transit. The CARRIER shall be responsible for developing and implementing an ongoing professional development plan for bus drivers; this plan shall address all areas of safety, behavior management and working with students with disabilities. 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. The CARRIER shall be responsible for providing the district with route publications, including route lists.
6. The contract may be terminated by the BOARD after due hearing under the following conditions:
  - A. Whenever, in its judgment, 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 judgment, the conveyance used is unsatisfactory for the transportation of pupils.
7. No commercial merchandise shall be carried on any school bus route.
8. The CARRIER shall provide a sufficient number of buses that no student will spend more than one (1) hour in transit during the morning and one (1) hour during the afternoon, except that the CARRIER will not be held responsible for time beyond this if it is caused by inefficient route planning done by the BOARD.
9. Motor, brake and all other specifications of all new buses will meet state and federal regulations. All buses shall be handicapped accessible. Mud and snow tires are required on all rear wheels and chains must be available for regular tires.

10. The CARRIER shall only use buses that met all New Hampshire Department of Safety requirements and shall not use any bus more than five (5) years old on August 30 of the contract year in which it is used.
11. The CARRIER shall have available replacement buses in case of a breakdown.
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. Cost shall be calculated on a per bus basis only. The per bus cost shall include transporting approximately 250 students. The current transportation includes door to door transportation for Middle School and High School students AM and PM routes, Elementary students AM and PM routes, Pre-School students for 8:45 AM, 11:00 AM, 12:00 noon drop-off, and corresponding pick up times and transportation for students PK -12 to and from various programs and placements within and outside of the Rochester School District. No bus will unload students earlier than twenty (20) minutes before the start of the school day.
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. The CARRIER shall be responsible to provide a digital video only monitoring system 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 regular basis to ensure that system is operating properly and shall review the digital video only recordings on a regular basis to ensure quality of service.
16. The CARRIER shall be responsible to provide an intercom system on one hundred percent (100%) of the school buses in service in the district.
17. 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
18. No increased payment will be made because of an increase in the number of pupils transported.
19. 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.

20. The CARRIER shall submit monthly reports indicating the number of pupils transported on a daily basis, the number of miles traveled by each bus, and the cost of said transportation.
21. 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.
  - C. The BOARD reserves the right to negotiate a new contract or negotiate changes in the existing contract in the event of any other major changes in school schedules.
22. Bidders are invited to inspect current bus routes and discuss anticipated changes prior to submission of their bids.
23. Out of district transportation shall be an option to include in the bid award. The CARRIER should bid a cost per mile and cost of driver layover. The District would seek out the CARRIER for first refusal of all out of district transportation, if the bid is awarded including out of district transportation.
24. All bids must be submitted in a sealed envelope plainly marked *BID FOR SPECIAL EDUCATION TRANSPORTATION* and may include two parts: a bid for in district transportation; and a bid for out of district transportation. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.
25. An Alternate to this bid is included. The CARRIER may provide an alternate for out of district transportation. The out of district transportation will include a cost per mile for single transportation, a cost per mile for shared transportation between other school districts, any layover cost, driver cost, and any other costs associated with out of district transportation. If the alternate is accepted, the CARRIER would be first choice for out of district transportation. The CARRIER would be used for this transportation, unless the CARRIER is unable to provide the transportation.

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 Owner.

**ROCHESTER SCHOOL DEPARTMENT  
SPECIAL EDUCATION TRANSPORTATION**

**IN DISTRICT BID SHEET**

<b>Vehicle 1: Wheelchair buses</b>			
Make: See Below _____		Model: _____	
Capacity: _____			
		<u>Daily</u>	<u>Yearly</u>
Cost per bus:	<b>FY 2019</b>	\$	\$
	<b>FY 2020</b>	\$	\$
	<b>FY 2021</b>	\$	\$
	<b>FY 2022</b>	\$	\$
	<b>FY 2023</b>	\$	\$

<b>Vehicle 2: Non-Wheelchair buses</b>			
Make: See Below _____		Model: _____	
Capacity: _____			
		<u>Daily</u>	<u>Yearly</u>
Cost per bus:	<b>FY 2019</b>	\$	\$
	<b>FY 2020</b>	\$	\$
	<b>FY 2021</b>	\$	\$
	<b>FY 2022</b>	\$	\$
	<b>FY 2023</b>	\$	\$

No vehicles greater than five years old after August 30, 2018.

Time above the 6 hours per day, including summer transportation, must be pre-approved by the Rochester School Board or designee and will be based upon the daily rate.

**ROCHESTER SCHOOL DEPARTMENT  
SPECIAL EDUCATION TRANSPORTATION**

**ALTERNATE-OUT OF DISTRICT BID SHEET**

**Vehicle 1: Wheelchair buses**

Make: See Below \_\_\_\_\_ Model: \_\_\_\_\_

Capacity: \_\_\_\_\_

Cost per Mile: \_\_\_\_\_ Cost of Driver Layover: \_\_\_\_\_

**Vehicle 2: Non-Wheelchair buses**

Make: See Below \_\_\_\_\_ Model: \_\_\_\_\_

Capacity: \_\_\_\_\_

Cost per Mile: \_\_\_\_\_ Cost of Driver Layover: \_\_\_\_\_

No vehicles greater than five years old after August 30, 2018.

Time above the 6 hours per day, including summer transportation, must be pre-approved by the Rochester School Board or designee and will be based upon the daily rate.

