



NORTH READING PUBLIC SCHOOLS

“Pursuit of Excellence”

ADVERTISEMENT FOR BID

The School Department for the Town of North Reading, Massachusetts will receive sealed bids for the furnishing and delivery of **Regular School Bus Transportation** to the North Reading Public Schools.

Bids can be mailed to the North Reading Public Schools District Office, 189 Park Street, North Reading, MA 01864. Bids may be dropped off at the North Reading Public Schools District Office at 189 Park Street or also emailed to Michael Connelly, Assistant Superintendent of Finance and Operations, at mconnelly@nrpsk12.org. All bids must be received by **January 28, 2021** no later than 11:00 a.m. All bids will be publicly opened and read at that time virtually. The link to the public opening will be posted on the North Reading Public Schools District website: <https://www.north-reading.k12.ma.us/district/business-office/pages/bids-and-contracts> along with the bid specifications.

Specifications for bidders may be obtained on or after, 8:00 a.m. on Monday, December 14, 2020 on the North Reading Public Schools District website:

<https://www.north-reading.k12.ma.us/district/business-office/pages/bids-and-contracts>.

The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof which it considers most advantageous to the Town of North Reading.

Michael Connelly
Assistant Superintendent of Finance and Operations
North Reading Public Schools
December 14, 2020

**REGULAR SCHOOL BUS TRANSPORTATION
GENERAL SPECIFICATIONS and REQUIREMENTS**

- 1.01 Sealed bids are to be received in accordance with the time and date indicated on Invitation to Bid
- INVITATION TO BID TRANSPORTATION.**
- 1.02 All bids are to be addressed as follows: Address for Bids
- North Reading Public Schools
Business Office - Attn: Michael A. Connelly
189 Park Street
North Reading, MA 01864**
- Bids can be mailed to to 189 Park Street, North Reading, MA 01864 or emailed to Michael Connelly at mconnelly@nrpsk12.org. Each bid shall be clearly marked in the lower left hand corner of the envelope:
- Sealed Bid -Regular School Bus Transportation- North Reading Public Schools**
- Each bid shall be made on the form(s) attached herewith. No bid received after the time established for the receipt of bids will be considered, regardless of the cause of delay in the receipt of any such bid.
- Action on the award will be taken within sixty (60) days following the date set for the opening thereof. No bidder and/or his company may withdraw his bid for a period of thirty (30) days following the date set for the opening thereof.
- Bids shall be submitted on a three (3) year basis, with an ALTERNATIVE BID option for two additional one year renewals for a fourth (4) and fifth (5) year.
- The North Reading Public Schools services five schools, three elementary schools and a combined Middle School/High School campus. See Appendix 2 for a listing of each school and a current breakdown of buses required to serve each school.
- 1.03 The contract will be effective for three (3) years: July 01, 2021 through June 30, 2024. The District is also soliciting an ALTERNATIVE Bid for two additional one-year renewals and will have sole discretion as to whether it shall exercise the two additional one-year renewal options. Notice of the District's intent to exercise an option shall be provided no later than April 1st of the contract year or option year. Bidders must include alternative bid pricing for both the two additional one year option years. The decision to include the 4th and/or 5th year of the contract will be at the North Reading Public Schools discretion, and will require School Committee and/or town meeting approval. Term of Contract
- The bid will include pricing for all regular K-12 daily transportation, mid-day kindergarten transportation, and field trip/athletic transportation.

1.04	The contract for furnishing transportation for all designated children of the North Reading Public Schools shall include the furnishing of all services necessary and required, consisting of, but not limited to, the following in general: transportation equipment, maintenance of equipment, operation, supervision, safety instructions to drivers and help with instructions to riders, inspections, registration, conformance to all applicable laws, rules and regulations of the Commonwealth of Massachusetts, Department of Motor Vehicles, and policies of the School Committee during the term of this contract. The contractor shall keep itself fully informed of and agrees to comply with pertinent Federal, State, and Municipal laws and ordinances, and rules and regulations in any manner affecting the services embraced in this contract.	Responsibility of Contractor
1.05	All bids must be accompanied by bid security. Bid security may be in the form of a certified check, a bid bond (Massachusetts licensed company), or a treasurer's or cashier's check of a bank. The sum shall be \$5,000 and shall be made payable to the Town of North Reading. Should a bidder fail to secure a contract within 30 days of notice of award, then the security shall become the property of the payee as liquidated damages. Bid security of other bidders shall be returned promptly upon contract execution. Bid security will be returned to the successful bidder upon contract execution and the provision of a satisfactory performance bond and insurance papers.	Bid Bond & Security Deposit
1.06	Where given, measurements, estimates, times and statements as to the conditions under which the work is to be performed are believed to be correct, but the contractor must examine for himself, and no allowance will be made for any errors or inaccuracies that may be found herein, and further, the Town or North Reading, and North Reading Public Schools does not guarantee that they are approximately correct.	Estimates, Statements and Disclaimers
1.07	The North Reading Public Schools is soliciting bids here under in order to comply with the provisions of Massachusetts General Laws Chapter 71 Section 7A and the Uniform Procurement Act, General Law Chapter 30B. The North Reading Public Schools reserves the right to accept or reject any or all bids, or parts of bids, and to take any action as deemed by it to be in the best interest of the Town of North Reading, Public School Department.	Discretion with Bid Award
1.08	Include one (1) copy of the Certificate of Corporate Vote and one (1) copy of the Bid Proposal Certification with the bid.	Corporate Vote Bid Proposal Certification
1.09	Include, with the submission, a list of schools and number of buses currently serviced by the bidder and, for each, the contact persons' names, email addresses and telephone numbers. Letters of reference from current contractors must be submitted with the bid. A minimum of three references of school systems currently servicing must be submitted with the bid. (See bid form 5).	Current References
1.10	Bids will be submitted in accordance with all specifications which shall be a part of the contract and all questions and requirements must be answered or addressed, if applicable, on the forms provided.	Contract

1.11	No bid may be withdrawn for a period of thirty (30) days after the scheduled bid opening without the bidder forfeiting his bid bond or equivalent to the North Reading Public Schools.	Bid Withdrawal Penalty
1.12	The bidder must ensure they will be able to provide a sufficient number of buses to meet the requirements on any given day of regular AM and PM transportation with athletic/activity and field trip transportation combined. The bidder is required to submit with the bid, evidence that they service a contract of equal or greater size. Such evidence documented by current letters of reference as mentioned in §1.09. (See bid form 5).	Contract Size
1.13	Questions arising from the Bid Specifications should be directed to the Assistant Superintendent of Finance and Operations who will provide written answers to all prospective bidders. Oral answers are provided only for the purposes of clarification and should be viewed as clarification rather than superseding the bid specifications. Corrections and/or additions to the bid document will be made by written addendum. All other corrections, interpretations, or changes made to the bid document in any manner will not be binding.	Questions
1.14	Addenda will be issued by email to all known bid recipients. No addenda will be issued within the immediate three (3) business day period prior to the date of receipt set for such bids, except an addendum which withdraws or otherwise postpones the date of the bid opening.	Addendums

CONTRACTUAL RELATIONSHIP

2.01	Contractor is to furnish transportation services to the North Reading Public Schools in accordance with the provisions of these GENERAL SPECIFICATIONS and REQUIREMENTS and the bid forms.	Contractor Role
2.02	The successful bidder is required to carry out all reasonable requests of the North Reading Public Schools or its authorized representative.	Reasonable Requests
2.03	The successful bidder will not be permitted to assign his rights or obligations under the contract or to substitute any other person or company to perform his duties thereunder, unless the Assistant Superintendent of Finance and Operations shall give consent to such assignment or substitution and written notification thereof is received.	Contract Assignment
2.04	The contractor will be required to provide the Assistant Superintendent of Finance and Operations with all information required for the proper completion of federal, state and/or municipal forms on a timely basis.	Federal, State, Municipal Form Information
2.05	By submission of this bid, each bidder and each person signing on behalf of any bidder certifies under penalty of perjury, that to the best of his knowledge and belief, the prices in this bid have been arrived at independently, without consultation, collusion, communication or agreement with any other bidder or	Collusion

competitor, and further that the prices in this bid have not and will not be knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.

2.06	The contractor shall procure all applicable permits, licenses, and approval necessary for the performance of services under this contract at the contractor's expense.	Permits and Licenses
2.07	The contractor warrants by offering a bid and further by accepting the award, that it will provide transportation as needed by the North Reading Public Schools for the school children of the Town, for the contract term and for the bid price, plus additions or minus subtractions.	Contractor to Provide Transportation
2.08	Nothing contained herein shall preclude the school administrators, acting with School Committee approval, from entering into an agreement, financial or otherwise, for providing transportation to children, either singly or on a car pool basis.	Transportation Agreements
2.09	The School Committee reserves the right under this contract to decrease the transportation provided to conform with financial or legal constraints imposed by law or vote and to alter or modify any transportation schedule at its discretion. If the decrease amounts to one or more vehicles, then the implementation shall wait at least thirty (30) days from notice, and otherwise the decrease shall begin on one day's written notice, or as soon as any needed rescheduling can be planned and publicized. The resulting decrease shall be on a Per Vehicle Basis (2.09A), unless otherwise mutually agreed upon.	Decrease in Service
A. Per Vehicle Basis		
Reductions which result in a decrease of one or more vehicles shall cause a decrease in compensation. The compensation decrease shall be calculated on the basis of unit prices per day bid for each vehicle.		
2.10	The North Reading Public Schools reserves the right under this contract to increase the transportation during the contract period. If an additional vehicle is needed the Contractor shall have operating equipment meeting specifications within thirty (30) days written notice of the need. If the increase does not require another vehicle, the service will be provided on one day's written notice or as soon as any needed rescheduling can be planned and publicized. A resulting increase in cost shall be on a Per Vehicle Basis (2.10A), unless otherwise mutually agreed upon.	Increase in Service
A. Per Vehicle Basis		
Increases which result in an increase of one or more vehicles shall cause an increase in compensation. The compensation increase shall be calculated on the basis of the unit price per day bid for each vehicle.		
2.11	The contractor must supply an office mailing address and a local telephone	Accessibility of

	number for the schools and the School Department's designated Transportation Coordinator and School Personnel may make IMMEDIATE contact with the owner or his agent during the hours in which schools, busing here under, or the Business Office is in operation. The owner or his agent must be willing to appear for conference with the School Committee and/or the administrators as necessary and as requested. The contractor must provide the School Department with a designated Contract Representative who will respond to all questions, issues, and inquiries as they arise in a timely fashion which is defined as no later than 24 hours from receipt of such inquiry. The District must receive confirmations via email that all inquiries have been received and are being investigated until a satisfactory response is received by the District.	Contractor
2.12	The successful bidder shall agree to maintain garage and service facilities within fifteen (15) miles of the North Reading High School/Middle School campus located at 189 Park Street. The buses shall be kept within five (5) miles of the North Reading High School/Middle School. Buses may be parked in North Reading. If the bidder opts to park at the North Reading bus parking site, the bidder agrees to pay a monthly parking fee of \$1,000 (\$10,000/year for the duration of the contract) for such use. The bidder should so indicate this selection on bid form 3 and bid pricing form 6. If the contractor parks the buses at the North Reading designated site the monthly fee will be deducted from each monthly invoice. The lowest bid will be calculated taking into account the parking fee.	Over Night Parking
2.13	The successful bidder shall be responsible for prompt payment of all vehicle tax money due to the Town of North Reading. The contractor by July 1 st , of each year is to provide the School Business Office paper work evidencing excise tax payment.	Excise Tax
2.14	If the successful bidder is unable to furnish transportation for any given day, the contractor shall reimburse the District for any costs it incurs for alternate pupil transportation plus \$500 per day as a penalty. The North Reading Public Schools reserves the right to deduct from sums due or to be due the contractor, the full prorated cost of the specific bus run that is late in arriving to school (arrival after the start of a school curricular program in the morning, or in arriving at school after dismissal in the afternoon). This process also extends to late athletic/field trip runs if buses arrive late for scheduled athletic and field trip runs that greatly impact the start times of scheduled athletic events and school field trips see section 9.03 and 9.04. The exact latest permissible arrival times will be determined by the Assistant Superintendent of Finance and Operations. The Assistant Superintendent of Finance and Operations will keep tardy arrival records and will decide which buses are late. For students left behind due to contractor error, either in the morning or in the afternoon, the contractor will assume the cost for such alternate transportation. Such costs to be deducted from sums due or to become due. The Assistant Superintendent of Finance and Operations must thoroughly investigate each incident and satisfy herself/himself of contractor error before making such deductions. Other remedies, such as clauses 10.01 through 10.04, Remedy and Law, shall also remain available and operative. The intent of this section is to forcefully elicit timely transportation. The North Reading	Late/Deficient Service

Public Schools shall take into account unusual weather and traffic conditions that are beyond the contractor's control.

2.15	The length of the school year is expected to be 180 days. Should transportation be required less than 175 or more than 185 days during the school calendar year the contractor and the North Reading Public Schools will establish charges for the less than 175 or more than 185 day period. A copy of the proposed 2021-22 school calendar is included in Appendix 1.	Length of School Year and Payment
2.16	The North Reading Public Schools will pay monthly for all the services rendered under the contract upon the receipt and approval of invoices. Monthly invoices will list the number of buses, by day, by route and charges to be applied. Any additional charges will be noted separately by date, bus or route number, and the rate with the reason to be stated.	Invoices and Payments
2.17	The District reserves the right to add signage and/or bus radio advertising to the bus vehicles. Such advertising will be within the rules and regulations of authorities governing any school bus advertising regulations.	Advertisements Bus Fee and Buss Passes
2.18	North Reading Public Schools reserves the right to institute a bus user fee for students living outside prescribed territories. This process will involve the necessity of bus drivers to check each student for the possession of a bus pass on a daily basis.	Federal & State Regulation Changes
2.19	The successful bidder shall assume responsibility for any cost factors imposed by Federal and State regulations subsequent to the signing of the contract.	Prices
2.20	If cleaning including daily touchpoint fog cleaning is recommended per state, local and CDC health guidelines for sanitation is necessary due to the COVID-19 pandemic, the successful contractor shall bear the cost of this expense and shall therefore consider reflecting this cost in their daily price bid herein.	Recommended state/CDC daily sanitation and cleaning.
2.21	If PPE supplies is necessary per local, state, CDC, or School Department requirements the successful contractor is responsible for providing their own PPE supplies for their staff, including but not limited to the following: masks, gloves, goggles, faceshields, sanitizer, and disinfectant.	PPE supplies and equipment
2.22	The following procedure shall apply whenever the Contractor shall request from the School Committee an increase in the cost of fuel to operate the school buses, and whenever the School Committee shall be credited if there is a decrease in the cost of fuel. The base price of diesel fuel and gasoline at the time of the bid shall be \$2.75 per gallon for U.S. On-Highway Diesel Fuel for New England as listed by the U.S. Energy Information Administration (EIA). This information is displayed on the Energy Information Administration Petroleum & Other Liquids web site. The price used to calculate the monthly adjustment will be the amount posted on the last entry for the month on the EIA web site. The address of the website is: http://www.eia.gov/petroleum/gasdiesel/ . This clause will only apply when the base price increase or decreases more than 10%.	Fuel Adjustment Clause

- 2.23 For the calculation of this clause the following factors will be used:
- Average miles per gallon diesel bus = 8.0 miles
 - By October 1 of each contract year the Contractor shall report to the Superintendent of Schools the total number of live miles traveled per day for all bus routes. This total shall be the daily total used in the calculation of the fuel adjustment for that school year.
- Fuel Adjustment
Calculation

The following is an example of the manner in which the calculation shall be determined:

Total Miles Per Day:	530.00
Divided by Miles/gallon	<u>/ 8.00</u>
Equals gallons used per day	=66.25
Average monthly price of diesel fuel per EIA	3.50
Minus (-) base price adjusted 10% (2.75 x 1.10)	<u>-3.025</u>
Equals difference in price/gallon	=.475
Days in month	20
Gallons used per day	<u>x 66.25</u>
Equals Gallons Consumed	1,325.00
Gallons Consumed	1.325.00
Times (x) difference in price	x .475
Equals total adjustment for month	=\$629.38

ABILITY TO PERFORM

- 3.01 Upon submission of his bid, each bidder will submit evidence of his ability to secure a performance bond in the amount of 100% of the contract sum for one year the premiums for which are to be paid by this bond is to be furnished to the Assistant Superintendent of Finance and Operations by July 15th and each July 15th thereafter for the duration of the contract. Alternately, the bidder will include a letter from an insurance company stating its intent to provide a performance bond for the duration of the contract. Said letter of credit shall be used for liquidated damages in the event of default or non-performance. In lieu of the bond or irrevocable letter of credit, the contractor shall provide such proof of financial competence as the Assistant Superintendent of Finance and Operations at his/her sole discretion deems appropriate.
- Performance
Bondability
- 3.02 Thirty (30) days prior to any performance bond expiration date, the contractor is required to notify the Assistant Superintendent of Finance and Operations if the bonding company has any intention of not renewing the bond.
- Non-Renewal of
Bond
- 3.03 The North Reading Public Schools intends to investigate the financial
- Financial

responsibility of the successful bidder prior to the award of the contract in order to ascertain the contractors ability to provide all services as specified during the contract period. The successful bidder will be required to supply current audited financial statements to support such financial investigation.

Investigation

EQUIPMENT

- 4.01 Bidders are requested to bid on the basis of providing ten (10) school buses. Such buses will be "77 passenger" vehicles as further defined under section 4.04. Door-to-door pick up and drop off bus service will be provided for mid-day Kindergarten students. The anticipated number of vehicles that will be required for these mid-day runs the first year of the contract is three (3). It is possible that this number will change over the course of the contract. On days when only a morning or afternoon kindergarten run is provided the District reserves the right to direct the Contractor to reduce the kindergarten charges by one-half for that day only. Annually, the number of buses required for school transportation may vary. The Superintendent of Schools retains the right to add or subtract buses and/or routes due to factors such as increasing/decreasing enrollment or any other condition that might arise any increase/decrease will be at the unit prices bid see section 2.09 and 2.10.
- 4.02 All buses shall be constructed, equipped and maintained in conformance with all applicable laws, regulations, and rules of the Federal Government, State and Local Government and the Registry of Motor Vehicles. The attention of all concerned is particularly directed to the following sections of Chapter 90 of the General Laws of the Commonwealth of Massachusetts.
1. Section 1:
Definitions
 2. Section 1A:
School Bus Registration
 3. Section 7A:
Inspection of School Buses
 4. Section 7B:
Equipment and Operation of School Buses
 5. Section 7C:
Minimum Standards for Construction and Equipment of School Buses
 6. Section 14:
Precautions for Safety
 7. Section 17:
Speed Limits
- Buses furnished must comply with the General Laws of the Commonwealth of Massachusetts and all applicable rules and regulations of the Registry of Motor Vehicles relating to transportation of school children. The Contractor shall see that all buses are kept at all times in a condition of cleanliness, BOTH interior and exterior, satisfactory to the Assistant Superintendent of Finance and Operations. All buses are subject to the approval of the Assistant Superintendent of Finance and Operations. The contractor shall allow the Assistant Superintendent of Finance and Operations, School Committee, Superintendent of Schools and/or his designee proper access to garages and

Buses Required

Vehicle
Condition and
Remedy

buses for the purpose of inspection of any and/or all vehicles. No buses which have been disapproved by the Assistant Superintendent of Finance and Operations for reasons of unsuitability or non-conformity with the contract or specifications shall be used in connection with this contract and the contractor shall not be allowed extra time or compensation for the replacement of said vehicle for the reason of rejection upon inspection by School or Registry Officials.

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| 4.03 | All bidders should certify in the bid documents whether the vehicles are owned, to be purchased, leased, or to be leased on the form provided. | Certification
Ownership |
| 4.04 | Each bid should be based on using 77 passenger yellow, flat nose, or standard conventional style front and diesel engine buses. The bidder must identify which type is included in the bid, and whether the bidder opts for a flat nose or conventional style bus to fulfill the contract all buses must be uniform in style for the duration of this contract. Bidders should state manufacturer and year of manufacture (see §4.09) on the form provided, if this information is known at the time of the bid. Otherwise, the bid will be considered on the basis of the minimum requirements of these specifications. | Vehicle Data and
Vehicle type
and style |
| 4.05 | Any vehicle appropriate to the requirements of a run may be proposed by bidders, the seating capacity of 4.01 here under notwithstanding | Appropriate
Vehicle |
| 4.06 | <p>The contractor is to submit a typewritten list to the Assistant Superintendent of Finance and Operations before the first full week of transportation under this contract containing the following information for each bus:</p> <p>Vehicle Identification Number
 Vehicle Year of Manufacture
 Mileage on Date of Submission
 Chassis Manufacture Name
 Body Manufacturer Name
 Location Where Vehicle may be Examined
 Rated Capacity of Vehicle</p> <p>This information is to be updated and kept accurate throughout the contract period. On the forms provided, the bidder shall submit a description of each bus to be furnished, including the make and model of bus, year of manufacture and seating capacity. The School Committee reserves the right to reject any vehicle deemed unacceptable. (See Bid Form 4.)</p> | Annual Vehicle
Data |
| 4.07 | The contractor must furnish the Assistant Superintendent of Finance and Operations with all reports of inspection made by the Department of Public Utilities, the Registry of Motor Vehicles, and any other agencies within ten days after the time allowed for completion of the inspections. | Inspection
Reports |
| 4.08 | The Assistant Superintendent of Finance and Operations requires numbering starting with 1, 2, 3, etc., until all vehicles are sequentially numbered. Such numbering system must allow for substitution on any vehicle on any route. Each bus will have two signs or placards indicating the bus number so it can | Route
Identification |

be readily identified upon approach to the school. One sign should be on the right side and the other on the front.

4.09	Bids are requested for vehicles which shall be no older than five (5) years at the start of the contract. Age is to be determined from the original registration date of the vehicle.	Vehicle Age
4.10	The contractor shall have sufficient back-up vehicles available with spare drivers at all times of scheduled operation. In the event that service is interrupted on any route due to a bus out of service, the contractor must use a comparable capacity, comparably equipped, properly insured, substitute vehicle in order to serve this contract with the proper number of vehicles without additional charge. A back-up vehicle is to replace that which is out of service for maintenance, repair or inspection only. Any vehicle used to replace a breakdown must be able to reach the point of breakdown within a reasonable time. At no time will a back-up vehicle exceed five (5) years old in the first year of the contract, six (6) years old in the second year of the contract, and seven (7) years old in the third and succeeding years of the contract.	Back-up Vehicles
4.11	“Stop arms” with flashing lights are required for all vehicles under this contract including spare buses. This equipment is to be of standard design and operation, and the Assistant Superintendent of Finance and Operations shall have the final say concerning specific questions of the contractor relating to compliance here under.	Stop Arms
4.12	Two-way radios or equivalent thereof are required for all vehicles under this contract with one such radio for the contractors base of operations, one radio controlled and used by the Transportation Coordinator, and one radio to be assigned to the North Reading Public School employee responsible for monitoring transportation for North Reading’s students. Full accessibility of the contractor must be maintained as in section §2.11.	Communications
4.13	Buses are to be equipped with factory installed twenty-eight (28”) high back seats.	Seat Requirements
4.14	It is the District preference that each school bus is equipped with the eight-light system which is composed of two flashing red/strobe roof line stop system lights, both front and back, and two flashing amber roof line pre-stop warning lights, front and back. All School buses must meet all federal and state safety requirements as states in section 4.02.	Eight Light System
4.15	Every school bus shall be equipped with one convex mirror, with a diameter of at least seven and one half inches, firmly mounted on the left front mirror bracket so that the seated operator may observe a reflection of the road from the front bumper to the rear of the bus.	Eighth Mirror
4.16	Each bus shall be equipped with appropriate brakes and tires per federal, state, and local requirements.	Brakes/Tires

4.17	The successful bidder agrees that all buses will be heated and provided with proper ventilation, and kept at all times thoroughly clean.	Ventilation
4.18	Bidders are to bid on athletic and field trip buses which meet the equipment standard for regular day transportation. When using field trip buses, the contractor may use the regular day transportation buses and replace them with buses that meet the standards in section §4.10.	Athletic and Field Trips
4.19	All buses shall be equipped with cameras to accommodate a video recording device capable of recording the pupil occupants as well as the bus driver. Any such requests for video recording must be supplied within <u>24 hours.</u>	Video Cameras
4.20	All buses shall be equipped with GPS software as approved by the Assistant Superintendent of Finance and Operations. The routing/gps software chosen by the District must be allowed to be securely installed on each school bus under contract. The Drivers will be required to be trained on such software and must adequately understand how to operate the equipment each day and will be required to turn on the tablets at the start of each route and confirm they are in working order. Failure to apply to this requirements could lead to Drivers be removed from the North Reading Public Schools contract. Currently, the District is exploring two GPS/routing management tools: Bus Right and Synovia.	GPS Software/Tablets
4.21	The North Reading Public Schools reserves the right to require, at the Contractor's expense, a certificate at any time from a garage of the School Department's choosing that the buses under this contract are in good order with respect to brakes, lights, horns, mufflers, steering gear, windshield wipers, doors, tires, windows, mirrors, bodies and in any other respect.	Inspection & Certificates
4.22	The words "SCHOOL BUS" shall be painted on the front and rear of each such vehicle according to School Bus Regulations. Each bus body shall be painted a yellowish-orange color similar to what is commonly known as "National School Bus Chrome," except that fenders and trim may be black as prescribed according to School Bus Rules and Regulations.	"School Bus" Color

ROUTES

5.01	North Reading regular education students will be picked up and discharged as directed by the Assistant Superintendent of Finance and Operations or his designee, including changes without limitation. The contractor shall provide assistance as needed on the development and design of the bus routes to ensure all routes are safe, efficient and allow for a consistent schedule.	Routing Management
5.02	A scheduled run may be canceled or modified by the Assistant Superintendent of Finance and Operations by notifying the contractor verbally or in writing at or prior to 5:00 P.M. of the day before the run was to originate. An emergency or weather related school closing is just cause for cancellation of a run at any time.	Route Cancellations and/or Modifications

5.03	The contractor agrees to maintain an accurate master clock in the base of operations and will insure that each driver will have and use an accurate and dependable timepiece.	Master Clock
5.04	Drivers are responsible for arriving not sooner than fifteen (15) minutes (or other time to be specified) prior to the start of a program nor later than five (5) minutes prior to the designated start time of a program. Drivers are expected to depart not later than fifteen (15) minutes (or other time to be specified) after the end of the program.	Timeliness
5.05	The contractor shall not overload any vehicle. The contractor is to notify the Assistant Superintendent of Finance and Operations at the School Business Office of the time required to complete each route for North Reading students.	Overload and Travel Time
5.06	The contractor is responsible for implementing route, schedule, and other changes as necessary in response to instructions from the North Reading Public Schools. No change in routes, schedules, etc. are to be made by the contractor and/or drivers without authorization from the North Reading Public Schools. The contractor and/or drivers should at no time discuss the need for such changes with any individual other than the Assistant Superintendent of Finance and Operations or his designee for North Reading student transportation.	Implementing Changes
5.07	The contractor is to keep the Assistant Superintendent of Finance and Operations informed of the need for more or any possibility of less transportation for all aspects of this contract.	Inform of Need
5.08	The contractor is to assure that all scheduled runs are to be made, especially regular day runs and evening runs from events back to school after athletics and other afternoon and evening events. Failure to complete an entire run after reasonable advance notice of need is given shall cause forfeiture of all money to be received for that day's work and other remedies here under shall still apply. The intent of this section to forcefully elicit required evening runs.	Penalty for Missed Runs
5.09	Whenever the contractor is notified by 12:00 noon that the athletic and/or extra curricular activity buses are not required for one or more specific days, the contractor will not charge for these properly canceled runs. Field trips and athletic trips may be cancelled at any time due to bad weather. There is no charge for cancellations runs due to bad weather.	Run Cancellation
5.10	Drivers are expected to operate on schedule. The first pick-up on each run should be at the same time each day and subsequent stops should be in keeping with a strict time schedule. Each bus shall be scheduled to arrive not earlier than fifteen (15) minutes prior to the opening of each school session. The current bus routes for the 2020-21 school year are available on the District website: https://www.north-reading.k12.ma.us/district/business-office/pages/bus-transportation	Schedule & School Arrival Times

DRIVERS

6.01	The Contractor shall furnish properly licensed drivers to operate vehicles used in carrying out the terms of the contract. The Contractor shall hire competent, courteous, and careful drivers and to attest that all drivers employed for the purpose of this contract are in good health, have excellent safety records, and are of good moral character and fit to work with children of school age.	Furnish Drivers
6.02	As required by Massachusetts General Law M.G.L. c. 71, § 38R, the North Reading Public Schools will obtain criminal offender record information (CORI) on any individuals who may be transporting students under this contract. The contractor shall require all of its employees to complete a North Reading Public School CORI request form. The contractor shall submit all completed forms to the Assistant Superintendent of Finance and Operation no later than August 1 st , for each year of this contract and/or as new employees are hired. The Contractor shall also require all of its drivers to comply with the new MA finger printing law requiring each school bus driver to be fingerprinted. Evidence of such should be submitted to the Assistant Superintendent of Finance and Operation no later than August 1 st , for each year of this contract and/or as new employees are hired.	Chapter 71 Section 38R M.G.L. CORI Requirements & Fingerprinting requirements
6.03	<p>The contractor must submit the following documentation no later than ten business days prior to the beginning of each school year to the Director of Finance and Operations:</p> <ol style="list-style-type: none">1. A roster of all bus drivers employed for the purpose of this contract to include each driver's full legal name, home address, home telephone number, social security number, and school bus driver's license number. All employees employed for the purpose of this contract including any personnel changes that may be proposed from time-to-time are subject to the prior approval of the Superintendent of Schools or his/her designee.2. An attestation statement signed by an authorized officer of the company certifying that each driver employed for the purpose of this contract and including any substitute driver who may be utilized is medically fit and properly licensed. Furthermore each driver has tested negatively for drugs, has no criminal record which would preclude contact with school-age children, and has a safe driving record with no at-fault violations either on record or pending.	Driver List & Attestation statement
6.04	The contractor is responsible for providing each driver with information stating the route, (also showing this on a map), order and time of pick-up, order and time of drop off, location of nearest police stations and their telephone numbers. These information lists are to be kept current and in the vehicles at all times during the contract.	Route Detail
6.05	The contractor is to understand that confidentiality of student names and other information is required by law and that the contractor is responsible for any breach of this confidentiality by drivers or others in their employ.	Confidentiality

6.06	Drivers are required to attend any in-service training provided by the North Reading Public Schools or the contractor at North Reading Public Schools direction without further charge to the Town.	In-Service
6.07	The contractor is required to have a driver Substance Abuse Policy for the duration of the contract. All bidders must submit a copy of this policy with their bid.	Substance Abuse Policy
6.08	There shall be no smoking by drivers while on school buses or while on any school property or grounds. No alcoholic beverages may be carried on the buses.	No Smoking or Alcohol
6.09	The Assistant Superintendent of Finance and Operations reserves the right to request IMMEDIATE discharge of and to have IMMEDIATELY discharged any vehicle driver with proper notification to the contractor. Proper notification shall be deemed to be given if contact is made either verbally or in writing, with the contractor and/or his representative.	Driver Discharge
6.10	Substitute drivers must meet all requirements stated herein for primary drivers.	Substitutes
6.11	School authorities seek to cooperate with the drivers in their back up role of securing proper conduct of the student passengers. Drivers will promptly inform the contractor who will notify the appropriate school building Principal or designee of any improper behavior in transportation vehicles. This prompt notice should attempt to be made on the same day as the infraction but in no instance is to occur later than on the next school day. School authorities will take disciplinary actions so it is necessary for misconduct to be reported. No roughness or bad language is to be tolerated. The conduct of pupils shall conform to school regulations. Continued lack of ability to maintain reasonable discipline in the vehicle as determined by the School authorities shall be cause for the dismissal of the driver.	Securing Proper Conduct
6.12	Drivers will not take physical disciplinary action against any child. Nothing herein shall prevent a driver from reprimanding a child for or restraining a child from action that might cause harm to him/herself or to others.	Discipline
6.13	The contractor understands and agrees that while operating within the terms of this contract, only school children and their teachers may be transported.	Who May Ride
6.14	Under G.L. c.71,s7A, DLS is required to set the rate for school bus drivers when the municipal population equals or exceeds 16,000. According to the most recent data published by the U.S. Department of Commerce, Bureau of the Census, the total population for this contract does not equal or exceed 16,000. Therefore, prevailing wage rates do not apply to this contract, see appendix 4.	Prevailing Wage
6.15	Liability for contractor's personnel while in the performance of duty under this contract shall be the responsibility of the contractor. The North Reading Public Schools shall not be held liable for any personnel in the employ of the contractor.	Employee Liability

6.16	The contractor agrees to assign a person who will be available to the Director of Finance and Operations or his designee for the purposes of conferences and consultations regarding driver or student conduct, school schedules, route schedules, route changes, etc. These consultations shall be scheduled during the normal working hours of the Business Office.	Dispatcher
6.17	All bus drivers must receive and participate in required safety instruction as outlined in General Laws of Massachusetts. The cost of such instruction shall be paid by the contractor.	Driver Training
<u>SAFETY</u>		
7.01	In the case of a breakdown, after attending to the welfare and safety of the students the driver shall contact the contractor's base of operations (dispatcher) for assistance via two way communication. The dispatcher will immediately notify the School Central Administration Office who will arrange for a North Reading Police Officer to respond to the scene to assist with unloading and loading students to a new bus.	Breakdown Safety
7.02	Drivers will not leave their vehicles unattended while children are in it. In an emergency, the driver's first concern must be for the safety of the students.	Unattended Vehicle
7.03	The contractor shall make a detailed written report to the Assistant Superintendent of Finance and Operations within twenty-four hours of any accident involving vehicles under this contract. In addition to the written notice, a verbal report of any accident and its details is to be made to the Assistant Superintendent of Finance and Operations IMMEDIATELY after attending to the welfare and safety of students, for any accident with students on the bus, about to enter the bus or just having left the bus.	Written Accident Report
7.04	The contractor shall properly heat, ventilate and keep all vehicles thoroughly clean. All laws of the Commonwealth of Massachusetts relating to bond, insurance and inspection by the D.P.U. and the Registry of Motor Vehicles, if they pertain to this contract shall be rigidly followed.	Cleanliness and Safety Laws
7.05	The contractor and all drivers will uniformly require children, when leaving the bus and crossing the road to the opposite side, to pass in front of the bus, taking due caution with the traffic; and the driver will keep the bus standing with the door open so that the flashing lights and "stop arm" will continue to operate until the child has reached the other side of the road safely and all possibility of accident has passed. The driver shall caution the child of any approaching traffic from either direction. Any exceptions to the foregoing must be individually sought and approved in writing. Such situations will be worked out with the Assistant Superintendent of Finance and Operations. All drivers and the dispatcher are to bring to the attention of the Assistant Superintendent of Finance and Operations any hazardous situations possibly needing special attention.	Passenger Discharge
7.06	All vehicles and operators shall be readily available in case weather emergency or other conditions warrants immediate transportation needs. It is understood that thirty minutes notice is a reasonable time in which to start	Vehicle Availability

emergency transportation from school in relatively good weather and this shall increase to a one hour limit for inclement weather.

- | | | |
|------|---|-----------|
| 7.07 | No person operating a school bus shall run it at a rate of speed greater than is reasonable and proper, having regard to traffic and the use of the way and the safety of the public. No person shall operate a school bus within a school zone, established in conformance with the standards of the Department of Public Works, at a rate of speed exceeding twenty (20) miles per hour. No person shall operate a school bus at a rate of speed exceeding forty (40) miles per hour while actually engaged in carrying school children, except as provided for by law on divided, limited access highways and other excepted ways. | Bus Speed |
|------|---|-----------|

INSURANCE

- | | | |
|------|---|--|
| 8.01 | The contractor shall keep in force at all times during the term of this contract, a policy and policies of insurance as specified in the General Laws relating to school transportation. The contractor shall carry public liability insurance General / Automotive Liability Coverage / Excess Liability for a minimum of \$5,000,000 (five million dollars shall be continuously carried during the term of this contract by the contractor and his company, and shall name the Town of North Reading as additionally insured. This shall be at no additional cost. | Coverage |
| 8.02 | The contractor shall indemnify, defend and hold the Town of North Reading harmless for any and all claims, loss, cost, expense, or damage of any kind resulting or arising from this contract by the contractor, his agents , or employees. | Indemnification of
The Town of
North Reading |
| 8.03 | Before commencing performance of this contract, contractor shall provide insurance for the payment of compensation and the furnishing of other Workers' Compensation benefits under Chapter 152 of the General Laws (Workers' Compensation Law) or equal insurance to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of this contract. | Workers'
Compensation |
| 8.04 | The contractor shall have his liability insurance written to name as "additional insured" the Town of North Reading. This shall be at no additional cost to the North Reading Public Schools. | Liability
Insurance |
| 8.05 | A certificate of insurance showing insurance coverage required in §8.01, 8.03, and 8.04 above shall be given to the Assistant Superintendent of Finance and Operations by the contractor by July 15 th of each contract year. | Certificate of
Insurance
Coverage |

BILLING AND PAYMENT

- | | | |
|------|---|------------|
| 9.01 | Once monthly the contractor shall submit invoices. Invoices shall itemize and document all charges | Invoice |
| 9.02 | Deductions will be made from each monthly payment for services not rendered such as deductions for tardy, missed or otherwise deficient transportation. (Reference §2.14, 5.08,10.01 and others). | Deductions |

- | | | |
|------|--|--|
| 9.03 | For athletic and field trips an hourly calculation shall be made from the time the bus leaves the school with the children aboard until the time the bus returns to the school. This rate will be all inclusive of both time and mileage traveled. A flat rate for such transportation will be established for the duration of this contract. A break down of athletic runs per month is included in Appendix 3 for your reference. Upon request the 2020-21 athletic transportation schedule for the fall, winter and spring seasons can be sent to prospective bidders. It is anticipated that athletic transportation will require 8,000 miles of travel as well as 1,000 hour of waiting time. | Athletic Field Trips |
| 9.04 | A sum not to exceed \$150 per unit per day may be deducted from the monthly invoice for each athletic or field trip run which the contractor fails to provide service as outlined in this specification. This deduction will apply in any instance of “doubling up” on bus routes due to bus failure or a shortage of drivers. The Assistant Superintendent of Finance and Operations must thoroughly investigate each incident and satisfy herself/himself of contractor error before making such deductions. Other remedies, such as clauses 10.01 through 10.04, Remedy and Law, shall also remain available and operative. The intent of this section is to forcefully elicit timely athletic and activity transportation. The North Reading Public Schools shall take into account unusual weather and traffic conditions that are beyond the contractor’s control. | Late Run Penalty
Athletic/Field Trips |

REMEDY AND LAW

- | | | |
|-------|--|---------------------------|
| 10.01 | In the event the contractor is unable to furnish transportation temporarily, the Director of Finance and Operations is authorized to hire a vehicle or vehicles for such time is necessary, and the contractor shall pay the cost of this emergency service. Nothing herein shall be construed to eliminate or diminish the obligation of the bonding company if any. | Non-Performance Remedy |
| 10.02 | If the contractor fails to perform services or performs service in a manner which is not pursuant to the terms and conditions of this contract, North Reading Public Schools may make any reasonable purchase or contract to purchase services in substitution for services due from the contractor and may deduct the cost of any substitute contract or damages sustained by North Reading Public Schools due to nonperformance or non-conformance of services, together with incidental and consequential damages from sums due or to become due. | Substitution for Services |
| 10.03 | If the damages sustained by North Reading Public Schools, as determined by the Assistant Superintendent of Finance and Operations, exceed sums due or to become due, the contractor shall pay the difference to the North Reading Public Schools upon demand. | Damages |
| 10.04 | The contractor shall not be liable for any damages sustained by the North Reading Public Schools due to the contractor’s failure to perform services under the terms of this contract, if such failure is, in fact, caused by the occurrence of a contingency, the nonoccurrence of which was a basic assumption under which this contract was made; including, but not necessarily limited to a state of war, act of enemies, embargoes, appropriations or confiscation of facilities used by the contractor, and by compliance with any | Liability Limits |

federal, state or municipal governmental regulation or order other than those relating to contractor's vehicles, provided that the contractor has notified the Transportation Coordinator in writing of such cause within twenty-four (24) hours of its occurrence. It is understood, however, that the compensation paid the contractor here under shall be reduced for services not rendered based upon 100% of the then current payment being made to the contractor.

CONTRACT TERMINATION

This contract may be unilaterally terminated by the North Reading Public Schools at any time for:

- | | | |
|-------|---|-------------------------|
| 11.01 | The contractor's violation of the contract with seven (7) days written notice; and in so doing, the North Reading Public Schools will not waive any rights or remedies which it may have against the contractor. | Contract
Termination |
| 11.02 | The contractor's involvement in financial difficulties as evidenced by an assignment for the benefit of creditors or the receivership of assets not dissolved within sixty (60) days or the voluntary filing of bankruptcy petition or of any other proceedings relating to the relief of debtors, or the involuntary institution of any other proceedings for the relief of debtors where such petition or proceedings is not dismissed within sixty(60) days. | |

SEVERABILITY

- | | | |
|-------|--|--------------|
| 12.01 | This contract is made subject to all laws of the Commonwealth of Massachusetts. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of said clause and the rest of the agreement shall remain in force. | Severability |
|-------|--|--------------|

BID PROPOSAL FORM # 1
BID PROPOSAL CERTIFICATION

The undersigned, hereinafter called the bidder, having fully familiarized himself/herself with all of the bid documents, hereby agrees and declares:

- 1. That prices inserted cover all labor, materials, transportation, insurance and all other necessary expenses to fulfill the conditions of the contract within the time stated.*
- 2. Pursuant to M.G.L. Ch 62C, sec. 49A, the bidder hereby certifies that the bidder has filed all state tax returns and paid all state taxes required under law.*
- 3. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.*

The following items must be completed by the Bidder.

Title of Bid Proposal: _____

Our Company is: a corporation ____ a partnership ____ individually owned ____

Company Name: _____

Social Security or Federal I.D. # _____

Company Address: _____

Telephone Number: _____

By Company Official: _____

(print or type name and title)

(signature)

BID PROPOSAL FORM # 2
CERTIFICATE OF CORPORATE VOTE

At a meeting of the Board of Directors of _____
duly called and held on _____, at which a quorum was present and acted
throughout, the following vote was duly adopted:

"VOTED: That _____
(name)

of the Corporation, be and is hereby authorized to affix the _____
(title)

the Corporate Seal, sign and deliver in the name and behalf of the Corporation a contract with the School
Committee, Town of North Reading for **REGULAR SCHOOL BUS TRANSPORTATION**

in the sum of \$_____ and also to seal

and execute as above, Surety Company Bonds to secure the performance of said Contract for each year of the
term of the Contract, all in such form and on such terms and conditions as he/she, by the execution thereof,
shall deem proper.

Clerk of the Corporation ATTEST:

Affix Corporate Seal Here

BID PROPOSAL FORM # 3
AGREEMENT TO GARAGE BUSES

I wish to park the school buses at the North Reading Ipswich River Park for the three year duration of the contract

_____ Yes _____no

If no, please list the alternative parking arrangements.

ADDRESS	
CITY/TOWN	

BID PROPOSAL FORM # 4
EQUIPMENT TO BE USED

Make / Model	Year	Capacity	Holding*	Engine**	Style***

* Holding - Indicate whether buses are currently owned, to be purchased, currently leased or to be leased.

** Engine - Indicate whether diesel engine will be a front end engine or a rear end engine.

*** Style - Indicate whether or not the style of the bus is conventional flat nose.

Company: _____

Signature and Title of Company Official: _____

BID PROPOSAL FORM # 5
LIST OF REFERENCES

District Name	Enrollment	# Buses	Contact Name	Phone Number	Email:

Company: _____

Signature and Title of

Company Official: _____

BID PROPOSAL FORM #6

Pricing Form

BASE BID							
Regular AM & PM Transportation							
	Price per bus	x	# of Buses	x	# Days	=	Annual Cost
Year 1	\$	per day	10		180		\$ A
Year 2	\$	per day	10		180		\$ B
Year 3	\$	per day	10		180		\$ C
3 YR. TOTAL: Regular AM & PM Transportation (A+B+C)							\$ V
Kindergarten Mid Day Route							
	Price per bus	x	# of Buses	x	# Days	=	Annual Cost
Year 1	\$	per day	3		169		\$ D
Year 2	\$	per day	3		169		\$ E
Year 3	\$	per day	3		169		\$ F
3 YR. TOTAL: Kindergarten Mid Day Route (D+E+F)							\$ W
Athletic & Extracurricular Events							
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost
Year 1	\$	hourly	3		275		\$ G
Year 2	\$	hourly	3		275		\$ H
Year 3	\$	hourly	3		275		\$ I
3 YR. TOTAL: Athletic & Extracurricular (G+H+I)							\$ X
In Town Athletic & Extracurricular Events (In Town Flat Rate)							
	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost
Year 1	\$	per trip	1		20		\$ J
Year 2	\$	per trip	1		20		\$ K
Year 3	\$	per trip	1		20		\$ L
3 YR. TOTAL: Athletic & Extracurricular (J+K+L)							\$ Y
Field Trips							
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost
Year 1	\$	hourly	3		50		\$ M
Year 2	\$	hourly	3		50		\$ N
Year 3	\$	hourly	3		50		\$ O
3 YR. TOTAL: Field Trips (M+N+O)							\$ Z
BASE BID 3 YEAR TOTAL CONTRACT VALUE (V+W+X+Y+Z)							\$

BID PROPOSAL FORM #6
Alternate Pricing Form

ALTERNATE BID 1: 3 YEARS WITH TWO ADDITIONAL ONE YEAR RENEWAL OPTIONS

Regular AM & PM Transportation

	Price per bus	x	# of Buses	x	# Days	=	Annual Cost	
Year 1	\$	per day	10		180		\$	A
Year 2	\$	per day	10		180		\$	B
Year 3	\$	per day	10		180		\$	C
Year 4	\$	per day	10		180		\$	D
Year 5	\$	per day	10		180		\$	E

5 YR. TOTAL: Regular AM & PM Transportation (A+B+C+D+E) \$ 1

Kindergarten Mid Day Route

	Price per bus	x	# of Buses	x	# Days	=	Annual Cost	
Year 1	\$	per day	3		169		\$	F
Year 2	\$	per day	3		169		\$	G
Year 3	\$	per day	3		169		\$	H
Year 4	\$	per day	3		169		\$	I
Year 5	\$	per day	3		169		\$	J

5 YR. TOTAL: Kindergarten Mid Day Route (F+G+H+I+J) \$ 2

Athletic & Extracurricular Events

	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost	
Year 1	\$	Hourly	3		275		\$	K
Year 2	\$	Hourly	3		275		\$	L
Year 3	\$	Hourly	3		275		\$	M
Year 4	\$	Hourly	3		275		\$	N
Year 5	\$	Hourly	3		275		\$	O

5 YR. TOTAL: Athletic & Extracurricular (K+L+M+N+O) \$ 3

BID PROPOSAL FORM #6
Alternate Pricing Form Continued

In-Town Athletic & Extracurricular Events (In-Town Flat Rate)								
	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost	
Year 1	\$	per trip	1		20		\$	P
Year 2	\$	per trip	1		20		\$	Q
Year 3	\$	per trip	1		20		\$	R
Year 4	\$	per trip	1		20		\$	S
Year 5	\$	per trip	1		20		\$	T
5 YR. TOTAL: Athletic & Extracurricular (K+L+M+N+O)							\$	4
Field Trips								
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost	
Year 1	\$	hourly	3		50		\$	U
Year 2	\$	hourly	3		50		\$	V
Year 3	\$	hourly	3		50		\$	W
Year 4	\$	hourly	3		50		\$	X
Year 5	\$	hourly	3		50		\$	Y
5 YR. TOTAL: Field Trips (U+V+W+X+Y)							\$	5
ALTERNATE BID, 5 YEAR TOTAL CONTRACT VALUE (1+2+3+4+5)							\$	

CHECKLIST FOR BIDDERS

1. Submit complete bid package on forms provided in bid packet. All forms must be completed.
2. Submit bid security payable to the Town of North Reading in the amount of \$5,000, §1.05.
3. Submit one (1) copy of Certificate of Corporate Vote, §1.08.
4. Submit one (1) copy of Bid Proposal Certification, §1.08.
5. Submit one (1) copy of Bid proposal form #3 agreement to garage buses.
6. Submit one (1) copy of the bid proposal form #4 equipment to be used.
7. Submit one (1) copy of bid proposal form # 5 list of current contracts with letters of reference serviced by the bidder, §1.09.
8. Submit one (1) copy of pricing form #6 both base bid and alternative bid pricing form.
9. Submit evidence that a contract of equal or greater size is currently serviced. §1.12.
10. Submit evidence of ability to secure a performance bond, §3.01.
11. Submit dated copy of Substance Abuse Policy, §6.07.

ANY BID THAT IS SUBMITTED WITHOUT THE ABOVE INFORMATION WILL BE CONSIDERED NON RESPONSIVE.

Appendix No. 1 2020-2021 School Calendar

SUPERINTENDENT

Patrick C. Daly
North Reading Public Schools
189 Park Street
North Reading, MA 01864
(978) 664-7810

SCHOOL CALENDAR 2020 - 2021

SCHOOL COMMITTEE

Scott Buckley, Chair
Rich McGowan, Vice Chair
Janene Imbriano
Dyana Boutwell
Chris Pappavaselio

9/1 to 9/16 No School, Professional Development Days
9/4 No School, Labor Day Weekend
9/7 No School, Labor Day
9/17 **First Day of School, PreK-12, Cohorts B & C (In Person)**
9/21 **First Day of School, PreK-12, Cohort A (In Person)**
9/24 Parents' Night (Elementary Schools)

10/1 High School - Back to School Night
10/3 Town Meeting
10/8 Middle School-Back to School Night (Gr. 6-8)
10/12 No School, Columbus Day
10/14 Early Release, Professional Development

11/3 No School, Professional Development Day
11/11 No School, Veteran's Day
11/25 Early Release, PreK-12 (Thanksgiving)
11/26 & 11/27 Thanksgiving Recess

12/7 High School Evening Conferences
12/21 Elem. Early Release - Afternoon Conferences
12/22 Elem. Early Release - Afternoon Conferences
12/23 No School, Professional Development (1/2 Day)
12/24 to 1/3 December/New Year's Recess

1/4 Schools Reopen
1/7 Kindergarten Parent Orientation
1/13 HS Open House for MS Students
1/18 No School, Martin Luther King, Jr. Day
1/20 to 1/22 High School Early Release - Exams
1/26 Kindergarten Registration (All Schools)
1/27 Early Release, Professional Development (TBD)

2/1 Snow Date - Kindergarten Registration
2/4 MS Early Release - Evening Conferences
2/5 MS Early Release - Afternoon Conferences
2/15 to 2/19 February Recess

3/24 Elem. Early Release - Parent/Teacher Conferences
3/25 Elem. Early Release - Parent/Teacher Conferences
3/26 Elem. Early Release - Parent/Teacher Conferences
3/31 High School Evening Conferences

4/1 MS Academic Open House
4/2 Early Release
4/19 to 4/23 April Recess

5/28 Early Release, Professional Development (TBD)
5/31 No School, Memorial Day

6/11 High School Graduation
6/15 Last Day of School for Students
6/16 Staff Day
6/17 Professional Development Day
6/22 Last Day with 5 Snow Days

September 2020

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020

S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021

S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021

S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SCHOOL HOURS:

	Regular	Early Release
High School	8:30 - 2:40	12:00
Middle School	8:55 - 3:05	12:21
Batchelder School	7:45 - 2:00	11:15
Hood School	8:05 - 2:20	11:35
Little School	8:05 - 2:20	11:35
Pre-K (Hood School)	AM: 8:15 - 10:45	No Classes
	PM: 12:30 - 3:00	No Classes
Full Day Pre-K (Little)	8:30 - 2:45	No Classes

Kindergarten (Batch)	AM: 7:45 - 11:15
Kindergarten (Hood)	AM: 8:05 - 11:35
Kindergarten (Little)	AM: 8:05 - 11:35

 No School  District Early Release

Appendix No. 2
School Start and End Times 2020-21

School	Address	Start Time	End Time	# Buses	# Students
Batchelder Elementary School	175 Park Street	7:45	2:00	8	450
Hood Elementary School	298 Haverhill Street	8:05	2:20	5	340
Little Elementary School	7 Barberry Lane	8:05	2:20	5	330
Middle School	189 Park Street	8:55	3:05	10	550
High School	189 Park Street	8:30	2:40	9	675

**Appendix No. 3
Average Athletic Runs Per Month**

Month	2015-2016	2016-2017	2017-2018	2019-2020	4 Year Ave.
August		7	7	8	6
September	30	38	41	39	37
October	42	36	51	43	43
November	12	15	14	10	13
December	29	26	29	29	29
January	33	35	40	33	35
February	23	24	29	21	24
March	17	10	8	4	10
April	29	25	26	27	27
May	37	40	49	37	41
June	8	3	6	3	5
Total	260	259	300	254	269

The bid pricing bid form # 6 assumes there will be 275 athletic runs annually based on a four year average of our total athletic runs required by month as shown above. Note on average athletic transportation has required 8,000 miles of travel as well as approximately 1,000 hours of waiting time.

**Appendix No. 4
Prevailing Wage**

This Official Notice is sent in response to your request for the Department of Labor Standards (DLS) to determine the rate of pay for school bus drivers to be included in the upcoming school bus transportation contract.

Under *G.L. c.71,s7A*, DLS is required to set the rate for school bus drivers when the municipal population equals or exceeds 16,000. According to the most recent data published by the U.S. Department of Commerce, Bureau of the Census, the total population for your contract does not equal or exceed 16,000. Therefore, in this case, no rate of pay can be set by DLS.

A copy of this Notice should be made available to all prospective bidders to affirm that no rate of pay can be prescribed in accordance with *G.L.c. 71, s.7A*

I hope you find this information helpful

Steve Falcone
DLS-Prevailing Wage
617 626 6953