

## **Invitation for Bids Driver Training Program**

The Rochester School Board will accept bids for the Driver Training Program at Spaulding High School in Rochester, New Hampshire until 12:00 noon Eastern Daylight Savings Time on May 20, 2020. The bids will be opened publicly and read aloud at that time. Bids shall be submitted to:

Kyle Repucci, Superintendent of Schools  
Rochester School Department  
150 Wakefield Street, Suite #8  
Rochester, New Hampshire 03867-1348

Bids shall be submitted in sealed envelopes plainly marked BID FOR DRIVER TRAINING. Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.

The bid shall cover the time period commencing July 1, 2020 and ending June 30, 2023.

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

The bid among other things shall include a description of services to be provided including instructional time for each student (classroom and behind the wheel), materials to be used, and cost per pupil for the term of the contract. All aspects of the proposed program shall be in compliance with state standards for provision of driver education. To be qualified a bidder or the bidder's employee(s) must be certified by the State of New Hampshire as a Driving Education Instructor on the date the bid is submitted.

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 No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of bids without the consent of the Rochester School Board.

**ROCHESTER SCHOOL DISTRICT  
DRIVER EDUCATION BID SPECIFICATIONS**

Contract specifications, at minimum, shall include the following:

1. Contract duration is from July 1, 2020 to June 30, 2023.
2. Bidders will specify the total student fee for each year of the contract.
3. The bidder will provide a minimum of one driver education class per each school year semester and one additional class during the summer break.
4. The bidder will provide a description of services to be provided including instructional time for each student (classroom and behind the wheel), materials to be used, and cost per pupil for the term of the contract.
5. The bidder will provide cars, gasoline, instructors and all necessary teaching materials such as textbooks, filmstrips, VCR tapes, etc.
  - a. Each student will be provided with a copy of the most recent version of a State of New Hampshire approved driver education text. Whenever a newer version of an approved text is available, the newer version will be used no later than the next driver training session after the book is available.
6. The bidder will carry liability insurance (including automobile liability) of a least \$1,000,000 Combined Single Limit. Further, the bidder's policy shall name the Rochester School District as an additional insured. The bidder shall also provide evidence of Worker's Compensation Insurance, as required by law.
7. The bidder will assure that the program is run in accordance with New Hampshire State requirements.
8. All instructors shall be certified by the State of New Hampshire as Driver Education Instructors. All instructors or employees that will have unsupervised contact with students must submit to the state required criminal background checks and fingerprinting. This service will be provided by the Rochester School District at not cost to the bidder or its employees.

**ROCHESTER SCHOOL DISTRICT  
DRIVER EDUCATION BID SHEET**

I/We propose to furnish Driver Education Instruction for the Rochester School District for a three-year period as follows:

	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
Total Fee per Student	\$ _____	\$ _____	\$ _____

I/We have received and understand the Driver Education Bid Specification. The Rochester School District reserves the right to reject any or all bids and waive any informality in the bidding. By my signature below I certify I am authorized to submit this bid on behalf of the company listed below.

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Telephone Number \_\_\_\_\_

Person Submitting Bid: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Typed Name and Title)

For consideration, a completed form in a sealed envelope clearly marked "**BID FOR DRIVER TRAINING**" is due no later than May 20, 2020 at 12:00 noon Eastern Daylight Time at the following address:

Rochester School Department  
Attn: Kyle Repucci, Superintendent  
150 Wakefield Street, Suite #8  
Rochester, NH 03867-1348