

## NORTH READING SCHOOL DISTRICT AGREEMENT

THIS AGREEMENT made this \_\_\_\_ day of February by and between the North Reading Public Schools, duly organized under the laws of Massachusetts and having a usual place of business at 189 Park Street, North Reading, Massachusetts, hereinafter referred to as the "District", and NRT Bus, Inc., a Massachusetts corporation having a usual place of business at 230 Main Street, North Reading, MA 01864, hereinafter referred to as the "Contractor".

### WITNESSETH:

Whereas, the District invited the submission of bids for Regular Day School Bus Transportation, hereinafter "the Project"; and

WHEREAS, the Contractor submitted a proposal to provide the services required, and the District has decided to award the contract therefor to the Contractor.

NOW, THEREFORE, the District and the Contractor agree as follows:

1. Contract Documents. The Contract Documents consist of this Agreement, the Invitation for Bids including Addendums 1 and 2, and the Contractor's Bid Proposal. The Contract Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. The Work. The Work consists of providing school bus transportation to the North Reading Public Schools.
3. Term of Contract. This Agreement shall be in effect from July 1, 2016 and shall expire on June 30, 2019 unless terminated earlier pursuant to the terms hereof. There will be an option for the District to renew the agreement for up to two additional years for a fourth and fifth year. The option to renew is solely at the District's discretion.
4. Compensation. The District shall pay the prices specified in the attached proposal for items and/or services furnished and delivered in carrying out this Agreement.
5. Payment of Compensation. The District shall make payments within thirty (30) days after its receipt of an invoice.
6. Liability of the District. The District's liability hereunder shall be to make all payments when they shall become due, and the District shall be under no further obligation or liability. Nothing in this Agreement shall be construed to render the

## NORTH READING SCHOOL DISTRICT AGREEMENT

District or any elected or appointed official or employee of the District, or their successors in office, personally liable for any obligation under this Agreement.

7. Independent Contractor. The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement, and shall not be considered an employee or agent of the District for any purpose.
8. Indemnification. The Contractor shall indemnify, defend, and hold the District harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs and expenses, including attorney's fees, arising out of the Contractor's breach of this Agreement or the negligence or misconduct of the Contractor, or the Contractor's agents or employees.
9. Insurance. A. The Contractor shall obtain and maintain during the term of this Agreement the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts, and acceptable to the District, as set out in the Invitation for Bid.  
  
B. All policies shall identify the District as an additional insured (except Workers' Compensation and Professional liability) and shall provide that the District shall receive written notification at least 30 days prior to the effective date of any amendment or cancellation. Certificates evidencing all such coverage's shall be provided to the District upon the execution of this Agreement. Each such certificate shall specifically refer to this Agreement and shall state that such insurance is as required by this Agreement. Failure to provide or to continue in force such insurance shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
10. Assignment. The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the District, and shall not assign any of the moneys payable under this Agreement, except by and with the written consent of the District.
11. Termination. A. Termination for Cause. If at any time during the term of this Agreement the District determines that the Contractor has breached the terms of this Agreement by negligently or incompetently performing the work, or any part thereof, or by failing to perform the work in a timely fashion, or by failing to perform the work to the satisfaction of the District, or by not complying with the direction of the District or its agents, or by otherwise failing to perform this Agreement in accordance with all of its terms and provisions, the District shall notify the Contractor in writing stating therein the nature of the alleged breach and directing the Contractor to cure such breach within ten (10) days. The Contractor specifically agrees that it shall

## NORTH READING SCHOOL DISTRICT AGREEMENT

indemnify and hold the District harmless from any loss, damage, cost, charge, expense or claim arising out of our resulting from such breach regardless of its knowledge or authorization of the actions resulting in the breach. If the Contractor fails to cure said breach within ten (10) days, the District may, at its election at any time after the expiration of said ten (10) days, terminate this Agreement by giving written notice thereof to the Contractor specifying the effective date of the termination. Upon receipt of said notice, the Contractor shall cease to incur additional expenses in connection with this Agreement. Upon the date specified in said notice, this Agreement shall terminate. Such termination shall not prejudice or waive any rights or action which the District may have against the Contractor up to the date of such termination, and the Contractor shall be liable to the District for any amount which it may be required to pay in excess of the compensation provided herein in order to complete the work specified herein in a timely manner. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date, as determined by the District.

12. Inspection and Reports. The District shall have the right at any time to inspect the work of the Contractor, including the right to enter upon any property owned or occupied by Contractor, whether situated within or beyond the limits of the District. Whenever requested, Contractor shall immediately furnish to the District full and complete written reports of his operation under this Contract in such detail and with such information as the District may request.
13. Successor and Assigns. This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the District nor the Contractor shall assign or transfer any interest in the Agreement without the written consent of the other.
14. Compliance with Laws. The Contractor shall comply with all Federal, State and local laws, rules, regulations and orders applicable to the work provided pursuant to this Agreement, including Federal I-9 regulations, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
15. Notice. Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the parties at the addresses set forth on Page 1 or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

**NORTH READING SCHOOL DISTRICT  
AGREEMENT**

16. Severability. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
17. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts and the Contractor submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
18. Entire Agreement. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this day and year first above written.

NORTH READING  
SCHOOL DISTRICT

By: Michael A. Connelly  
Michael A. Connelly  
Director of Finance and Operations  
North Reading School District

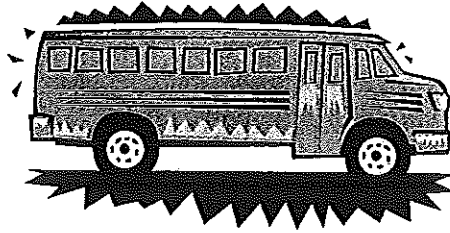
CONTRACTOR

\_\_\_\_\_  
NRT Bus, Inc.

By: \_\_\_\_\_

Name: \_\_\_\_\_  
(Type or Print)

Title: \_\_\_\_\_



**NRT BUS, Inc.**  
**230 Main St.**  
**North Reading, MA 01864**  
**(978) 664-1277 • Fax (978) 664-8456**

# **North Reading Public Schools**

**“Bid for School Bus Transportation”**

**December 18, 2015**  
**11:00 AM**

**BID BOND**

Conforms with The American Institute of  
Architects, A.I.A. Document No. A-310

KNOW ALL BY THESE PRESENTS, That we, NRT Bus, Inc. dba North Reading Transportation

55 Hampshire Road, Methuen, Massachusetts 01844

\_\_\_\_\_ as Principal, hereinafter called the Principal,

and the Philadelphia Indemnity Insurance Company,

of One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004, a corporation duly organized under

the laws of the State of Pennsylvania, as Surety, hereinafter called the Surety, are held and firmly bound unto

North Reading Public Schools Business Office- Purchasing 189 Park  
Street, North Reading, MA 01864

as Obligee, hereinafter called the Obligee,

in the sum of FIVE THOUSAND DOLLARS

Dollars ( \$5,000 ), for the payment of which sum well and truly to be made, the said Principal and the said  
Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Regular Ed Transportation

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 18th day of December, 2015

[Signature]  
Witness

[Signature]  
Witness

NRT Bus, Inc. dba North Reading (Seal)

Principal

[Signature]  
Title

Philadelphia Indemnity Insurance Company

By [Signature]

Oscar B. Johnson

Attorney-in-Fact

**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

231 St. Asaph's Rd., Suite 100  
Bala Cynwyd, PA 19004-0950

**Power of Attorney**

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Newton S. Johnson; Oscar B. Johnson OF THE CITY OF WALTHAM, STATE OF MASSACHUSETTS**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PHILADELPHIA INDEMNITY INSURANCE COMPANY** at a meeting duly called the 1<sup>st</sup> day of July, 2011.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

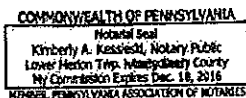
IN TESTIMONY WHEREOF, **PHILADELPHIA INDEMNITY INSURANCE COMPANY** HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10<sup>TH</sup> DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 10<sup>th</sup> day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public:

residing at:

My commission expires:

Bala Cynwyd, PA

December 18, 2016

(Notary Seal)

I, Edward Sayago, Corporate Secretary of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10<sup>th</sup> day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 18<sup>th</sup> day of December 2015.



Edward Sayago, Corporate Secretary  
**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

CERTIFICATE OF CORPORATE VOTE

At a meeting of the Board of Directors of NRT BUS, Inc  
duly called and held on April 14, 2015, at which a quorum was present and acted  
throughout, the following vote was duly adopted:

"VOTED: That John McCarthy  
(name)


of the Corporation, be and is hereby authorized to affix the NRT BUS, Inc  
(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 \$3yr. Est. - 308,575.<sup>00</sup> 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 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: Regular Day School Bus Transportation

Our Company is: a corporation ☒ a partnership ☐ individually owned ☐

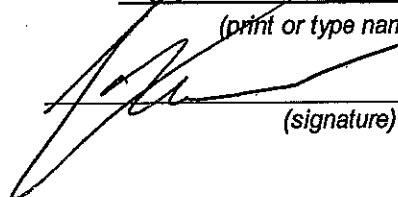
Company Name: NRT Bus, Inc.

Social Security or Federal I.D. # 04-3106807

Company Address: 230 Main Street  
North Reading, MA 01864

Telephone Number: 978-664-1277

By Company Official: John McCarthy, President  
(print or type name and title)

  
(signature)

**BID PROPOSAL FORM # 1  
AGREEMENT TO GARAGE BUSES**

I wish ☒ to park the school buses at the North Reading High School for the three year duration of the contract  
✓ Yes      \_\_\_\_\_no

If no, please list the alternative parking arrangements.

ADDRESS	
CITY/TOWN	

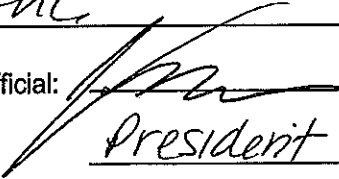
**BID PROPOSAL FORM # 2  
EQUIPMENT TO BE USED**

Make / Model	Year	Capacity	Holding*	Engine**
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front
Thomas 12188	2012	77	owned	Front

\* 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

Company: NRT BUS, INC.

Signature and Title of Company Official:   
President

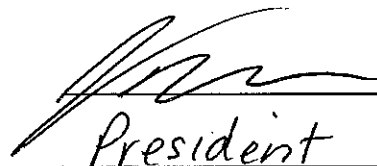
**BID PROPOSAL FORM # 3  
LIST OF REFERENCES**

District Name	Enrollment	# Buses	Contact Name	Phone Number	Email:
Wilmington Public	3,448	16	Paul Ruggiero	978-694-6000	Paul.ruggiero@wpsk12.com
Triton Regional	2,753	24	Brian Forget	978-518-4077	Bforget@trisd.net
Masconomet Reg.	1,971	28	Peter Delani	978-887-2323 Ext 6269	odelani@masconomet.org
Lynn Public	14,871	35	Dave Hegar	781-477-7230	HegarDa@lynnschools.org
Lawrence Public	13,889	75	Kevin Clement	978-975-2777	Kevin.clement@lawrence.k12.ma.us
Marlborough Public	4,543	28	Mike Bergeron	508-460-3553	mbergeron@mps-edu.org
North Andover	4,795	28	Pam Zengilowski	978-794-1503	zengilowski@northandoverpublicschools.com
Tritown Union	2,119	30	Steve Greenberg	978-887-0771	srgreenberg@tritownschools.com

Company: NRT Bus, Inc

Signature and Title of

Company Official:

  
President



Lawrence Public Schools  
Transportation Office

255 Essex Street  
Post Office Box 1498  
Lawrence, MA 01842

(Phone) 978-975-2777  
(Fax) 978-975-4297

To whom it may concern:

RE: (NRT) North Reading Transportation

I wanted to take a minute and offer a reference for NRT. It is my understanding that they are bidding for a contract to provide transportation services in your community.

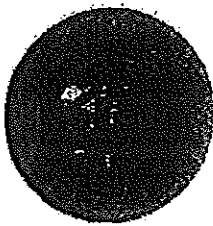
NRT has been providing transportation service for more than 10 years in the City of Lawrence. NRT provides 95% of all our special needs and wheelchair transportation both in and out of the district. On a regular school day we have over 65 different routes handled by NRT. In the recent years NRT has been awarded our large bus contract; and currently provides all of our regular education transportation including sport and field trips.

I find that working with North Reading is an asset to both the Lawrence Public Schools and the students. The management, office staff and drivers are professional and willing to assist with the ever changing student demands and needs. The company continues to meet our contractual demands of ongoing training, updating driver qualifications and CORI checks.

As the Director of Transportation for the Lawrence Public Schools, I would contract with them again in Lawrence if the opportunity existed. I would recommend NRT for any student transportation your district may need. Please feel free to contact me if you need any further information. I can be reached at 978-975-2777.

Sincerely

Kevin P. Clement  
Director of Safety and Transportation



**LOWELL PUBLIC SCHOOLS**  
Henry J. Mroz Central Administration Offices  
Edith Nourse Rogers School  
43 Highland Street  
Lowell, MA 01852

John Descoteaux  
Family Resource Center Coordinator

Tel: 978-674-4321  
email: jdescoteaux@lowell.k12.ma.us

To whom it may concern,

North Reading Transportation has been providing regular education transportation for the Lowell Public School since 2004. Presently, our school bus fleet consists of 52 regular buses.

North Reading Transportation has surpassed all expectations in their contract with the Lowell Public Schools. The support staff has always been service friendly in handling issues that arise throughout a business day. The management staff is at all times professional and cooperative.

The city of Lowell is the 4<sup>th</sup> largest city in the state of Massachusetts, thus presenting challenges for bus drivers travelling throughout the city. The Safety and Training Department is thorough and prides itself in the low number of bus incidents that have occurred in the City of Lowell in the past eight years. The drivers take pride in their jobs and it shows.

It is my humble opinion that North Reading Transportation is a customer service friendly school bus contractor that provides top notch school bus transportation. I wholeheartedly endorse the management and school bus drivers in their employment.

Sincerely,

John Descoteaux

**TRI-TOWN SCHOOL UNION**  
(Topsfield, Middleton, Boxford)  
**OFFICE OF THE SUPERINTENDENT**

28 Middleton Road  
Boxford, MA 01921

Tel (978) 887-0771  
Fax (978) 887-8042

**Letter of Reference for North Reading Transportation**

To Whom It May Concern:

Please accept this letter of reference regarding North Reading Transportation (NRT).

NRT is in year two of a five year contract serving the elementary school districts of Boxford, Middleton, and Topsfield. NRT provides 13 buses for Boxford, 11 buses for Middleton, and 7 buses for Topsfield.

One of my responsibilities as a business administrator is the regular day transportation. My experience with the Company President, Mr. McCarthy and his employees is very positive and I have complete trust in NRT's ability to provide safe and efficient transportation to our students. Mr. McCarthy is very responsive and does not hesitate to get involved at the "ground" level to help foster solutions to any bussing issues. Mrs. Mackenzie is our assigned dispatcher and I work with her on a regular basis. Mrs. Mackenzie's service, knowledge, and experience are some of the main reasons we have successful and cost effective bus routes.

The equipment furnished by NRT has been reliable and consistent. Equipment is properly maintained and serves each of our towns very well.

If you have any questions, please feel free to contact me at 978 887 0771.

Sincerely,



Steven Greenberg  
Director of Finance & Human Resources

**Bid Proposal Form #4**  
**Revised Pricing Form**

BASE BID						
<b>Regular AM &amp; PM Transportation</b>						
	Price per bus	x	# of Buses	x	# Days	= Annual Cost
Year 1	\$ 323.00	per day	10	3230.00	180	\$581,400.00 A
Year 2	\$ 330.00	per day	10	3300.00	180	\$594,000.00 B
Year 3	\$ 340.00	per day	10	3400.00	180	\$612,000.00 C
3-YR. TOTAL: Regular AM & PM Transportation (A+B+C)						\$1,787,400.00 V
<b>Kindergarten Mid-Day Route</b>						
	Price per bus	x	# of Buses	x	# Days	= Annual Cost
Year 1	\$ 75.00	per day	3	225.00	169	\$38,025.00 D
Year 2	\$ 75.00	per day	3	225.00	169	\$38,025.00 E
Year 3	\$ 75.00	per day	3	225.00	169	\$38,025.00 F
3-YR. TOTAL: Kindergarten Mid-Day Route (D+E+F)						\$114,075.00 W
<b>Athletic &amp; Extracurricular Events</b>						
	Hourly Rate	x	Minimum	x	# Trips	= Annual Cost
Year 1	\$ 60.00	hourly	3	180.00	250	\$45,000.00 G
Year 2	\$ 65.00	hourly	3	195.00	250	\$48,750.00 H
Year 3	\$ 70.00	hourly	3	210.00	250	\$52,500.00 I
3-YR. TOTAL: Athletic & Extracurricular (G+H+I)						\$146,250.00 X
<b>In Town Athletic &amp; Extracurricular Events</b> (In Town Flat Rate)						
	Price per bus	x	# of Buses	x	# Trips	= Annual Cost
Year 1	\$ 100.00	per trip	1	100.00	20	\$20,000.00 J
Year 2	\$ 110.00	per trip	1	110.00	20	\$22,000.00 K
Year 3	\$ 120.00	per trip	1	120.00	20	\$24,000.00 L
3-YR. TOTAL: Athletic & Extracurricular (J+K+L)						\$66,000.00 Y
<b>Field Trips</b>						
	Hourly Rate	x	Minimum	x	# Trips	= Annual Cost
Year 1	\$ 60.00	hourly	3	180.00	50	\$9,000.00 M
Year 2	\$ 65.00	hourly	3	195.00	50	\$9,750.00 N
Year 3	\$ 70.00	hourly	3	210.00	50	\$10,500.00 O
3-YR. TOTAL: Field Trips (M+N+O)						\$29,250.00 Z
<b>BASE BID 3-YEAR TOTAL CONTRACT VALUE (V+W+X+Y+Z)</b>						\$2,083,575.00

*Jim*



Bid Proposal Form #4  
Revised 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	\$ <u>323.00</u>	per day	10		180		\$ <u>581,400.00</u>	A
Year 2	\$ <u>330.00</u>	per day	10		180		\$ <u>594,000.00</u>	B
Year 3	\$ <u>340.00</u>	per day	10		180		\$ <u>612,000.00</u>	C
Year 4	\$ <u>350.00</u>	per day	10		180		\$ <u>630,000.00</u>	D
Year 5	\$ <u>355.00</u>	per day	10		180		\$ <u>639,000.00</u>	E

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

\$3056,400.00 1

**Kindergarten Mid-Day Route**

	Price per bus	x	# of Buses	x	# Days	=	Annual Cost	
Year 1	\$ <u>75.00</u> ✓	per day	<del>4</del> 3	75.00	169		\$ <u>12,675.00</u> 38,025	F
Year 2	\$ <u>75.00</u>	per day	<del>4</del> 3	300.00	169		\$ <u>50,700.00</u>	G
Year 3	\$ <u>75.00</u>	per day	<del>4</del> 3	300.00	169		\$ <u>50,700.00</u>	H
Year 4	\$ <u>85.00</u>	per day	<del>4</del> 3	340.00	169		\$ <u>57,460.00</u>	I
Year 5	\$ <u>90.00</u>	per day	<del>4</del> 3	360.00	169		\$ <u>60,840.00</u>	J

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

\$238,375.00 2

**Athletic & Extracurricular Events**

	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost	
Year 1	\$ <u>100.00</u>	Hourly	3	180.00	250		\$ <u>45,000.00</u>	K
Year 2	\$ <u>65.00</u>	Hourly	3	195.00	250		\$ <u>48,750.00</u>	L
Year 3	\$ <u>70.00</u>	Hourly	3	210.00	250		\$ <u>52,500.00</u>	M
Year 4	\$ <u>75.00</u>	Hourly	3	225.00	250		\$ <u>56,250.00</u>	N
Year 5	\$ <u>75.00</u>	Hourly	3	225.00	250		\$ <u>56,250.00</u>	O

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

\$258,750.00 3

Bid Proposal Form #4  
Revised Pricing Form

**In-Town Athletic & Extracurricular Events (In-Town Flat Rate)**

	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost	
Year 1	\$ <u>100.00</u>	per trip	1		20		\$ <u>2,000.00</u>	P
Year 2	\$ <u>110.00</u>	per trip	1		20		\$ <u>2,200.00</u>	Q
Year 3	\$ <u>120.00</u>	per trip	1		20		\$ <u>2,400.00</u>	R
Year 4	\$ <u>125.00</u>	per trip	1		20		\$ <u>2,500.00</u>	S
Year 5	\$ <u>130.00</u>	per trip	1		20		\$ <u>2,600.00</u>	T

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

\$ 11,700.00

4

**Field Trips**

	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost	
Year 1	\$ <u>100.00</u>	hourly	3	<u>180.00</u>	50		\$ <u>9,000.00</u>	U
Year 2	\$ <u>105.00</u>	hourly	3	<u>195.00</u>	50		\$ <u>9,750.00</u>	V
Year 3	\$ <u>70.00</u>	hourly	3	<u>210.00</u>	50		\$ <u>10,500.00</u>	W
Year 4	\$ <u>75.00</u>	hourly	3	<u>225.00</u>	50		\$ <u>11,250.00</u>	X
Year 5	\$ <u>75.00</u>	hourly	3	<u>225.00</u>	50		\$ <u>11,250.00</u>	Y

5-YR. TOTAL: Field Trips (1+2+3+4+5)

\$ 51,750.00

5

**ALTERNATE BID1, 5-YEAR TOTAL CONTRACT VALUE (W+X+Y+Z)**

\$ 3,610,975.00

**BID PROPOSAL ALTERNATE PRICING BID FORM # 5  
25 PASSENGER YELLOW SCHOOL BUS**

Please provide price per bus for a 25 Passenger Yellow School Bus below:

Contract Year	Price	Per
Year 1	323.00	Per Day
Year 2	330.00	Per Day
Year 3	340.00	Per Day
Year 4(Optional)	350.00	Per Day
Year 5(Optional)	355.00	Per Day

As noted in the above Addendum if the District decides to exercise the option to use a smaller 25 passenger school bus the equipment requirements under section 4 can be met at a date which is mutually agreed upon by the successful bidder and the District.

*Jm*



## Philadelphia Insurance Companies

---

750 West Center Street, Suite 300, West Bridgewater, MA 02379  
888-292-3881 · Fax: 877-748-1162 · [www.phlyins.com](http://www.phlyins.com)

December 11, 2015

North Reading Public Schools  
Business Office - Purchasing  
189 Park Street  
North Reading, MA 01864

**Re: NRT Bus, Inc. dba North Reading Transportation**

**Project: Regular Ed Transportation**

To Whom It May Concern:

Please be advised that Eastern States Insurance Agency, Inc. handles the surety bonding for NRT Bus, Inc. dba North Reading Transportation. We have a formal bonding program in place for NRT Bus, Inc. dba North Reading Transportation with Philadelphia Indemnity Insurance Company. Philadelphia Indemnity Insurance Company is a United States Treasury Listed Surety Company with an AM Best A (Excellent) rating. They are licensed in the Commonwealth of Massachusetts.

In regard to surety capacity, the captioned project falls well with NRT Bus, Inc. dba North Reading Transportation's surety limits. We are prepared to provide performance and payment bonds at the percentage required of the estimated contract value for this project contingent upon a favorable underwriting review of the project specifics.

Should you have any questions, please feel free to contact me.

Sincerely,

Oscar B. Johnson  
Attorney-In-Fact

**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

231 St. Asaph's Rd., Suite 100  
Bala Cynwyd, PA 19004-0950

**Power of Attorney**

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Newton S. Johnson; Oscar B. Johnson OF THE CITY OF WALTHAM, STATE OF MASSACHUSETTS**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.00.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY at a meeting duly called the 1<sup>st</sup> day of July, 2011.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

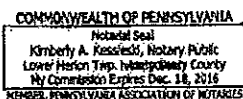
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10<sup>TH</sup> DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 10<sup>th</sup> day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public:

residing at:

Bala Cynwyd, PA

(Notary Seal)

My commission expires:

December 18, 2016

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10<sup>TH</sup> day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 11<sup>th</sup> day of December, 2013.



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY



# CERTIFICATE OF LIABILITY INSURANCE

OP ID: RN

DATE (MM/DD/YYYY)

12/14/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Eastern States Insurance Agency, Inc. 50 Prospect Street Waltham, MA 02453		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b> <b>PRODUCER CUSTOMER ID #:</b> NORTH-8		<b>FAX (A/C, No):</b>																					
<b>INSURED</b> NRT Bus Inc .dba North Reading Transportation 55 Hampshire Road Methuen, MA 01844		<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Travelers Insurance Co</td><td>25674</td></tr><tr><td>INSURER B:</td><td>North American Capacity Ins Co</td><td>25038</td></tr><tr><td>INSURER C:</td><td>Graphic Arts Mutual</td><td>25984</td></tr><tr><td>INSURER D:</td><td>Mt. Hawley Insurance Company</td><td>37974</td></tr><tr><td>INSURER E:</td><td>School Transportation Assoc</td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>			INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Travelers Insurance Co	25674	INSURER B:	North American Capacity Ins Co	25038	INSURER C:	Graphic Arts Mutual	25984	INSURER D:	Mt. Hawley Insurance Company	37974	INSURER E:	School Transportation Assoc		INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																							
INSURER A:	Travelers Insurance Co	25674																							
INSURER B:	North American Capacity Ins Co	25038																							
INSURER C:	Graphic Arts Mutual	25984																							
INSURER D:	Mt. Hawley Insurance Company	37974																							
INSURER E:	School Transportation Assoc																								
INSURER F:																									

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	GENERAL LIABILITY		CPP3857637	12/01/2015	12/01/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY		CAP-9A649581- BUSES	12/01/2015	12/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
A	NON-OWNED AUTOS		CAP-2B173038- VANS	12/01/2015	12/01/2016	\$
	<input checked="" type="checkbox"/> DED\$2000					\$ 1,500,000
B	UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	EL-X-0000049-00	12/01/2015	12/01/2016	EACH OCCURRENCE \$ 3,500,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 3,500,000
	DEDUCTIBLE					Over 1.5 \$
	RETENTION \$					Auto \$
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<input checked="" type="checkbox"/> Y/N	WC-13-5003012	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Exc. GL		MXL0414346	12/01/2015	12/01/2016	Agg 1st 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

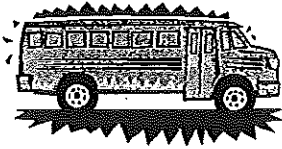
NORTHRE

Town of North Reading  
North Reading Public Schools  
189 Park Street  
North Reading, MA 01864

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.



**NRT Bus, Inc.  
55 Hampshire Rd.  
Methuen, MA 01844  
(978) 681-4100 • Fax – (978) 681-8225**

NRT Bus, Inc. dba NRT Bus, Inc. has been in the transportation of school children for 26 years. We currently own 824 vehicles, 389 of them yellow buses. North Reading Transportation was incorporated in the state of Massachusetts in April 1991. Our business has six terminals staffed as follows:

We currently have 9 service trucks and all Locations have a Full Service Maintenance Facility.

Owners: John McCarthy – President – Authorized Bid Signee

NRT Bus, Inc.  
55 Hampshire Rd.  
Methuen, MA 01844  
Phone – 978-681-4100  
Fax – 978-681-8225

**Staff:**

Rita Becote	Human Resources
Lucy Stella	Human Resources
Carol Briggs	Human Resources
Valentin Calixto	Human Resources
Jonathan Calixto	Human Resources
Kristin Binette	Safety Director
Christine Vrees	Safety Trainer
Doris Moreno	Terminal Manager
Paul Rinaldi	Dispatcher
Janet Horyn	Dispatcher
Lorraine Welch	Dispatcher
Dan Hopkins	Mechanic
Chris Keraghan	Mechanic
John Santos	Mechanic

NRT Bus, Inc.  
1480 Broadway Rd  
Dracut, MA 01826  
Phone – 978-937-3422

Staff:

Christine Valcourt	Terminal Manager
Gloria Trombly	Dispatcher
Rene Barchard	Dracut Manager / Dispatcher
Jan Jamieson	Dispatcher / Admin
Paul Ritchie	Mechanic
Al G.	Mechanic
Jim Houle	Mechanic
Dick Prue	Communications

NRT Bus, Inc.  
230 Main Street  
North Reading, MA 01864  
Phone – 978-664-1277  
Fax – 978-664-8456

Staff:

Kathleen McWilliams	Controller
Debbie Schmidt	Part Time Acct. Asst.
Kelly Hicks	Finance Manager
Tara Blais	Accounting Dept
Melanie Alley	Accounting Dept.
George Flynn	Customer Relations
Ginny Dove	Terminal Manager
Kim Thibedeau	Dispatcher
Dan Gauvin	Dispatcher
Cathy Witham	Dispatcher
Dexter	Mechanic
Al G.	Mechanic



NRT Bus, Inc.  
41 Stewart St  
Lynn, MA 01902  
Phone – 781-598-8780  
Fax – 781-598-8785

Staff:

Kato Mele	Terminal Manager
Cathy Witham	Dispatcher
Ellen Chakoutis	Dispatcher
Lynn Zarba	Dispatcher
Maria Delgado	Safety Trainer
Son Nugyen	Mechanic
Dan Lewis	Mechanic
Eli Whitney	Mechanic

NRT Bus, Inc.  
Mt. Vickory St.  
Southborough, MA 01772  
Phone – 978-562-5186  
Fax – 978-567-8783

Staff:

Jackie Carco	Terminal Manager
Dawn Laurent	Dispatcher
Karen Bigeu	Dispatcher
John Aguiar	Mechanic
Joe Chavete	Mechanic

NRT Bus, Inc.  
3 Pevey St. 2<sup>nd</sup> Floor  
Lowell, MA 01854  
Phone – 978-674-0222  
Fax – 978-674-0221

Staff:

Michelle Deroscher	Terminal Manager
Kristin Puleo	Dispatcher
Betty Sharry	Dispatcher
Tammie Bedard	Parts Dept
Tiffany Larry	Parts Dept
Sue Leveque	Safety Department
Brendan Binette	Mechanic
Chris Mercier	Mechanic
John Santos	Mechanic
Brian N	Mechanic

NRT Bus, Inc. (Maintenance Yard)  
31 Middlesex St  
Tyngsboro, MA

Dan Cross  
Will A.

Mechanic  
Mechanic

NRT Bus, Inc.  
90 Hanover St.  
Newbury, MA 01951  
Phone – 978-462-0820  
Fax – 978-352-9609

Staff:

Kim Presutti	VP of Operations
Kevin Barry	Dir. Of Risk Management
Joe Gamache	Risk Management
Kip Binette	Fleet Coordinator
Cindy MacKenzie	Terminal Manager
Linda Houle	Dispatcher
Denise C.	Dispatcher
Cathy Bergeron	Trainer/Safety
Vicki Lake	Safety dept.
Keith Lizotte	Mechanic
John R.	Mechanic
Jonathan Smith	Mechanic

NRT Bus, Inc.  
Current Contract List 2015

School District	# of Buses Supplied	Contact Person	Address
SEEM / Northeast Network Trans.	164	Cathy Lawson (781) 279-1361	92 Montvale Ave. Stoneham, MA 02180
Wilmington Public Schools	16	Paul Ruggiero (978)-694-6000	161 Church St. Wilmington, MA 01887
Lynn Public Schools	35	Dave Hegan - (781) 477-7230	30 N. Common St. Lynn, MA 01902
Lawrence Public Schools	17	Kevin Clement-(978) 975-2777	255 Essex St. Lawrence, MA 01840
Lawrence SPED	58	Kevin Clement-(978) 975-2777	255 Essex St. Lawrence, MA 01840
Dracut Public Schools	22	Bill Frangamore - (978) 423-4300	2063 Lakeview Ave. Dracut, MA 01826
Lowell Public Schools	52	John Descoteaux - (978) 937-7633	43 Highland St.. Lowell, MA 01850
Univ. of Mass @ Lowell	11	Nick Piscitello (978) 934-2596	1 University Ave, Lowell, MA 01852
Chelmsford Public Schools	29	Frank Tiano (978) 251-5100 ext. 113	230 North Rd, Chelmsford, MA 01824
Community Day Care	12	Kathy DeNicola (978) 682-6628	190 Hampshire St.. Lawrence, MA 01840
Chelmsford Sped	9	Frank Tiano (978) 251-5100 ext. 113	230 North Rd, Chelmsford, MA 01824
Marlborough Public Schools	28	Michael Bergeron - (508) 460-3553	17 Washington St., Marlborough, MA 01752
Salem Public Schools	9	Alan Leclair - (978) 740-1240	29 Highland Ave. Salem, MA 01960
Fremont School District	8	Michelle Langa -(603) 895-6903	5 Hall Rd, Fremont, NH 03044
Georgetown School Dept	5	Joan Leporta - 978-352-5721	51 North St, Georgetown ,MA 01833
Triton Regional School District	28	Brian Forget - (978) 518-4277	112 Elm St, Byfield, MA 01921
Masconomet Regional	30	Peter Delani - (978)-887-2323 ext. 6269	20 Endicott Rd, Topsfield, MA 01983
Tri-town School Union	33	Steve Greenberg (978) 887-0771	20 Middleton Rd, Boxford, MA 01921
Wakefield Public Schools	5	Michael Connelly (781) 246-6407	60 Farm St. Wakefield, MA 01880
Greater Lowell Vocational	33	George Garabadian (978) 441-4900	250 Pawtucket Blvd, Tyngsboro, MA
North Andover Public Schools	28	Pam Zengliowski (978) 794-1503	1600 Osgood St, North Andover, MA 01845
Hudson Public Schools	17	Patty Lang (978) 567-6100	155 Apsley St. Hudson, MA 01749
Andover SPED	15	Mary Lu Walsh (978) 623-8510	50 Bartlet Street, Andover, MA 01810
This list does not include the multiple districts for which we are supplying homeless and special needs transportation - can supply if needed			



# **Advantage Drug Testing**

*Medical, Compliance and Safety Services*

## **ENROLLMENT FOR EMPLOYMENT DRUG TESTING (DRUG TESTING SERVICES)**

NRT Bus, Inc.  
ATTN: Kristin Binette  
55 Hampshire Road  
Methuen, MA 01844

February 20, 2015

**NRT Bus, Inc.** has enrolled in a Drug and Alcohol Testing Program with Advantage Drug Testing. This program meets the requirements of the DOT Regulation 49CFR Part 382 and Part 40.

The program is current through 12/31/15.



---

Ted Dawson  
President  
Advantage Drug Testing

Advantage Drug Testing  
62 Elm Street  
Andover, MA 01810  
978-475-1312  
[www.advantagedrugtesting.com](http://www.advantagedrugtesting.com)

# **DOT DRUG & ALCOHOL TESTING POLICY**

North Reading Transportation

**North Reading Transportation**  
**LETTER TO APPLICANTS AND EMPLOYEES**

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. Every employee and applicant should understand those dangers and be aware of the Federal requirements and state guidelines concerning substance abuse in the workplace. North Reading Transportation is committed to creating and maintaining a workplace free of substance abuse.

To answer this problem, North Reading Transportation (hereinafter also referred to as "COMPANY" or "Company") has developed a policy in conformity with DOT Regulations 49 CFR Part 40 regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of our employees. A copy of these Federal Regulations is on file with COMPANY'S Designated Employer Representative (DER) for review at any time during normal working hours.

Our policy formally and clearly states the illegal use of drugs or abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented, as of the effective date listed below, pre-employment and active employee drug testing as outlined in our Drug and Alcohol Testing Policy.

Employees, who are subject to the DOT testing regulations and Company Policy, will be placed in a separate random testing pool containing only DOT-covered employees for purposes of DOT compliance. With regard to the Drug and Alcohol Testing Policy the federal regulations shall be considered as preempting any inconsistent state or local laws or regulations.

The purpose of this policy is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles and other employees of this Company covered by this policy.

An employee whose conduct violates this substance abuse policy will be subject to discipline up to and including termination.

We believe that the benefits derived from the policy objectives outweigh the potential inconvenience to employees, and we earnestly solicit the understanding and cooperation of all employees in implementing this policy.

Effective Date: 1/1/06

## **North Reading Transportation DRUG/ALCOHOL TESTING POLICY**

### **A. STATEMENT OF POLICY**

This company has a legal responsibility to comply with the United States Department of Transportation (US DOT) regulations regarding testing of certain company employees. DOT Regulations 49 CFR Part 40 (DOT) are on file with the COMPANY'S Designated Employer Representative (DER) for review at any time during normal working hours.

To accomplish that end, the COMPANY cannot condone and will not tolerate any of the following behaviors by its employees:

- a. Use of illicit drugs.
- b. Abuse of legal drugs (prescription or over-the-counter).
- c. Abuse of alcohol.
- d. Sale, purchase, transfer or use or possession of illegal drugs or prescription drugs obtained illegally.
- e. Arrival for work under the influence of drugs or alcohol.

Within this Drug and Alcohol Testing Policy, certain elements are required because the COMPANY is regulated by the U.S. Department of Transportation (DOT). In addition, certain policy elements, mostly related to specific personnel actions or this Corporation's drug-free workplace regulations or Company Policy, reflect requirements of the COMPANY but are not required by DOT. With regard to those employees governed by DOT regulations, federal regulations shall be considered as preempting any inconsistent state or local law or regulation.

#### **1. Department of Transportation Regulations**

The COMPANY'S policy requires that employees participating in activities regulated by DOT, be subject to urine drug testing and breath alcohol testing in accordance with DOT drug and alcohol testing regulations. Non- DOT regulated employees may also be subject to drug and alcohol testing.

Separate testing pools will be established for non-DOT regulated employees as previously described and may be further divided by safety-sensitive and non-safety-sensitive employees.

This Policy specifically notifies all employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while on the job or on the COMPANY property. Further, this policy notifies employees the use of a prohibited drug at any time, whether on duty or off duty, is forbidden. Additionally, the consumption of alcohol (whether as a beverage or in a medicinal formulation, and also to include methanol and isopropanol) is prohibited while performing a safety-sensitive activity or within four (4) hours before performing a safety-sensitive activity, or within eight (8) hours following an accident to which the employee's behavior may have contributed, or after having been notified to report to duty for any reason.

## 2. Commercial Drivers' Licenses

It is the policy of this COMPANY that persons having a CDL and participating in activities regulated by DOT are subject to drug testing and alcohol testing. The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety sensitive employees in aviation, motor carriers, railroad, and mass transit industries. Provisions of this policy are based upon said Act and the relevant federal regulations applicable to the Act. As a condition of employment, the COMPANY reserves the right to require all employees having a CDL and performing safety-sensitive activities regulated by DOT, to submit at any time to drug and/or alcohol testing to determine the presence of prohibited substances

### B. SUBSTANCES TO BE TESTED AND DETECTION THRESHOLDS

The following substances will be tested for:

#### Drug Screen Cut-off GC/MS

a. Marijuana (Delta-9 Carboxy- THC)	50 ng/ml 15 ng/ml
b. Cocaine (Benzoyllecgonine)	300 ng/ml ISO ng/ml
c. Opiates (Morphine/Codeine)	2000 ng/ml 2000
ng/ml	
d. Phencyclidine (PCP)	25 ng/ml 25 ng/ml
e. Amphetamine (Methamphetamine)	1000 ng/ml 500
ng/ml	

f. Alcohol- removal from safety sensitive position at .02% BAG or greater, violation of Policy at .04%BAC or greater.

### C. MEDICATIONS

Employees shall not use or be under the influence of medications while working if the medications have the potential to alter or to adversely affect their judgment, motor skills, to induce sleepiness or to otherwise detract from their safe job performance. Exceptions can, of course, be made in work areas and activities of decreased safety sensitivity where the potential for accident and injury is minimal and where the effect of the medication on the employee is judged to be no factor by medical authority. It must also be acceptable to management for the employee to continue work. Exceptions to this rule (Section C) will be made at least one level of supervision above the concerned employee's immediate supervisor. Employees will report their use of medications to their supervisor before beginning work; those sensitive to the disclosure of their use of certain medications may call or visit the COMPANY official (see name and telephone number in Section N) in charge of the Drug Alcohol Testing Policy, in confidence to resolve their unique work situation.



## **D. DRUG/ALCOHOL TESTING POLICY MONITORING**

To measure the success of, and to aid in enforcing, our Drug/Alcohol Testing Policy, the following types of drug screening tests may be administered to employees:

1. Job applicants, as a condition of obtaining employment
2. Employees who are required to undergo FITNESS FOR DUTY MEDICAL EXAMINATIONS.
3. Employees as a FOLLOW-UP to a return from rehabilitation program. These employees will be tested periodically. Under DOT regulations, follow up testing will be at a minimum six test over the first year of return to duty.
4. Random testing as described in Exhibit I
5. Post Accident testing as described in Exhibit II
6. Employees who, by reliable evidence, or by their observed or reliably reported behavior, may be REASONABLY SUSPECTED of: (a) Using or being under the influence of drugs, alcohol or medications while working, (b) Tampering with a drug screen test.
- <sup>^</sup>7. Return to Duty testing following a removal from a Safety Sensitive position after a positive, adulterated or substituted test and referral to a Substance Abuse Professional (SAP)

Notice of Drug Testing will be given on all vacancy announcements. In addition to the drug screening, a test for the presence of alcohol will be administered as a result of the conditions stated in Section D, 5 & 6 above.

A copy of documentation supporting a REASONABLE SUSPICION drug and alcohol test will be completed within seven (7) days after testing, will be provided to the employee upon request, and will be retained confidentially by the COMPANY for at least one (1) year.

*On the basis of an accident that requires a DOT post-accident test or the finding of reasonable suspicion that leads to a DOT reasonable suspicion test, the employee will immediately be removed from safety-sensitive functions pending the outcome of the post accident or reasonable suspicion drug/alcohol test.*

A SAMSHA approved laboratory will perform testing for the presence of drugs after obtaining urine specimens for drug tests. All positive specimens from the initial screening are then tested a second time using a different technique and chemical principal from the initial test to insure reliability and accuracy. All drug test results are reported to the Medical Review Officer for verification prior to being transmitted to the employee and/or employer.

## **E. CONSEQUENCES TO EMPLOYEES OF:**

The following is an overview of the terms and conditions of the COMPANY'S drug and alcohol policy, and for violation of which an employee is subject to discipline as outlined below.

- (1) It is a violation of Company policy for any employee to use, possess, manufacture, sell, trade, offer for sale, offer to buy, or make arrangements to distribute illegal drugs, or to otherwise engage in the illegal use of drugs while at work or on COMPANY property.
- (2) It is a violation of Company policy for anyone to report to work under the influence of alcohol, or any illegal drugs.
- (3) It is a violation of Company policy for anyone to remain on duty that requires the operation of a motor vehicle or other hazardous equipment, or the performance of safety-sensitive job duties, while under the influence of illegal drugs or alcohol.
- (4) It is a violation of Company policy for anyone to use prescription drugs illegally. (However, nothing in this policy precludes the appropriate use of legally prescribed medications.) Such prescription drugs brought to work should remain in the original labeled container and show both the prescribing doctor's name and expiration date.
- (5) It is a violation of Company policy to report to work or be at work, where the presence of prescribed or over-the-counter narcotics or drugs exceeds statutory limits in blood or urine, or the use of prescribed or over-the-counter narcotics or drugs poses a risk to the safety of the employee, other persons, the general public or property or may render the employee temporarily medically unfit under applicable DOT agency regulations.
- (6) It is a violation of Company policy to ingest hemp food products or coca food products. (Recent studies indicate that ingestion of hemp seed oil and hemp food products can result in a positive test for marijuana.) A Medical Review Officer (MRO) may not accept consumption or other use of hemp products, or coca teas, or medical marijuana as an excuse for a positive drug test.
- (7) It is a violation of Company policy for on-call employees to use alcohol within four (4) hours before performing any safety-sensitive activity. The COMPANY will provide an opportunity for each such on-call employee to acknowledge the use of alcohol at the time he/she is called to report for duty, and it is the employee's responsibility to inform his/her supervisor at the earliest possible time of any potential impairment from alcohol.

(8) It is a violation of Company policy to engage in the following conduct as defined and identified in 49 CFR Part 40 and this Policy:

- a) Receiving a verified positive drug test
- b) Receiving a verified adulterated or substituted drug test
- c) Receiving an alcohol test result of 0.04 or higher
- d) Failure to appear for a drug or alcohol test within the time directed by the DER but no longer than two (2) hours of being so ordered
- e) Refusal of an Alcohol or Drug Test
- f) Refusal to provide the collector with requested information to be placed on the Custody and Control Form (CCF)
- g) Refusal to cooperate with the collector's directions to remove outer clothing, leave personal belongings, empty pockets, wash hands or other such directives of the collector
- h) Refusal to follow the collector's instructions to submit to an observed or monitored collection
- i) Refusal to sign a CCF or initial tamper-evident bottle seals
- j) Submit, or attempt to submit, an adulterated, diluted or otherwise altered specimen, or substituting a specimen from another person
- k) Failure to remain at the testing site until the testing process is complete
- l) Failure to provide a urine specimen or fail to attempt to provide a saliva or breath specimen
- m) Fail or decline to take a second test the DER or collector has directed
- n) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of a verification process, or as directed by the DER as part of the "shy bladder" procedures or "shy lung" procedures
- o) Behave in a confrontational way that disrupts the collection process is classified as refusal to test or fail to cooperate with any part of the alcohol testing process

#### **DISCIPLINE ACTIONS FOR VIOLATIONS LISTED ABOVE:**

1. Job Applicants will not be hired.
2. Employees violating this policy will be terminated and are required by DOT to seek an assistance plan before seeking further employment. Injured employees may also forfeit eligibility for workers' compensation medical payments and indemnity payments.
3. Employees arrested, indicted or convicted of violating controlled substance laws will notify the employer within five (5) days of the event and if this substance abuse policy was also violated, will be disciplined up to and including termination, depending on the circumstances.
4. DOT consequences for a confirmed positive, adulterated, substituted drug/alcohol test or refusal to test require the employee to be removed to from a safety sensitive and referred to a Substance Abuse Professional (SAP). The employee cannot return to the safety sensitive position until a final evaluation from the SAP and a return to duty negative test.

## **F. CHALLENGES TO CONFIRMED POSITIVE TEST RESULTS**

### **| DOT Testing - 49 CFR Part 40 Regulations f**

- a. Upon receipt of a verified positive drug test result, the COMPANY will immediately remove the employee involved from performing safety-sensitive functions. The COMPANY will take this action upon receiving the initial report of the verified positive test result.
- b. On positive or refusal to test, MRO will explain split specimen testing process to the employee
- c. Employee has 72 hours after verification to request verification to request test of split specimen; employee will be responsible for the cost of the split specimen testing. Funds for this may be held from employees last paycheck.
- d. When the employee makes a timely request for a test of the split specimen the MRO, immediately provides written notice to the laboratory that tested the primary specimen, directing the laboratory to forward the split specimen to a second HHS certified laboratory.

## **G. CONFIDENTIALITY OF DRUG TESTING INFORMATION**

All written reports and related information received by the COMPANY, laboratories, employee leasing programs, drug and alcohol rehabilitation programs and their agents will be held in strictest confidence and will not be disclosed except in accordance with Federal Statutes or otherwise legally disclosed. Release of such information under any other circumstance shall be solely pursuant to a written consent form signed voluntarily by the person tested. Information on drug test results shall not be released or used in any criminal proceeding against the employee or job applicant.

/ Agents of our company and the laboratory conducting a drug test will, however, have access to ; drug test information when consulting with legal counsel in connection with actions brought | against them when the information is relevant to its defense in a civil or administrative matter.

## **;H. CONFIDENTIAL REPORTING OF MEDICATION USE**

; The COMPANY knows that eventually most people need to take medications to combat various : illnesses. Employees must realize, however, that many medications will alter or affect a drug i;test. An employee could possibly test positive for a drug when taking medications prescribed by

doctor or bought over the counter at a pharmacy. Medications known to alter or affect a drug i test are listed in Section M. The name of the testing laboratory is listed in Section N. Employees ; who want more technical information about medications may consult the testing laboratory. To / avoid the potential problems created by a false test result, the COMPANY has implemented procedures to enable employees to confidentially report the use of medications. You may report the use of medications on the back of your copy of the chain of custody form after your specimen is collected and discuss only with the MRO.

## **I. SUBSTANCE ABUSE PROFESSIONAL**

Our company maintains a Substance Abuse Professional (SAP) that consists of referring employees who have tested positive for drugs and/or alcohol to local drug and alcohol rehabilitation centers. Any costs of outside services are, however, the employee's responsibility. Any employee who has not previously tested positive for drug or alcohol use and has not yet entered a drug and/or alcohol abuse rehabilitation program, may seek assistance for drug and alcohol problems before they lead to disciplinary actions. No employee will be discharged, disciplined or discriminated against solely upon the employee's voluntarily seeking treatment for a drug/alcohol related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered an alcohol and drug rehabilitation program. Through the SAP, the COMPANY will attempt to provide appropriate referral to drug and alcohol abuse rehabilitation programs. Such employees may not continue to work in safety sensitive functions until they have completed the SAP's course of action and a negative result on a return-to-duty test. For up to five years, a series of periodic drug tests will be administered after returning to work. A minimum of 6 tests will be required the first 12 months.

If an employee wishes to pursue help through the SAP, please contact the person listed in Section N for appropriate referral.

## **J. THIS SECTION INTENTIONALLY LEFT BLANK.**

## **K. FEDERAL AND STATE LAWS AND REGULATIONS**

Nothing in this statement of policy shall be presumed to override, amend or change any requirements of Massachusetts and/or Federal law. In the event any of the provisions of this policy conflict with applicable laws and regulations, such laws and regulations will be deemed to control.

## **L. AMENDMENT AND SEVERABILITY**

The employer may amend this policy in any and all respects at any time. If any provision of this policy or the application thereof to any party or circumstance is held invalid or unenforceable, the remainder of the terms of this policy and the application of any invalid or unenforceable provisions to other parties or circumstances, will not be affected thereby, and to this end the provisions of this policy are severable.

**M. SUBSTANCES WHICH COULD ALTER OR AFFECT THE OUTCOME OF A DRUG TEST**

(BRAND NAMES AND COMMON NAMES)

- 1. AMPHETAMINES:** Abetrol, Biphetamine, Desoxyn, Dexedrine, Didrex
- 2. CANNABINOIDS:** Marinol (Dronabinol, The), Marijuana, Hash Pot
- 3. COCAINE:** Cocaine HCl topical solution (Roxanne), Crack, Coke
- 4. PHENCYCLIDINE:** Not legal by prescription; PCP, Angel Dust
- 5. OPIATES:** Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, AP AP with Codeine, Aspirin with codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Opium, Heroin
- 6. METHAQUALONE:** Not legal by prescription
- 7. BARBITURATES:** Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Firoicet, Esgic, Butisol Mebaral, Butabarbital, Butabital
- 8. METHADONE:** Dolphine, Methadose
- 9. BENZODIAZEPINES:** Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, and Centrax
- 10. PROPOXYPHENE:** Darvocet, Darvon N, Dolene, Etc.
- 11. ALCOHOL:** Liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol; Comtrex is 20% (40 proof); Contac Severe Cold Formula Night Strength is 25% (50 proof) and JListerine is 26.9% (54 proof); Booze, Drink

North Reading Transportation

N. DRUG/ALCOHOL TESTING POLICY - INFORMATION AND REVISION SHEET

AND/OR REVISION NUMBER

THIS INFORMATION  
DATED 12/1/05

Company Designate Employer Representative (DER) - This is the Program Administrator, the person in charge of the drug/alcohol testing program. This representative can remove employees from a Safety Sensitive position upon a violation of the Dot rules and regulations for drug/alcohol testing.

DER: Kristin Binette

COMPANY LOCATION: North Reading Transportation  
55 Hampshire Rd. Methuen, MA  
01844  
978-681-4100

Your Drug  
Testing Quest  
Diagnostics

Your Drug Test  
Collection •Site is: Advantage Drug Testing  
Mobile - On Site  
Quest - Multiple  
Locations

Your Alcohol Testing  
Site is: Advantage Drug  
  
Testing On Site -  
  
Mobile

Your MRO is:  
Your SAP is: Charles Moorefield, MD  
2191 Julian Avenue Palm  
Bay, FL 32905

American Substance Abuse  
Professionals, Inc. 711 West 40th  
Street-Ste 235 Baltimore, MD 21211  
888-792-2727

American Substance Abuse Professionals and  
Advantage Drug Testing at 978-475-1312 can  
provide a list of treatment programs in your  
area. Attached to this policy is also a list of  
referral sources (Section 0).

## O. NATIONAL HOTLINE NUMBERS

Alcohol and Drug Referral Hot Line	1-800-252-6465
Child Help's - National Child Abuse Hot Line	1-800-422-4453
National A.I.D.S. Hot Line	1-800-342-2437
National Cocaine Hot Line	1-800-262-2463
National Hepatitis Hot Line	1-800-223-0179
National Runaway Switchboard and Suicide Hot Line	1-800-621-4000
National Sexually Transmitted Disease Hot Line	1-800-227-8922

## NATIONAL ASSISTANCE GROUPS

Alcoholics Anonymous	1-800-344-2666
M.A.D.D.	1-800-438-6233
Narcotics Anonymous	1-818-780-3951
AL-ANON Family Group Headquarters	1-800-356-9996
Nat'l Institute of Drug Abuse, Drug Info., Treatment	1-800-662-4357
Families Anonymous	1-800-736-9805
S.A.D.D.	1-800-481-3568
Tough Love	1-800-333-1069
Massachusetts Substance Abuse Services	1-617-624-5111
Center for Substance Abuse Prevention	1-800-729-6686



## EXHIBIT I

### North Reading Transportation DRUG/ALCOHOL TESTING POLICY Random Testing

- a. *Certain categories of workers are required to undergo random drug testing to ensure continued fitness for duty as required by the US DOT guidelines.*
- b. *Random drug testing will be performed at a rate of 50% of the qualified workers per year for FMCSA. Random alcohol testing should be conducted at an annualized rate of 10% of the qualified workers for FMCSA.*
- c. *After notification, it is the responsibility of the employee to provide the urine specimen within the allotted time. Failure to comply with a request to a random specimen will result in the immediate medical disqualification of the employee, resulting in the employee being unable to perform assigned job duties. This may result in the loss of employment.*
- d. *At the time of notification, the donor will be instructed to go directly to the designated collection site. The employee will notify the collection site personnel that he/she has been selected for a random test and that they are ready to provide a urine specimen for a drug test and/or a breath specimen for an alcohol test, Salvia may be requested for the initial alcohol test, a breath specimen will be used to confirm a positive alcohol test.*

## EXHIBIT II

### North Reading Transportation DRUG/ALCOHOL TESTING POLICY

#### Post Accident Testing

- a. Certain employees are required to submit to post-accident urine drug testing as required by the US DOT guidelines.
- b. An employee will submit a specimen to be tested as soon as possible from the time of the reportable accident but no later than 32 hours after the time of the accident as defined in the table below. Alcohol testing must be conducted within eight (8) hours of an accident.
- c. If the employee is injured, the COMPANY retains the right to contact any treating medical facility and request that a controlled substance test be obtained, or to obtain from the employees medical records, the result of any such test obtained during the course of treatment. The refusal of any employee to allow the collection of these specimens or to attempt to block the release of said specimen will result in the immediate medical disqualification of the employee.
- d. An employee who fails to report an accident to the COMPANY and who fails to comply with the post-accident requirements of this policy will be presumed to be positive for the presence of a controlled substance resulting in the medical disqualification for employment with this Company.

The following table notes when a FMCSA DOT post-accident test is required:

Type of accic	snt	Citation issued to the driver	Test must be performed employer
Human fatality		YES NO	YES YES
Bodily injuryfwith medical treatment away from the scene		YES NO	YES NO
Disabling dan Motor vehicle tow away	lage to any requiring	YES NO	YES NO

This table has been reproduced from Federal Motor Carrier Safety Administration 49 CFR Part 382 Controlled Substances and Alcohol Use and Testing.

**North Reading Transportation**  
**DRUG/ALCOHOL TESTING POLICY RECEIPT**

I hereby acknowledge that I have received a copy of the COMPANY'S Drug/Alcohol Testing Policy. I also acknowledge that I have received a full and complete explanation of the Program, including all policies and the availability of Substance Abuse Professional (SAP).

I have had the terms and conditions of the COMPANY'S Drug/Alcohol Testing Policy explained to me, and I freely and voluntarily consent to submit to drug and alcohol screening or testing as set forth in the COMPANY'S Policy. I understand that violation of any provision of this policy may lead to disciplinary action up to and including termination of employment, and that I may forfeit my workers' compensation benefits.

I give my consent to the COMPANY and/or its designated Service Agent to collect specimens for screening or testing for the purpose of determining the presence of, and content of, drug and alcohol substances, as well as to obtain results from any alcohol or drug screen, as set out in the drug and alcohol testing policy. I further agree to and hereby authorize the release of the results of said tests to the COMPANY'S Medical Review Officer and as set forth in the COMPANY drug and alcohol testing policy.

Finally, I agree that neither the issuance of these policies, nor the acknowledgment of its receipt, constitutes or implies a contract of employment or a guaranteed right to recall.

Employee name:

Employee signature:

Date:

Witness name:

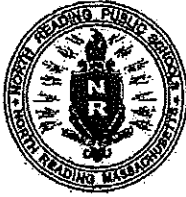
Witness signature:

## **NORTH READING TRANSPORTATION**

I have read and received the alcohol and drug policy from North Reading Transportation and understand them.

Signature

Printed Name



## NORTH READING PUBLIC SCHOOLS

North Reading, Massachusetts 01864

Telephone (978) 664-7810

Fax (978) 664-0252

Web [ps.north-reading.k12.ma.us](http://ps.north-reading.k12.ma.us)

To: All Prospective Bidders.

From: Michael Connelly, Director of Finance & Operations

Re : **ADDENDUM NO. 1- Regular School Bus Transportation**

Date: December 3, 2015

Below are answers to questions submitted by a prospective bidder regarding the regular school bus transportation bid specifications, please note answers to these questions are being sent to all bidders who attended the mandatory pre-bid meeting on December 2, 2015.

1. Please see revised language below for section 4.01 regarding alternate pricing for a smaller 25 passenger bus?

Section 4.01 Equipment makes reference to the District reserving the right to substitute a smaller 25 passenger bus for a 77 passenger if rider counts allow for this and if it will allow for safer transportation. The District is committed to trying to make a smaller 25 passenger bus work for one particular route, however it is unsure if the total ridership in this area for next year will allow for this option. However, it should be noted if this can be configured through the design of the new bus routes for next school year the District would plan to exercise this option. Therefore, we are requesting that all prospective bidders submit an alternate daily rate for a 25 passenger yellow school bus on the attached alternate pricing form. Please note that the alternate pricing for this vehicle will not be part of the total bid award calculation. The 25 passenger yellow school bus if requested by the District would not be required to meet the equipment specifications in section 4.0 of the original bid specifications until a mutually agreed upon date between the District and the successful bidder. Please use the attached Alternate Pricing Bid Form #5 to provide a daily rate for each year of the contract.

2. Please provide a copy of your current school bus rates?

Please see the attached document for the District's current school bus rates.

3. Is this contract subject to prevailing wage rates?

This contract is not subject to prevailing wage rates, see attached email from the State. 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.

4. Is the District open to altering the requirement in section 4.16 regarding air brakes?  
Yes, the District will allow for either air or hydraulic brakes please refer to the below statement which represents a change to the first sentence in section 4.16.

"Each bus shall be equipped with either air or hydraulic brakes and radial tires."

5. Is the District open to eliminating the requirement for flashing red/strobe lights indicated in section 4.14?

No, the requirement for flashing red/strobe lights will remain as stated in the specification in section 4.14.

6. Is the District open to eliminating the requirement for 77 passenger yellow, flat nose, front and diesel engine buses noted in section 4.04 and allow for a conventional style bus?

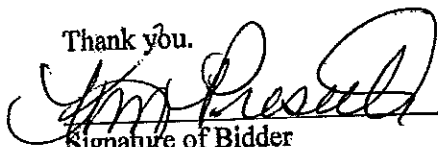
Yes, the District is flexible on whether or not a flat nose or conventional style school bus is provided as long as all other equipment specifications are met and the style bid remains consistent for the fleet of vehicles provided for the duration of the contract. See revised language in section 4.04 below: Change first sentence in section 4.04:

"Each bid should be based on using 77 passenger yellow, flat nose or conventional front and diesel engine buses; whichever style used should remain consistent for the required fleet of vehicle for the duration of the contract."

This addendum is being sent to all prospective bidders who attended the mandatory pre-bid meeting on December 2, 2015. A copy of the sign-in sheet is included in this packet. Acknowledge receipt of this addendum must be documented in order to be considered a responsible and responsive bidder. Please sign acknowledging receipt and fax back or email to my attention Michael Connelly at 978-664-0252 or [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). All remaining questions must be submitted in writing prior to 12:00 PM on Wednesday, December 16th.

If you have any additional questions please contact me at 978-526-5270.

Thank you.

  
Signature of Bidder  
Acknowledge of Receipt

12-3-15  
Date

END OF ADDENDUM NO. 1

**BID PROPOSAL ALTERNATE PRICING BID FORM # 5  
25 PASSENGER YELLOW SCHOOL BUS**

Please provide price per bus for a 25 Passenger Yellow School Bus below:

<b>Contract Year</b>	<b>Price</b>	<b>Per</b>
Year 1		Per Day
Year 2		Per Day
Year 3		Per Day
Year 4(Optional)		Per Day
Year 5(Optional)		Per Day

As noted in the above Addendum If the District decides to exercise the option to use a smaller 25 passenger school bus the equipment requirements under section 4 can be met at a date which is mutually agreed upon by the successful bidder and the District.



# NORTH READING PUBLIC SCHOOLS

*"Pursuit of Excellence"*

Kathleen M. Willis  
*Superintendent of Schools*

Carl J. Nelson  
*Director of Finance and Operations*

Patricia E. Bullard  
*Director of Pupil Personnel Services*

Patrick C. Daly  
*Director of Academic Services*

April 24, 2013

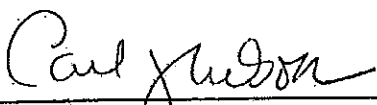
Mr. John J. Devine  
North Suburban Transportation Co.  
100 Ashburton Avenue  
Woburn, MA 01801

Dear Mr. Devine,

Please consider this letter a contract pertaining to bus transportation services for the period of FY2014 through FY2016.

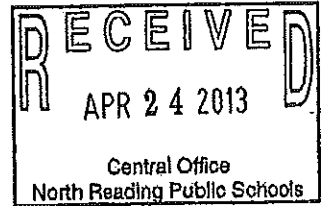
By signing this contract you are agreeing to provide bus transportation services as outlined in the Invitation for Bid.

I am looking forward to working with you and staff of North Suburban Transportation.

  
Carl J. Nelson

  
John J. Devine





## APPENDIX VI

### BID FORM FOR THREE YEAR CONTRACT

#### Rule for Award:

All unit prices must remain constant for the entire three-year contract term. One contract for all regular route, kindergarten, field and late trip buses will be awarded to the responsive and responsible bidder with the lowest grand total price.

#### Regular Route Buses

(Multiply Buses x Number of Days x Price per Day = Annual Cost)

(Multiply Annual Cost x 3 = 3 Year Cost)

	Category	Buses	Number of Days	Price per Day	Annual Cost	3 Year Cost
# 1	71 seat capacity	10	180	\$2840 <sup>00</sup>	\$511,200 <sup>00</sup>	\$1,533,600 <sup>00</sup>

#### Kindergarten Mid-Day Buses

	Category	Buses	Number of Days	Price per Day	Annual Cost	3 Year Cost
# 2	71 seat capacity	4	180	\$160 <sup>00</sup>	\$28,800 <sup>00</sup>	\$86,400 <sup>00</sup>

#### Field Trips & Athletic Events Buses

Estimated need: Buses for 250 field or athletic event trips. These trips will require 8,000 miles of travel as well as 1,000 hours of waiting time.

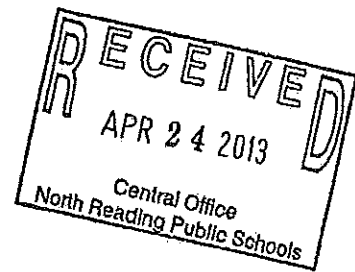
(Multiply Price per Mile x Number of Miles = Annual Cost)

(Multiply Price per Hour for Waiting Time x Number of Hours = Annual Cost)

(Multiply Annual Cost x 3 = 3 Year Cost)

	Price per Mile	Number of Miles	Annual Cost	3 Year Cost
# 3	2.25	8,000	\$ 18,000 <sup>00</sup>	\$ 54,000 <sup>00</sup>

	Price per Hour for Waiting Time	Number of Hours	Annual Cost	3 Year Cost
# 4	70 <sup>00</sup>	1,000	\$ 70,000 <sup>00</sup>	\$ 210,000 <sup>00</sup>



**Bus parking plans**

# 5	Do you intend to garage the buses at North Reading High School?	If yes, deduct \$24,000 from total.	If yes →	\$ - 24,000
	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no	If no, do not deduct \$24,000 from your grand total.	If no → (Circle One)	do not deduct \$24,000

**GRAND TOTAL**

# 6	THREE YEAR GRAND TOTAL (Add 3 year costs for # 1 thru #5)	\$1,860,000 <sup>00.</sup>
-----	--	----------------------------

Note: In any given year during the contract term, the School may need to increase or decrease the number of regular route buses by a maximum of 4 buses and the kindergarten by a maximum of 2 buses. Field trip and athletic events are also subject to change. Any increase/decrease will be at the unit prices specified on this bid form.

*JOHN J. DEWINE*

NAME	COMPANY	PHONE	FAX
<i>John J. Dewine</i>	<i>NORTH SUBURBAN RENTALS</i>	<i>781-933-8474</i>	<i>781-933-5112</i>
ADDRESS	CITY	STATE	ZIP
<i>100 N. SUBURBAN AVE</i>	<i>NEEDHAM</i>	<i>MASS</i>	<i>01801</i>

SIGNATURE *John J. Dewine*

**Michael Connelly**

---

**Subject:** FW: Prevailing wage schedule for Wage Request number :20151030-004

-----Original Message-----

From: MA Prevailing Wage [mailto:[prevailingwages@state.ma.us](mailto:prevailingwages@state.ma.us)]

Sent: Friday, October 30, 2015 2:31 PM

To: [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org)

Subject: Prevailing wage schedule for Wage Request number :20151030-004

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

THIS IS A SYSTEM-GENERATED EMAIL. PLEASE DO NOT REPLY TO THIS EMAIL. TO CONTACT DLS REGARDING PREVAILING WAGE MATTERS PLEASE CALL: 617.626.6953

=====

APPROVAL/DENIAL COMMENTS

This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is strictly prohibited

North Reading  
School Bus Transportation Pre-Bid Meeting Sign In Sheet

North Reading Public Schools					Due Date		12/18/2015	
North Reading Regular School Bus Transportation					11:00 A.M.			
Bid Name:								
#	Company Name	Address	Phone Number	Fax Number	Contact			
1	North Suburban	100 Ashburton Ave	781-933-8474	781-933-5112	John Devine			
2	NRT Bus, Inc.	230 Main Street	978-815-2763	978-225-6038	John McCarthy			
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								



## NORTH READING PUBLIC SCHOOLS

North Reading, Massachusetts 01864

Telephone (978) 664-7810

Fax (978) 664-0252

Web [ps.north-reading.k12.ma.us](http://ps.north-reading.k12.ma.us)

To: All Prospective Bidders

From: Michael Connelly, Director of Finance & Operations

Re: **ADDENDUM NO. 2- Revised Bid Pricing Form**

Date: December 15, 2015

After reviewing this bid pricing form and information contained in the bid regarding athletic & extra-Curricular and field trip transportation, in order to provide a more accurate pricing mechanism for all bidders, we have made changes to the bid pricing forms.

The changes involve moving from a per trip flat rate for Athletic and Extra-Curricular runs to an hourly rate with a three hour minimum for each out of town trip. We are still requesting a flat rate per trip for in-town athletic and extra-curricular trips. In town athletic and extra-curricular trips should be priced at a flat rate. Pricing for out of town athletic and extra-curricular trips should be bid as an hourly rate. The minimum cost of any out of town trip will be three hours times the hourly bid rate. This change also applies to field trip transportation. Please provide an hourly rate with a three hour minimum per trip. **Please complete your pricing on the attached revised bid pricing forms.**

This addendum is being sent to all prospective bidders who attended the mandatory pre-bid meeting on December 2, 2015. Acknowledge receipt of this addendum must be documented in order to be considered a responsible and responsive bidder. Please sign acknowledging receipt and fax back or email to my attention Michael Connelly at 978-664-0252 or [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). All remaining questions must be submitted in writing prior to 12:00 PM on Wednesday, December 16th.

If you have any additional questions please contact me at 978-526-5270.

Thank you.

A handwritten signature in black ink, appearing to read "Michael Connelly", is written over a horizontal line.

Signature of Bidder  
Acknowledge of Receipt

12-15-15  
Date

**END OF ADDENDUM NO. 2**

**Bid Proposal Form #4**  
**Revised Pricing Form**

BASE BID							
<b>Regular AM &amp; PM Transportation</b>							
	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
<b>3-YR. TOTAL: Regular AM &amp; PM Transportation (A+B+C)</b>							V
<b>Kindergarten Mid-Day Route</b>							
	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
<b>3-YR. TOTAL: Kindergarten Mid-Day Route (D+E+F)</b>							W
<b>Athletic &amp; Extracurricular Events</b>							
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost
Year 1	\$	hourly	3		250		G
Year 2	\$	hourly	3		250		H
Year 3	\$	hourly	3		250		I
<b>3-YR. TOTAL: Athletic &amp; Extracurricular (G+H+I)</b>							X
<b>In Town Athletic &amp; Extracurricular Events</b>							
<b>(In Town Flat Rate)</b>							
	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
<b>3-YR. TOTAL: Athletic &amp; Extracurricular (J+K+L)</b>							Y
<b>Field Trips</b>							
	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
<b>3-YR. TOTAL: Field Trips (M+N+O)</b>							Z
<b>BASE BID 3-YEAR TOTAL CONTRACT VALUE (V+W+X+Y+Z)</b>							

**Bid Proposal Form #4**  
**Revised Pricing Form**

<b>ALTERNATE BID 1: 3 YEARS WITH TWO ADDITIONAL ONE-YEAR RENEWAL OPTIONS</b>							
<b>Regular AM &amp; PM Transportation</b>							
	Price per bus	x	# of Buses	x	# Days	=	Annual Cost
Year 1	\$	per day	10		180		\$
Year 2	\$	per day	10		180		\$
Year 3	\$	per day	10		180		\$
Year 4	\$	per day	10		180		\$
Year 5	\$	per day	10		180		\$
<b>5-YR. TOTAL: Regular AM &amp; PM Transportation (A+B+C+D+E)</b>							\$
<b>Kindergarten Mid-Day Route</b>							
	Price per bus	x	# of Buses	x	# Days	=	Annual Cost
Year 1	\$	per day	1		169		\$
Year 2	\$	per day	4		169		\$
Year 3	\$	per day	4		169		\$
Year 4	\$	per day	4		169		\$
Year 5	\$	per day	4		169		\$
<b>5-YR. TOTAL: Kindergarten Mid-Day Route (F+G+H+I+J)</b>							\$
<b>Athletic &amp; Extracurricular Events</b>							
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost
Year 1	\$	Hourly	3		250		\$
Year 2	\$	Hourly	3		250		\$
Year 3	\$	Hourly	3		250		\$
Year 4	\$	Hourly	3		250		\$
Year 5	\$	Hourly	3		250		\$
<b>5-YR. TOTAL: Athletic &amp; Extracurricular (K+L+M+N+O)</b>							\$

**Bid Proposal Form #4  
Revised Pricing Form**

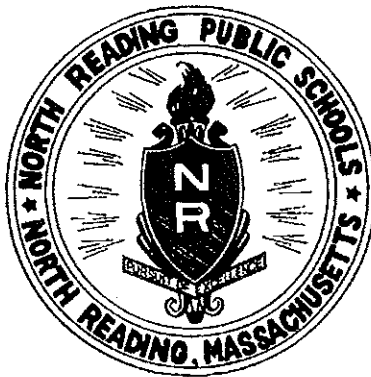
<b>In-Town Athletic &amp; Extracurricular Events (In-Town Flat Rate)</b>							
	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost
Year 1	\$	per trip	1		20		\$
Year 2	\$	per trip	1		20		\$
Year 3	\$	per trip	1		20		\$
Year 4	\$	per trip	1		20		\$
Year 5	\$	per trip	1		20		\$
<b>5-YR. TOTAL: Athletic &amp; Extracurricular (K+L+M+N+O)</b>							\$
<b>Field Trips</b>							
	Hourly Rate	x	Minimum	x	# Trips	=	Annual Cost
Year 1	\$	hourly	3		50		\$
Year 2	\$	hourly	3		50		\$
Year 3	\$	hourly	3		50		\$
Year 4	\$	hourly	3		50		\$
Year 5	\$	hourly	3		50		\$
<b>5-YR. TOTAL: Field Trips (1+2+3+4+5)</b>							\$
<b>ALTERNATE BID1, 5-YEAR TOTAL CONTRACT VALUE (W+X+Y+Z)</b>							\$



**INVITATION FOR BID**  
**REGULAR DAY**  
**SCHOOL BUS TRANSPORTATION**

Three Year Contract with Two One Year Renewal Options

2016-2017  
2017-2018  
2018-2019  
2019-2020 (Optional)  
2020-2021 (Optional)



North Reading Public Schools  
189 Park Street  
North Reading, MA 01864



# 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. All bids must be received by **December 18, 2015** no later than 11:00 am. All bids will be publicly opened and read at that time at the Park Street Address.

Specifications for bidders may be obtained on or after, Monday, November 16, 2015 at the Park Street address. 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  
Director of Finance and Operations  
North Reading Public Schools  
November 16, 2015

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

- |      |  |                          |
|------|--|--------------------------|
| 1.01 | <p>Sealed bids are to be received in accordance with the time and date indicated on</p> <p align="center"><b>INVITATION TO BID TRANSPORTATION.</b></p>   | <p>Invitation to Bid</p> |
| 1.02 | <p>All bids are to be addressed as follows:</p> <p align="center"> <b>North Reading Public Schools<br/>Business Office - Purchasing<br/>189 Park Street<br/>North Reading, MA 01864</b> </p> <p>Bids can be hand delivered to 189 Park Street, North Reading, MA 01864. Each bid shall be clearly marked in the lower left hand corner of the envelope:</p> <p align="center"><b>Sealed Bid -Regular School Bus Transportation- North Reading Public Schools</b></p> <p>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.</p> <p>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.</p> <p>Bids shall be submitted on a three (3) year basis, with an ALTERNATIVE BID option for two additional one years optional years for a fourth (4) and fifth (5) year.</p> <p>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.</p> | <p>Address for Bids</p>  |
| 1.03 | <p>The contract will be effective for three (3) years July 01, 2016 through June 30, 2019. 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 4<sup>th</sup> and/or 5<sup>th</sup> year of the contract will be at the North Reading Public Schools discretion, and will require School Committee and town meeting approval.</p> <p>The bid will include pricing for all regular K-12 daily transportation, mid-day kindergarten transportation, and field trip/athletic transportation.</p>  | <p>Term of Contract</p>  |
| 1.04 | <p>The contract for furnishing transportation for all designated children of the</p>   | <p>Responsibility of</p> |

	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 themselves 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.	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 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. Letter's of reference from current contractors must be submitted with the bid. A minimum of three references of school systems currently services must be submitted with the bid. (See bid form 2).	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 Withdrawal

	bid opening without the bidder forfeiting his bid bond or equivalent to the North Reading Public Schools.	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 2).	Contract Size
1.13	Questions arising from the Bid Specifications should be directed to the Director 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 fax, email or mail 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
1.15	There will be a mandatory pre-bid meeting, on Wednesday, December 2nd at 11:00 a.m. in the District Administration Office located at 189 Park Street. All prospective bidders must attend the pre-bid meeting.	Pre-Bid Meeting
<b><u>CONTRACTUAL RELATIONSHIP</u></b>		
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 Director 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 Director 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	Collusion

and belief, the prices in this bid have been arrived at independently, without consultation, collusion, communication or agreement with any other bidder or 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 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                  |
| <p>A. Per Vehicle Basis</p> <p>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,</p> |  |                                      |
| 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 number for the schools and the School Department's designated Transportation Coordinator and School Personnel may make <b>IMMEDIATE</b> 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.	Accessibility of Contractor
2.12	The successful bidder shall agree to maintain garage and service facilities within fifteen (15) miles of North Reading High School/Middle School campus located at 189 Park Street. The buses shall be kept within five (5) miles of 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 \$850 (\$8,500/year for the duration of the contract) for such use. The bidder should so indicate this selection on bid form 1 and bid pricing form 2. 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 <sup>st</sup> , 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 Director of Finance and Operations. The Director 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 Director 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 Public Schools shall take into account unusual weather and traffic conditions that are beyond the contractor's control.	Late/Deficient Service
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	Length of School

	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 2016-17 school calendar is included in Appendix 1.	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

#### **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 the contractor. This bond is to be furnished to the Director of Finance and Operations by July 15 <sup>th</sup> and each July 15 <sup>th</sup> 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.	Performance Bondability
3.02	Thirty (30) days prior to any performance bond expiration date, the contractor is required to notify the Director 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 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.	Financial 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 service bus service will be provided for mid-day Kindergarten students. Mid day kindergarten runs will also be required. The anticipated number of vehicles that will be required 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	Buses Required
------	--	----------------



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. Smaller buses may be used for mid-day kindergarten runs or if consolidation or a reduced size run can be achieved. The District reserves the right to substitute a larger "77 passenger" bus for a smaller "25 passenger" bus at the same unit price bid for a particular route if it would allow for safer transportation. 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 and/or 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 Director of Finance and Operations. All buses are subject to the approval of the Director of Finance and Operations. The contractor shall allow the Director of Finance and Operations, School Committee, Superintendent of Schools and/or his designee proper access to garages and buses for the purpose of inspection of any and/or all vehicles. No buses which have been disapproved by the Director 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.

Vehicle  
Condition and  
Remedy

4.03

All bidders should certify in the bid documents whether the vehicles are

Certification

	owned, to be purchased, leased, or to be leased on the form provided.	Ownership
4.04	Each bid should be based on using 77 passenger yellow, flat nose, front and diesel engine buses. 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
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 Director 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 3.)</p>	Annual Vehicle Data
4.07	The contractor must furnish the Director 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	Each bus shall prominently display a number on the entrance door. The Director 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 three signs or placards indicating the bus number so it can be readily identified upon approach to the school. One sign should be on the right side and the other on the front and the other in the back window.	Route Identification
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	Back-up 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.

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 Director 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	Every school bus must be 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.	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 air brakes and radial tires. When recapped tires are used on the rear axle, cold processed treads shall be used. Hot processed retreads will not be permitted. Each vehicle must be equipped with snow tires or other approved tire tread, as approved by the Business Administrator from November 15 through April 1 of each year.	Brakes/Tires
4.17	The successful bidder agrees that all buses will be heated and provided with proper ventilation, 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. The District shall have the right to designate routes to be monitored. Any such requests for video recording must be instituted within 24 hours.	Video Cameras
4.20	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
4.21	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
<b><u>ROUTES</u></b>		
5.01	North Reading regular education students will be picked up and discharged as directed by the Director 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 Director 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 no 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 Director 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	Implementing Changes

such changes with any individual other than the Director of Finance and Operations or his designee for North Reading student transportation.

- |      |   |                                 |
|------|---|---------------------------------|
| 5.07 | The contractor is to keep the Director 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 canceled 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 2015-16 school year are available upon request.   | Schedule & School Arrival Times |

#### **DRIVERS**

- |      |  |   |
|------|--|---|
| 6.01 | Contractor shall furnish properly licensed drivers to operate vehicles used in carrying out the terms of the contract. The Contractor shall provide competent, courteous, and careful drivers and attest that all drivers employed for the purpose of this contract are in good health, have excellent safety records, 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 it's employees to complete a North Reading Public School CORI request form. The contractor shall submit all completed forms to the Director of Finance and Operation no later that August 1 <sup>st</sup> , 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 Massachusetts finger printing law requiring each school bus driver to be fingerprinted. Evidence of such should be submitted to the Director of Finance and Operation no later than August 1 <sup>st</sup> , for each year of this contract and/or as new employees are hired. | Chapter 71<br>Section 38R<br>M.G.L CORI<br>Requirements &<br>Fingerprinting<br>requirements |
| 6.03 |  |   |

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:

Driver List &  
Attestation  
statement

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.

6.04	The contractor is responsible for providing each driver with information stating the route, 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 Director 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	Securing Proper Conduct

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.

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 with valid bus passes 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.	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
<b><u>SAFETY</u></b>		
7.01	In 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 .	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 Director 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	Written Accident Report

accident and its details is to be made to the Director 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.

- |      |  |                             |
|------|--|-----------------------------|
| 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 Director of Finance and Operations . Kindergarten student should not be dropped off without an adult present. If no adult is present the student should be returned to the school once the school and District office has been notified. All drivers and the dispatcher are to bring to the attention of the Director 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 emergency transportation from school in relatively good weather and this shall increase to a one hour limit for inclement weather.   | Vehicle Availability        |
| 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 Director of Finance and Operations by the contractor by July 15 <sup>th</sup> of each contract year.	Certificate of Insurance Coverage
<b><u>BILLING AND PAYMENT</u></b>		
9.01	Once a month 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 2014-15 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 Director 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 as 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-<br>Performance<br>Remedy |
| 10.02 | If 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 service 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<br>Services  |
| 10.03 | If the damages sustained by North Reading Public Schools as determined by the Director 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 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. | Liability Limits              |

## **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<br>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. |                         |

12.01 **SEVERABILITY**  
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 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)*

**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 # 1  
AGREEMENT TO GARAGE BUSES**

I wish to park the school buses at the North Reading High School for the three year duration of the contract  
\_\_\_\_\_ Yes      \_\_\_\_\_ no

If no, please list the alternative parking arrangements.

ADDRESS	
CITY/TOWN	

**BID PROPOSAL FORM # 2  
EQUIPMENT TO BE USED**

<b>Make / Model</b>	<b>Year</b>	<b>Capacity</b>	<b>Holding*</b>	<b>Engine**</b>

\* 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

Company: \_\_\_\_\_

Signature and Title of Company Official: \_\_\_\_\_

\_\_\_\_\_

**BID PROPOSAL FORM # 3**  
**LIST OF REFERENCES**

District Name	Enrollment	# Buses	Contact Name	Phone Number	Email:

Company: \_\_\_\_\_

Signature and Title of

Company Official: \_\_\_\_\_  
 \_\_\_\_\_



**BID PROPOSAL FORM #4**  
**Pricing Form**

<b>BASE BID</b>						
<b>Regular AM &amp; PM Transportation</b>						
	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)						\$ _____ W
<b>Kindergarten Mid-Day Route</b>						
	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)						\$ _____ X
<b>Athletic &amp; Extracurricular Events</b>						
	Price per bus	x	# of Buses	x	# Trips	= Annual Cost
Year 1	\$ _____	per trip	1		250	\$ _____ G
Year 2	\$ _____	per trip	1		250	\$ _____ H
Year 3	\$ _____	per trip	1		250	\$ _____ I
3 YR. TOTAL: Athletic & Extracurricular (G+H+I)						\$ _____ Y
<b>Field Trips</b>						
	Price per bus	x	# of Buses	x	# Trips	= Annual Cost
Year 1	\$ _____	per trip	1		50	\$ _____ J
Year 2	\$ _____	per trip	1		50	\$ _____ K
Year 3	\$ _____	per trip	1		50	\$ _____ L
3 YR. TOTAL: Field Trips (J+K+L)						\$ _____ Z
<b>BASE BID 3 YEAR TOTAL CONTRACT VALUE (W+X+Y+Z)</b>						\$ _____

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

## **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)

## **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)

## **Athletic & Extracurricular Events**

	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost
Year 1	\$ _____ per trip		1		250		\$ _____ K
Year 2	\$ _____ per trip		1		250		\$ _____ L
Year 3	\$ _____ per trip		1		250		\$ _____ M
Year 4	\$ _____ per trip		1		250		\$ _____ N
Year 5	\$ _____ per trip		1		250		\$ _____ O

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

# Field Trips

	Price per bus	x	# of Buses	x	# Trips	=	Annual Cost
Year 1	\$ _____ per trip		1		50		\$ _____ P
Year 2	\$ _____ per trip		1		50		\$ _____ Q
Year 3	\$ _____ per trip		1		50		\$ _____ R
Year 4	\$ _____ per trip		1		50		\$ _____ S
Year 5	\$ _____ per trip		1		50		\$ _____ T
5 YR. TOTAL: Field Trips (P+Q+R+S+T)							\$ _____ Z
ALTERNATE BID1, 5 YEAR TOTAL CONTRACT VALUE (W+X+Y+Z)							\$ _____

## **CHECKLIST FOR BIDDERS**

1. Submit two copies of bid 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 list of current contracts with letters of reference serviced by the bidder, §1.09.
6. Submit evidence that a contract of equal or greater size is currently serviced. §1.12.
7. Submit evidence of ability to secure a performance bond, §3.01.
8. 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 2016-17 School Calendar

**SUPERINTENDENT**  
Jon C. Bernard  
North Reading Public Schools  
189 Park Street  
North Reading, MA 01864  
(978) 664-7810

## SCHOOL CALENDAR 2016-2017

**SCHOOL COMMITTEE**  
Janene Imbriano, Chair  
Mel Webster, Vice Chair  
Clifford Bowers  
Gerald Venezia  
Julie Koepke

- 9/1 District Professional Development Day
- 9/5 No School, Labor Day
- 9/6 No School, Staff Orientation Day
- 9/7 First Day of School, Grades 1-12
- 9/7 & 9/8 PreK & Kindergarten Orientation
- 9/9 First Day for Pre-K & Kindergarten
- 9/19 High School - Back to School Night
- 9/22 Parents' Night (Elementary Schools)
- 9/29 Middle School-Back to School Night (Gr. 6-8)

- 10/7 Early Release, Professional Development
- 10/10 No School, Columbus Day

- 11/8 No School, Professional Development Day
- 11/11 No School, Veteran's Day
- 11/17 MS Early Release, Eve. Academic Open House
- 11/21 High School Evening Conferences
- 11/23 Early Release, PreK-12 (Thanksgiving)
- 11/24 & 11/25 Thanksgiving Recess
- 11/30 Elementary Early Release - Evening Conf.

- 12/1 & 12/2 Elementary Early Release, Afternoon Conf.
- 12/16 Early Release, Professional Development
- 12/23 to 1/2 December/New Year's Recess

- 1/3 Schools Reopen
- 1/12 Kindergarten Parent Orientation
- 1/16 No School, Martin Luther King, Jr. Day
- 1/18 to 1/20 High School Early Release - Exams
- 1/25 MS Early Release - Evening Conferences
- 1/26 MS Early Release - Evening Conferences
- 1/27 MS Early Release - Afternoon Conferences
- 1/30 Kindergarten AM/PM Switch
- 1/31 Kindergarten Registration (All Schools)

- 2/2 Snow Date - K. Registration
- 2/3 Early Release, Professional Development
- 2/20 to 2/24 February Recess

- 3/8 Elementary Early Release-Evening Conf.
- 3/9 & 3/10 Elem. Early Release-Afternoon Conf.
- 3/15 High School Evening Conferences

- 4/14 Early Release, (Good Friday)
- 4/17 to 4/21 April Recess

- 5/26 Early Release, Professional Development
- 5/29 No School, Memorial Day

- 6/9 High School Graduation
- 6/16 Early Release, Professional Development
- 6/27 Last Day of School (Includes 5 snow days)

### September 2016

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 2016

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 2016

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 2016

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 2017

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 2017

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 2017

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 2017

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 2017

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 2017

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
High School	7:30 - 2:00
Middle School	7:55 - 2:21
Batchelder School	8:30 - 2:45
Hood School	8:55 - 3:10
Little School	8:55 - 3:10
Pre-K	AM: 8:15-11:15 PM: 12:00-3:00
Full Day Pre-K	8:15 - 3:00
Kindergarten (Batch)	AM: 8:30-11:10
Kindergarten (Hood)	AM: 8:55-11:35
Kindergarten (Little)	AM: 8:55-11:35

### Early Release

11:00
11:21
11:45
12:10
12:10
No Classes
No Classes
No Classes
11:45 - No PM Class
12:10 - No PM Class
12:10 - No PM Class

 No School

 District Early Release

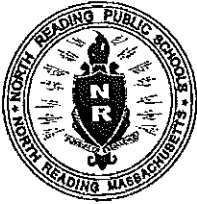
**Appendix No. 2**  
**School Start and End Times 2016-17**

<b>School</b>	<b>Address</b>	<b>Start Time</b>	<b>End Time</b>	<b># Buses</b>	<b>Enrollment</b>
Batchelder Elementary School	175 Park Street	8:30	2:45	7	458
Hood Elementary School	298 Haverhill Street	8:55	3:10	6	346
Little Elementary School	7 Barberry Lane	8:55	3:10	4	318
Middle School	189 Park Street	7:55	2:21	10	609
High School	189 Park Street	7:30	2:01	9	801

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

<b>Month</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>3 Year Ave.</b>
<b>August</b>	5	5	5	5
<b>September</b>	30	30	35	32
<b>October</b>	30	30	36	32
<b>November</b>	9	9	25	15
<b>December</b>	25	25	21	24
<b>January</b>	38	38	31	36
<b>February</b>	21	21	31	24
<b>March</b>	3	6	4	4
<b>April</b>	32	32	20	28
<b>May</b>	38	38	59	46
<b>June</b>		5	5	4
<b>Total</b>	<b>231</b>	<b>239</b>	<b>272</b>	<b>250</b>

The bid pricing bid form 4 assumes there will be 250 athletic runs annually based on a three 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.



## NORTH READING PUBLIC SCHOOLS

North Reading, Massachusetts 01864

Telephone (978) 664-7810

Fax (978) 664-0252

Web [ps.north-reading.k12.ma.us](http://ps.north-reading.k12.ma.us)

To: All Prospective Bidders

From: Michael Connelly, Director of Finance & Operations

Re: **ADDENDUM NO. 1- Regular School Bus Transportation**

Date: December 3, 2015

Below are answers to questions submitted by a prospective bidder regarding the regular school bus transportation bid specifications, please note answers to these questions are being sent to all bidders who attended the mandatory pre-bid meeting on December 2, 2015.

1. Please see revised language below for section 4.01 regarding alternate pricing for a smaller 25 passenger bus?

Section 4.01 Equipment makes reference to the District reserving the right to substitute a smaller 25 passenger bus for a 77 passenger if rider counts allow for this and if it will allow for safer transportation. The District is committed to trying to make a smaller 25 passenger bus work for one particular route, however it is unsure if the total ridership in this area for next year will allow for this option. However, it should be noted if this can be configured through the design of the new bus routes for next school year the District would plan to exercise this option. Therefore, we are requesting that all prospective bidders submit an alternate daily rate for a 25 passenger yellow school bus on the attached alternate pricing form. Please note that the alternate pricing for this vehicle will not be part of the total bid award calculation. The 25 passenger yellow school bus if requested by the District would not be required to meet the equipment specifications in section 4.0 of the original bid specifications until a mutually agreed upon date between the District and the successful bidder. Please use the attached Alternate Pricing Bid Form #5 to provide a daily rate for each year of the contract.

2. Please provide a copy of your current school bus rates?

Please see the attached document for the District's current school bus rates.

3. Is this contract subject to prevailing wage rates?

This contract is not subject to prevailing wage rates, see attached email from the State. 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.



4. Is the District open to altering the requirement in section 4.16 regarding air brakes?  
Yes, the District will allow for either air or hydraulic brakes please refer to the below statement which represents a change to the first sentence in section 4.16.

"Each bus shall be equipped with either air or hydraulic brakes and radial tires."

5. Is the District open to eliminating the requirement for flashing red/strobe lights indicated in section 4.14?

No, the requirement for flashing red/strobe lights will remain as stated in the specification in section 4.14.

6. Is the District open to eliminating the requirement for 77 passenger yellow, flat nose, front and diesel engine buses noted in section 4.04 and allow for a conventional style bus?

Yes, the District is flexible on whether or not a flat nose or conventional style school bus is provided as long as all other equipment specifications are met and the style bid remains consistent for the fleet of vehicles provided for the duration of the contract. See revised language in section 4.04 below: Change first sentence in section 4.04:

"Each bid should be based on using 77 passenger yellow, flat nose or conventional front and diesel engine buses, whichever style used should remain consistent for the required fleet of vehicle for the duration of the contract."

This addendum is being sent to all prospective bidders who attended the mandatory pre-bid meeting on December 2, 2015. A copy of the sign-in sheet is included in this packet. Acknowledge receipt of this addendum must be documented in order to be considered a responsible and responsive bidder. Please sign acknowledging receipt and fax back or email to my attention Michael Connelly at 978-664-0252 or [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). All remaining questions must be submitted in writing prior to 12:00 PM on Wednesday, December 16th.

If you have any additional questions please contact me at 978-526-5270.

Thank you.

\_\_\_\_\_  
Signature of Bidder  
Acknowledge of Receipt

\_\_\_\_\_  
Date

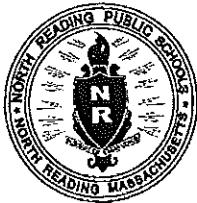
**END OF ADDENDUM NO. 1**

**BID PROPOSAL ALTERNATE PRICING BID FORM # 5**  
**25 PASSENGER YELLOW SCHOOL BUS**

Please provide price per bus for a 25 Passenger Yellow School Bus below:

Contract Year	Price	Per
Year 1		Per Day
Year 2		Per Day
Year 3		Per Day
Year 4(Optional)		Per Day
Year 5(Optional)		Per Day

As noted in the above Addendum if the District decides to exercise the option to use a smaller 25 passenger school bus the equipment requirements under section 4 can be met at a date which is mutually agreed upon by the successful bidder and the District.



## NORTH READING PUBLIC SCHOOLS

North Reading, Massachusetts 01864

Telephone (978) 664-7810

Fax (978) 664-0252

Web [ps.north-reading.k12.ma.us](http://ps.north-reading.k12.ma.us)

To: All Prospective Bidders

From: Michael Connelly, Director of Finance & Operations

Re: **ADDENDUM NO. 2- Revised Bid Pricing Form**

Date: December 15, 2015

After reviewing this bid pricing form and information contained in the bid regarding athletic & extra-Curricular and field trip transportation, in order to provide a more accurate pricing mechanism for all bidders, we have made changes to the bid pricing forms.

The changes involve moving from a per trip flat rate for Athletic and Extra-Curricular runs to an hourly rate with a three hour minimum for each out of town trip. We are still requesting a flat rate per trip for in-town athletic and extra-curricular trips. In town athletic and extra-curricular trips should be priced at a flat rate. Pricing for out of town athletic and extra-curricular trips should be bid as an hourly rate. The minimum cost of any out of town trip will be three hours times the hourly bid rate. This change also applies to field trip transportation. Please provide an hourly rate with a three hour minimum per trip. **Please complete your pricing on the attached revised bid pricing forms.**

This addendum is being sent to all prospective bidders who attended the mandatory pre-bid meeting on December 2, 2015. Acknowledge receipt of this addendum must be documented in order to be considered a responsible and responsive bidder. Please sign acknowledging receipt and fax back or email to my attention Michael Connelly at 978-664-0252 or [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). All remaining questions must be submitted in writing prior to 12:00 PM on Wednesday, December 16th.

If you have any additional questions please contact me at 978-526-5270.

Thank you.

\_\_\_\_\_  
Signature of Bidder  
Acknowledge of Receipt

\_\_\_\_\_  
Date

**END OF ADDENDUM NO. 2**

**Bid Proposal Form #4**  
**Revised Pricing Form**

BASE BID						
<b>Regular AM &amp; PM Transportation</b>						
	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
<b>Kindergarten Mid-Day Route</b>						
	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
<b>Athletic &amp; Extracurricular Events</b>						
	Hourly Rate	x	Minimum	x	# Trips	= Annual Cost
Year 1	\$ _____ hourly		3		250	\$ _____ G
Year 2	\$ _____ hourly		3		250	\$ _____ H
Year 3	\$ _____ hourly		3		250	\$ _____ I
3-YR. TOTAL: Athletic & Extracurricular (G+H+I)						\$ _____ X
<b>In Town Athletic &amp; Extracurricular Events</b>						
<b>(In Town Flat Rate)</b>						
	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
<b>Field Trips</b>						
	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
<b>BASE BID 3-YEAR TOTAL CONTRACT VALUE (V+W+X+Y+Z)</b>						\$ _____

Bid Proposal Form #4  
Revised 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		1		169		\$ _____	F
Year 2	\$ _____ per day		4		169		\$ _____	G
Year 3	\$ _____ per day		4		169		\$ _____	H
Year 4	\$ _____ per day		4		169		\$ _____	I
Year 5	\$ _____ per day		4		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		250		\$ _____	K
Year 2	\$ _____ Hourly		3		250		\$ _____	L
Year 3	\$ _____ Hourly		3		250		\$ _____	M
Year 4	\$ _____ Hourly		3		250		\$ _____	N
Year 5	\$ _____ Hourly		3		250		\$ _____	O

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

\$ \_\_\_\_\_ 3

Bid Proposal Form #4  
Revised Pricing Form

**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)							\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	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 (1+2+3+4+5)							\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	5

**ALTERNATE BID1, 5-YEAR TOTAL CONTRACT VALUE (W+X+Y+Z)**

\$