

**The Amesbury School Committee  
Amesbury, Massachusetts**

**Information and Instructions to Bidders**

**Regular Education Transportation**

1. All bids are to be sealed and marked "School Bus Transportation-Regular" and must be mailed or delivered to the Office of the Superintendent of Schools, 5 Highland Street, Amesbury, Massachusetts 01913. Bids should be mailed in ample time to be received before **Noon on February 28, 2020.** **Bids will be opened at Noon on February 28, 2020.**
2. Bids are to be submitted on a three (3) year contract basis, with buses and drivers furnished by the bidder, with an option to extend for an additional two one-year extension(s) as authorized by the School Committee.
3. The bidder must be an experienced school bus fleet operator for a minimum of five years and must have had a minimum of ten (10) school buses in the fleet.
4. The bidder agrees to furnish careful and competent drivers who hold a Massachusetts School Bus driver's license, CORI & Fingerprinting is required. Immediately upon discovery of carelessness and/or incompetence, the driver or drivers must be replaced.
5. The bidder shall use buses that comply and meet all current Federal and State mandated safety standards and guidelines. It is the responsibility of the Contractor to maintain these buses to all current and/or any new State and Federal safety standards that may be enacted over the life of this contract. Copies of all inspection reports are to be submitted to the Amesbury Public Schools within 30 days of such inspection for each vehicle.
6. The bidder shall agree to use buses that are in satisfactory operative condition. Vehicles must be 2015 or newer at the start of the contract. An individual bus may not exceed a mileage of 125,000. It is the Contractor's responsibility to submit vehicle mileage reports at the start of each school year to the Amesbury Public Schools. Any vehicle that exceeds this mileage limit must be replaced at no additional cost to the Amesbury Public Schools. Buses may be inspected by an assigned party at any time if requested by the District. Corrective steps must be taken to fix any problems noted if requested by the Department.
7. The bidder agrees to keep the buses in good working condition at all times and to furnish all necessary gasoline, oil, grease, tires, maintenance, and repairs or any other associated transportation costs throughout the entire period of the contract.
8. In the event a bus is rendered inoperable, a replacement bus must be provided within 15 minutes.
9. Insurance – please see attached City of Amesbury Insurance Requirements (Attachment A)
10. All school buses must have 2-way radio communications.

11. The bidder will submit with his bid proposal a detailed description of each bus to be furnished. Bid Proposal Form provided with these specifications is to be used to supply the following information for each bus: Make of Bus, Make of Body, Year of Manufacture, Seating Capacity, Accumulated Mileage, Number of Heaters, and Present Condition.
12. The costs of additional equipment, modifications to equipment, or changes to driver requirements mandated by state or federal statues will be the sole responsibility of the contractor.
13. All routes, time schedules, and mileage shall be fixed by the Superintendent, or his authorized agent. The Superintendent reserves the right to change or modify any trip, route, and the order of trips whenever, in their judgment, conditions make such changes necessary.
14. If, for any reason said bus or buses cannot be operated on any school day, the bidder agrees to provide suitable insured transportation in place thereof, without additional charge.
15. The pages entitled "Standards for the Selection of School Bus Drivers" is a part of these specifications and must be adhered to by the successful bidder when employing individuals to drive buses under this contract.
16. The bidder agrees to begin his trips so that pupils will arrive at the various schools in ample time for their opening sessions. The tentative opening and closing times are as follows:

|                         | <u>Opening</u> | <u>Closing</u> | <u>Early Release</u> |
|-------------------------|----------------|----------------|----------------------|
| Amesbury Elementary     | 8:30 a.m.      | 3:00 p.m.      | 1:00 p.m.            |
| Cashman Elementary      | 8:30 a.m.      | 3:00 p.m.      | 1:00 p.m.            |
| Amesbury High School    | 7:30 a.m.      | 2:30 p.m.      | 12:30 p.m.           |
| Amesbury Middle Schools | 7:40 a.m.      | 2:25 p.m.      | 12:30 p.m.           |

17. Arrival and departure times may be designated by the Superintendent or his authorized agent to vary as much as sixty (60) minutes from the above indicated times, without charge being made for driver waiting time. It is anticipated that this sort of time schedule change will not occur more often than twice a month or ten times during the year.
18. The bidder agrees that on each school day when the Amesbury School Committee shall decide to keep school for a limited session or any portion of a day, the bidder will have their buses ready at the school loading area to take on pupils five minutes prior to the time set by the Committee for the closing of school.
19. If the responsible school official fails to provide the contractor with at least one hour's notification of a trip cancellation (based upon departure time), the contractor is entitled to the company's published pull-out charge.
20. The bidder shall be required to furnish as part of his "Bid Package" a letter from an insurance or bonding company certified by the Massachusetts Division of Insurance stating that his/her company is presently bonded and is bondable for this contract. The successful bidder must, before the start of the school year provide a bond for an amount equal to 100% of the basic contract price of the first year of the basic contract price.

21. The successful bidder will be required to enter into a written contract for a period of three (3) years beginning **July 1, 2020** and ending **June 30, 2023**. The requirements of these specifications are considered a part of the contract with the successful bidder.
22. Schedule of payments to the successful bidder will be made at the end of each month September through June and will be in an amount 1/10 of the basic contract for that year; payment to be made only upon presentation of invoice. Under this contract, mileage is to be based upon the minimum mileage guaranteed. The actual mileage to be computed from the route origin, first scheduled pick-up, to school and return once each day.
23. Unless otherwise stated, each school year will consist of a minimum of 181 days and will not exceed a maximum of 185 days.
24. A certified cashiers' check or bid bond in the amount of 5% of the first year basic bid price, made payable to the City of Amesbury must be included with the bid proposal.
26. No bidder may withdraw his bid for a period of thirty (30) days after the date set for the opening thereof.
26. The Amesbury School Committee reserves the right to investigate the financial and physical responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. Any information regarding the non-performance or revocation of any kind on any contract that a bidder has been involved in shall be made part of their bid package so that the committee will have been made aware of it.
27. Should any bidder to whom an award is made fail to enter into a contract within thirty (30) days after notice of the award has been mailed to him, or fail within such time to furnish a performance bond as required, the amount received from such bidder through his bid deposit check shall become the property of the City of Amesbury, as liquidated damages for such failure.
28. Bid deposits may be held by the Amesbury School Committee during the time stipulated for the execution of contracts and the submission of the performance bond. After the expiration of such period, the bid securities of such bidders, which have not become the property of the City of Amesbury, will be returned to the bidder.
29. Action on the award will be taken within thirty (30) days after the opening of bids.
30. Bids must be made on supplying the total transportation services as called for under these specifications. Partial bids will not be accepted.
31. This bid will require 10-71 passenger buses. All buses must be painted the standard **School Bus Yellow** as required by law.
32. The 10-71 busses are used for regular transportation. **The cost reduction for each bus eliminated will be based on the basic contract price for each bus per day per day x 181 days as stated in #1 bid form 3.** The amount increased for additional buses will be divisibly increased in the same manner.

33. The successful bidder agrees to assign a person acceptable to the Amesbury School Committee who will be available for conferences and consultations with the Administrative staff of the Amesbury Public Schools relative to bus routes, bus stops, pupil behavior, field trips, athletic trips, and other related matters.
34. Any knowing or intentional violation by the successful bidder of any material provision of the contract or of the specifications forming a part thereof, shall constitute cause for the termination of said contract by the City of Amesbury, if said city shall so elect. No waiver thereof by said City shall be taken, deemed, or construed as affecting the right of said City of Amesbury to do so and terminate for any other or future violation, or for any repetition of the same violation.
35. The bidder agrees to furnish all transportation contemplated by all provisions included in this bid package.
36. It is understood, that all of the material mentioned in this bid package is agreed upon, and made a part hereof, and shall become a part of the contract entered into between the City of Amesbury Public Schools and the successful bidder. The contract shall not be assigned nor assignable, by way of sub-contract or otherwise unless nor until the Amesbury School Committee shall have first assented thereto in writing.
37. Bidders should complete and submit Bid Forms (1-5) in duplicate, submitting the originals to the School Authority along with certified check or bid bond. The duplicate copies of bid forms are to be retained by the bidder for his files.
38. All terms of these specifications will become part of the agreement or contract.
39. Performance and bid bonds must be issued by insurance companies certified by the Massachusetts Division of Insurance.
40. The City of Amesbury has determined under the auspice of the Commonwealth of Massachusetts Division of Occupational Safety's that there is no requirements for "Prevailing Wage Rates" for bus drivers. (See Attachment B)

**The Amesbury School Committee  
Amesbury, Massachusetts**

**Standards of Selection for School Bus Drivers**

Although it is the responsibility of the School Bus Contractor to carefully select and properly train the drivers of school buses and to establish standards of procedure which they are to maintain in order to safely transport students to and from school, it is required by the Amesbury School Committee that the Contractor use the following criteria in selecting his drivers:

1. Character

The following character traits should be given careful consideration:

- a. Reliability and dependability
- b. Initiative, self-reliance, and leadership
- c. Ability to get along with others
- d. Freedom from the use of undesirable language
- e. Moral conduct above reproach
- f. Personal habits of cleanliness and dress
- g. Honesty
- h. Freedom from the use of intoxicating beverages, liquors and drugs

2. Emotional Stability

Full consideration should be given to such factors as:

- a. Patience
- b. Thoughtfulness
- c. Even temperament
- d. Calmness under stress

3. Physical Requirements

The following physical requirements are to be met in employing and re-employing school bus drivers:

- a. Sufficient physical strength to handle the bus with ease

- b. Possession of full and normal use of both hands, both arms, both feet and both legs
- c. Freedom from tuberculosis in communicable form and any other communicable disease
- d. Freedom from mental, nervous, organic, or functional disease likely to interfere with safe driving, such as: epilepsy, paralysis, insanity, diabetes, abnormal blood pressure, and heart ailments
- e. Visual acuity (either without glasses, or by correction with glasses) sufficient to meet the normal requirements for the duty of the bus driver.

4. Specific Physical Examination Required

- a. A report from a registered physician certifying that the driver is in sound physical condition and capable of performing the duties of a bus driver.
- b. A report from a registered physician, or a State Laboratory Technician (as required under Chapter 732, Acts of 1950 of the General Laws) certifying to the driver's freedom from tuberculosis in a communicable form. This report is filed initially at time of employment and every five years thereafter.
- c. Driver's must have annual D.O.T. physical and be drug and alcohol tested as required by law.

5. Experience

All bus drivers should understand fully the requirements for the safe operation of school buses as established by State Law, and further, must comply with the rules and regulations established by the Amesbury School Committee in this connection. These requirements and regulations are incorporated as an integral part of these specifications.

6. Freedom from Criminal Record

No person having a criminal court record resulting from improper operation of a motor vehicle, or having been convicted of other criminal acts, shall be employed as a school bus driver.

7. Responsibility of School Bus Contractor

- a. The School Bus Contractor will be responsible for seeing that the Physical Examinations referred to in Item 4 above are performed and the doctor's report (s) for each driver is filed with the Superintendent or their designee prior to the opening of school in September of each year.
- b. The School Bus Contractor will file with the Superintendent the names, addresses, and telephone numbers of all bus drivers who have been approved for such service prior to the opening of school in September each year.
- c. The School Bus Contractor shall employ only drivers holding a D.T.E. School Bus Driver's License, and further, shall present the license of each driver so employed to the Superintendent for verification upon request.

- d. All drivers shall be trained in standard First Aid and CPR. Certificates may be checked by the school department for compliance. Drivers will not be approved if they are not qualified
- e. All drivers must complete CORI & fingerprinting as required by Amesbury Public Schools.

8. Revocation of Approval

It is understood that the Amesbury School Committee reserves unto itself the sole right to withdraw or revoke at any time its approval of any driver, and upon notification in writing, the Bus Contractor will immediately upon receipt thereof replace the driver.

9. Authority of School Officials

The Superintendent of the Amesbury Public Schools or his designated agent, acting under the direction of the Amesbury School Committee will have complete authority over Contractors and bus drivers in all matters pertaining to School Transportation.

**BID FORM #**

TO: The Amesbury School Committee  
Amesbury, MA 01913

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 he has informed himself fully in regards to the "Specifications for Pupil Transportation," for the City of Amesbury, Amesbury School Committee, Amesbury, Massachusetts, and has made his own examination and estimates and from them makes this proposal.

The undersigned understands that the Amesbury School Committee reserves the right to waive any informalities in, to reject any and all or any part thereof; and/or accept any bid or part thereof; or to select a bidder whose bid is not the lowest, which it considers to be for the best interests of the Amesbury Public Schools.

With the above understanding, the undersigned proposes to furnish to the City of Amesbury, Public, and Parochial Schools, pupil transportation and to comply in all respects with said specifications for the sum or sums stated.

\_\_\_\_\_  
Signature

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Date \_\_\_\_\_



**BID FORM #2**

TO: The Amesbury School Committee  
Amesbury, Massachusetts 01913

The undersigned agrees to execute a contract to furnish transportation for the pupils of the City of Amesbury, Public Schools, within thirty (30) days after notification of the acceptance of this proposal. Should the undersigned fail to execute such contract, the amount herewith enclosed as bid deposit shall become the property of the Amesbury School Committee as liquidated damages.

The undersigned offers the following as evidence of his qualifications to perform the work as bid upon according to the requirements of the specifications.

1. How long have you been in business as a carrier of school children? \_\_\_\_\_
2. With whom do you now hold contracts to transport school children? \_\_\_\_\_  
\_\_\_\_\_
3. With whom have you had contracts to transport school children? \_\_\_\_\_  
\_\_\_\_\_
4. Do you own your own buses? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. If Yes, how many? \_\_\_\_\_
6. If No, who does own them? \_\_\_\_\_
7. Approximately how many of these buses will be principally garaged in Amesbury (excise tax purposes)? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**BID FORM #3**

**2020-2021 Projected Yearly Transportation Costs**  
**Amesbury Public Schools**

1) Basic Contract – Ten (10)-71 passenger buses at \_\_\_\_\_per bus x 181 days \_\_\_\_\_

**School Year 2020-2021 Total:** \_\_\_\_\_

2) Extra Transportation - a. Per Mile Rate \$ \_\_\_\_\_

b. Waiting Time \$ \_\_\_\_\_

c. Minimum Charge \$ \_\_\_\_\_

d. Pull-out Charge \$ \_\_\_\_\_

3) Early/Late Bus (per bus per day)\_\_\_\_\_ (if requested) (additional route non-time conflicting)

4) Add/delete two-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

5) Add/delete single-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #3 (cont)**

**2021-2022 Projected Yearly Transportation Costs**  
**Amesbury Public Schools**

1) Basic Contract – Ten (10)-71 passenger buses at \_\_\_\_\_ per bus x 181 days \_\_\_\_\_

**School Year 2021-2022 Total:** \_\_\_\_\_

2) Extra Transportation - a. Per Mile Rate \$ \_\_\_\_\_

b. Waiting Time \$ \_\_\_\_\_

c. Minimum Charge \$ \_\_\_\_\_

d. Pull-out Charge \$ \_\_\_\_\_

3) Early/Late Bus (per bus per day) \_\_\_\_\_ (if requested) (additional route non-time conflicting)

4) Add/delete two-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

5) Add/delete single-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #3 (cont)**

**2022-2023 Projected Yearly Transportation Costs**  
**Amesbury Public Schools**

1) Basic Contract – Ten (10)-71 passenger buses at \_\_\_\_\_per bus x 181 days \_\_\_\_\_

**School Year 2022-2023 Total:** \_\_\_\_\_

- 3) Extra Transportation -
- a. Per Mile Rate \$ \_\_\_\_\_
  - b. Waiting Time \$ \_\_\_\_\_
  - c. Minimum Charge \$ \_\_\_\_\_
  - d. Pull-out Charge \$ \_\_\_\_\_

4) Early/Late Bus (per bus per day) \_\_\_\_\_(if requested) (additional route non-time conflicting)

5) Add/delete two-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

6) Add/delete single-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #3 (cont)**

**2020 - 2023 Summary of Total Transportation Costs**

**Amesbury Public Schools**

Total for School Year 2020 - 2021 \_\_\_\_\_

Total for School Year 2021 - 2022 \_\_\_\_\_

Total for School Year 2022 - 2023 \_\_\_\_\_

**Grand Total Cost for Three Years:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #3 (cont)**

**2023-2024 Projected Yearly Transportation Costs**  
**Amesbury Public Schools**

2) Basic Contract – Ten (10)-71 passenger buses at \_\_\_\_\_per bus x 181 days \_\_\_\_\_

**School Year 2023-2024 Total:** \_\_\_\_\_

- 3) Extra Transportation -
- a. Per Mile Rate \$ \_\_\_\_\_
  - b. Waiting Time \$ \_\_\_\_\_
  - c. Minimum Charge \$ \_\_\_\_\_
  - d. Pull-out Charge \$ \_\_\_\_\_

4) Early/Late Bus (per bus per day)\_\_\_\_\_ (if requested) (additional route non-time conflicting)

5) Add/delete two-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

6) Add/delete single-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #3 (cont)**

**2024-2025 Projected Yearly Transportation Costs**  
**Amesbury Public Schools**

3) Basic Contract – Ten (10)-71 passenger buses at \_\_\_\_\_ per bus x 181 days \_\_\_\_\_

**School Year 2024-2025 Total:** \_\_\_\_\_

- 3) Extra Transportation -
- a. Per Mile Rate \$ \_\_\_\_\_
  - b. Waiting Time \$ \_\_\_\_\_
  - c. Minimum Charge \$ \_\_\_\_\_
  - d. Pull-out Charge \$ \_\_\_\_\_

4) Early/Late Bus (per bus per day) \_\_\_\_\_ (if requested) (additional route non-time conflicting)

5) Add/delete two-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

6) Add/delete single-tier bus, (per bus/per day) \$ \_\_\_\_\_ (if requested).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BID FORM #4**

**CERTIFICATION OF NON-COLLUSION  
AND  
CERTIFICATION OF TAX COMPLIANCE**

As required under **Chapter 687 of the Acts of 1989**, all bidders must certify to the following by signing this space indicated below.

**CERTIFICATION OF NON-COLLUSION**

Pursuant to **M.G.L. Ch30B, s10**, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

**CERTIFICATION OF TAX COMPLIANCE**

Pursuant to **M.G.L. Ch62C, s49A**, I hereby certify, under penalties of perjury that to my best knowledge and belief that the undersigned bidder has filed all state tax returns and paid all state taxes required by law.

\_\_\_\_\_  
Social Security Number

or

\_\_\_\_\_  
Federal I.D. Number

|  |               |
|--|---------------|
| <b>Company Name:</b> _____               |               |
| <b>Business Address:</b> _____           |               |
| <b>Representative:</b><br>(Please print) | <b>Title:</b> |
| <b>Signature</b>                         | <b>Date:</b>  |



**Bid Form #5**

Description of Equipment to be used under this Contract

Bus 1 -Make of Chassis \_\_\_\_\_ Make of Body \_\_\_\_\_

Year of Manufacture \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Number of Heaters \_\_\_\_\_

Accumulated Mileage \_\_\_\_\_ Miles Present Condition \_\_\_\_\_

Bus 2 -Make of Chassis \_\_\_\_\_ Make of Body \_\_\_\_\_

Year of Manufacture \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Number of Heaters \_\_\_\_\_

Accumulated Mileage \_\_\_\_\_ Miles Present Condition \_\_\_\_\_

Bus 3 -Make of Chassis \_\_\_\_\_ Make of Body \_\_\_\_\_

Year of Manufacture \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Number of Heaters \_\_\_\_\_

Accumulated Mileage \_\_\_\_\_ Miles Present Condition \_\_\_\_\_

Bus 4 -Make of Chassis \_\_\_\_\_ Make of Body \_\_\_\_\_

Year of Manufacture \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Number of Heaters \_\_\_\_\_

Accumulated Mileage \_\_\_\_\_ Miles Present Condition \_\_\_\_\_

Bus 5 -Make of Chassis \_\_\_\_\_ Make of Body \_\_\_\_\_

Year of Manufacture \_\_\_\_\_ Seating Capacity \_\_\_\_\_ Number of Heaters \_\_\_\_\_

Accumulated Mileage \_\_\_\_\_ Miles Present Condition \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**Bid Form #6**

**Athletic & Field Trips:**

**Estimated Need** – buses for approximately 140 field or athletic trips. These trips will require an estimated 8,500 miles of travel as well as approximately 450 hours of wait time.

Price per mile: \$ \_\_\_\_\_ x 8,500 miles = \$ \_\_\_\_\_ (f)

Price per hours of wait time: \$ \_\_\_\_\_ x 450 hours = \$ \_\_\_\_\_ (g)

**First Year Total:**

Athletic & Field Trip buses (f & g): \$ \_\_\_\_\_

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**Athletic & Field Trips:**

**Estimated Need** – buses for approximately 140 field or athletic trips. These trips will require an estimated 8,500 miles of travel as well as approximately 450 hours of wait time.

Price per mile: \$ \_\_\_\_\_ x 8,500 miles = \$ \_\_\_\_\_ (f)

Price per hours of wait time: \$ \_\_\_\_\_ x 450 hours = \$ \_\_\_\_\_ (g)

**Second Year Total:**

Athletic & Field Trip buses (f & g): \$ \_\_\_\_\_

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**Athletic & Field Trips:**

**Estimated Need** – buses for approximately 140 field or athletic trips. These trips will require an estimated 8,500 miles of travel as well as approximately 450 hours of wait time.

Price per mile: \$ \_\_\_\_\_ x 8,500 miles = \$ \_\_\_\_\_ (f)

Price per hours of wait time: \$ \_\_\_\_\_ x 450 hours = \$ \_\_\_\_\_ (g)

**Third Year Total:**

Athletic & Field Trip buses (f & g): \$ \_\_\_\_\_

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