

Invitation for Bids
Tri-City Career & Technical Education Transportation

The Rochester School District will accept bids for **Tri-City Career & Technical Education Transportation** until 12:00 noon EST on February 8, 2012. The bids will be opened publicly and read aloud at that time.

Bids shall be submitted to Michael Hopkins, Superintendent of Schools, Rochester School Department, 150 Wakefield Street Suite 8, Rochester, NH 03867-1348

Three copies of bids must be submitted in sealed envelopes plainly marked "**SEALED BID - Tri-City Career & Technical Education Transportation**". Failure to properly mark the envelope will result in disqualification of the bid if it is prematurely opened.

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

The awarding of this bid is contingent on funding and approval from the Rochester School Board, Somersworth School Board, and the Dover School Board.

BID SPECIFICATIONS
Tri-City Career & Technical Education Transportation: Dover/Rochester/Somersworth School Districts

INTRODUCTION:

The Dover, Rochester, and Somersworth School Districts are seeking proposals to meet their Career & Technical Education transportation needs. Currently one vendor is handling this transportation service.

GENERAL REQUIREMENTS:

Proposed firms must respond in writing to all requirements of this bid, including acknowledgement or completion of Appendix A and B, and Schedule D. Any additional information that is felt relevant by the responding firm should be included together with submittal documents. All conditions, which appear as an integral part of the Bid Specifications, will become part of the successful Bidder's Contract. Bids shall be completed for a three-year period, effective with the 2012-2013 fiscal year.

If the bid is forward by mail, three copies of the bid must be placed in a sealed envelope and must be clearly marked "SEALED BID – Tri-City Career & Technical Education Transportation" and submitted to: Rochester School Department, 150 Wakefield Street, Suite 8, Rochester, NH 03867. Bids will be received only up to 12:00 p.m. on **Wednesday, February 8, 2012**. Any bids received after this date and time will not be considered or opened. Also, failure to properly mark the envelope will result in disqualification of the bid should it be prematurely opened by mistake. Faxed bids will not be accepted.

Bid results will be shared between the Somersworth, Dover and Rochester School Districts. Awarding of this bid is contingent on funding and approval from the Dover School Board, Rochester School Board and Somersworth School Board. The anticipated date for all final School Board approvals will be March 14, 2012. However, all bids must be good for a period of ninety (90) days after being submitted.

SCOPE OF SERVICES:

The undersigned proposed to furnish Career & Technical Education transportation to all three school districts as described below:

1. This Career & Technical Education transportation bid must contain quotes for all routes listed. The bid will not be considered unless all current routes listed are quoted. This is for a three (3) year period, beginning with fiscal year 2012-2013, 2013-2014, and 2014-2015.
2. The bid must be for three (3) vehicles.
3. The routes can vary and the total numbers of routes are listed in Appendix A.

4. The attached Schedule D must be completed with firm prices for all routes. Any exception to this will be rejected. The quotes given for these routes cannot be negotiated. Include the cost for a fourth (4th) bus as an alternate.
5. The successful Bidder agrees to transport assigned pupils on routes as listed in Appendix A. These routes and transportation needs are subject to change based upon the Schools' Master Schedules and student enrollment. These routes need to run from any open school district even if one school district cancels school but the other two districts do not cancel. This may require more than 180 school days for transportation.

TERMS AND CONDITIONS:

1. The successful Bidder will have their vehicles, personnel and recording methods conform to the current Rules and Regulations for School Transportation, as established by the New Hampshire Department of Safety and all other applicable New Hampshire Laws and Regulations in effect from time to time during the course of the contract.
2. The successful Bidder will conduct one (1) emergency evacuation drill each semester period. A written report shall be submitted to the Superintendent of each of the Tri-City School Districts on such drills, no later than October 15 and May 1 of each school year.
3. The successful Bidder will submit annually to three (3) School Districts a listing of the "School Bus Owners and Operators" as part of the "General Transportation Report" as regulated by the State of New Hampshire.
4. The successful Bidder shall supply spare buses in the event of a failure of a regular school bus, in order to avoid an interruption of service to the school district(s).
5. The successful Bidder will agree to be fully compliant with State requirements for Medical Examination of School Bus Operators. The successful Bidder must have on file at the Superintendent of Schools Office in Dover, Rochester, and Somersworth the State designed fully completed and signed School Bus Driver Examination Form for each school bus operator that is designated to transport students for the School District(s). It will be the sole responsibility of the successful Bidder to furnish documentation and ensure that said documentation is on file at all three (3) Superintendent Offices. The successful Bidder will incur all fees for completion of the medical examination for the employee. It will be the carrier's sole responsibility. The successful Bidder will also be responsible for the fingerprinting and criminal record checks for all bus drivers.
6. All regular and substitute bus drivers employed by the successful Bidder must be 18 years old or over and are subject to the approval of the individual School Districts and licensing by the New Hampshire Motor Vehicles Commission. A list of the names of the persons driving must be sent to the three (3) Superintendent Offices. Training will be done in accordance with the State Regulations. Drivers are also required to pass physical examinations as may be required by the School District or by New Hampshire Statutes and meet Criminal Investigations Requirements.

7. The successful Bidder will be required to provide a non-driving Bus Coordinator to the School Districts, whose function will be to supervise and coordinate Student Transportation with Career & Technical Education Directors.
8. The individual School Boards reserve the right to set forth policy for dealing with student safety, welfare, conduct and control and the successful Bidder agrees to comply with all such policies.
9. The successful Bidder agrees to carry adequate automobile insurance in the amount of one million dollars (\$1,000,000) bodily injury/property damage with additional excess liability coverage of two million dollars (\$2,000,000). A Certificate of Insurance must be provided to each Superintendent's Office prior to the first day of school each year. All three school districts shall be listed as an additional insured on the certificate of insurance.
10. The successful Bidder agrees to provide as part of this Bid, a complete description of proposed equipment on the enclosed form entitled "List of Equipment to be Utilized" (See Appendix B). This listing should be for each of the three (3) buses as well as the alternate bus.
11. A full performance Bond will be required, if the School Board(s) should deem it necessary.
12. The individual Boards reserve the right to cancel any agreement for improper conduct or failure to perform on the part of the successful Bidder.
13. The individual Boards reserve the right to reject any or all bids and negotiate a contract with any vendor.
14. The successful Bidder, at its sole expense, will procure and keep in effect all necessary permits and licenses required for its performance, and will post or display in a prominent place such permits and/or notices as are required by both State and Federal laws.
15. The Carrier will maintain Worker's Compensation Insurance for all employees used in accordance with this contract. A certificate of this insurance is to be sent annually to the three (3) Superintendent Offices.
16. Each bus shall be equipped with two-way radio systems. The radio system must be monitored by a dispatch office that can service all three towns.
17. Payments to the successful Bidder will be made monthly, ten (10) times a year, by the first of every month. Monthly payments will be in three (3) checks, one from each District.
18. The successful Bidder will provide a list of at least three (3) school districts or school organizations it has provided transportation service to in the last three years. In addition, the list will include the names of all the associated school districts/organizations, contact person and phone number for each district or organization.

19. The successful Bidder will realize that the contract may be void due to action of the districts legal bodies without recourse for any action deemed inappropriate by any or all participating school district.
20. Final acceptance of the Transportation Bid is contingent upon approval of funds through the New Hampshire Department of Education/participating School Districts.
21. No bid will be considered unless the firm submitting the bid has been engaged in the industry for a minimum of three (3) years.
22. Bids are awarded to the vendor specifically and will are not allowed to be assigned to another vendor.
23. The Rochester School Board reserves the right to reject any or all of the bids received and to waive any informality in the bidding. No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the Owner.

Name of Firm

Date

Official Signature

APPENDIX A

**TRI-CITY CAREER & TECHNICAL EDUCATION TRANSPORTATION:
DOVER/ROCHESTER/SOMERSWORTH TRANSPORTATION ROUTES**

The below routes and transportation needs are subject to change based upon the Schools' Master Schedules and student enrollment.

ROUTE	DEPARTS FROM	TIME	ARRIVES AT	TIME
1C	Rochester	7:10 a.m.	DHS	7:30 a.m.
1D	Somersworth	7:10 a.m.	Dover	7:30 a.m.
1B	Dover	7:15 a.m.	Somersworth	7:25 a.m.
	Somersworth	7:26 a.m.	Rochester	7:35 a.m.
1A	Rochester	7:15 a.m.	Dover	7:35 a.m.
2A	Somersworth	7:40 a.m.	Dover	7:50 a.m.
3B	Rochester	8:50 a.m.	Somersworth	9:10 a.m.
	Somersworth	9:12 a.m.	Dover	9:30 a.m.
3A	Somersworth	9:00 a.m.	Dover	9:15 a.m.
	Dover	9:15 a.m.	Rochester	9:30 a.m.
2D	Dover	9:05 a.m.	Somersworth	9:20 a.m.
4B	Dover	9:30 a.m.	Rochester	9:55 a.m.
3D	Somersworth	10:25 a.m.	Rochester	10:45 a.m.
4A	Rochester	10:30 a.m.	Somersworth	10:40 a.m.
5A	Somersworth	10:42 a.m.	Dover	10:55 a.m.
4D	Rochester	10:50 a.m.	Equine	11:05 a.m.
8A	Somersworth	11:05 a.m.	Rochester	11:20 a.m.
	Rochester	11:20 a.m.	Rochester (Equine)	11:25 a.m.
7B	Rochester	11:05 a.m.	Somersworth	11:20 a.m.
	Rochester	12:15 p.m.	Somersworth	12:35 p.m.
5D*	Somersworth	12:20 p.m.	Rochester	12:45 p.m.
10A	Dover	12:30 p.m.	Somersworth	12:45 p.m.
11A	Somersworth	12:45 p.m.	Rochester	1:00 p.m.
8B	Dover	12:50 p.m.	Somersworth	1:10 p.m.
6D*	Rochester	2:10 p.m.	Somersworth	2:35 p.m.

*Denotes 2nd semester.

Name of Company

Date

Official Signature

Tri-City Transportation Bid

APPENDIX B

**TRI-CITY CAREER & TECHNICAL EDUCATION TRANSPORTATION:
DOVER/ROCHESTER/SOMERSWORTH**

LIST OF EQUIPMENT TO BE UTILIZED

The undersigned proposes to furnish school bus transportation using the following described equipment, or better for the sum specified.

1) Make of Bus _____ Make of Body _____

Year of Mfg. _____ Accumulated Mileage _____

Capacity _____ Present Condition _____

2) Make of Bus _____ Make of Body _____

Year of Mfg. _____ Accumulated Mileage _____

Capacity _____ Present Condition _____

3) Make of Bus _____ Make of Body _____

Year of Mfg. _____ Accumulated Mileage _____

Capacity _____ Present Condition _____

Alternate Bus

4) Make of Bus _____ Make of Body _____

Year of Mfg. _____ Accumulated Mileage _____

Capacity _____ Present Condition _____

Name of Company

Date

Official Signature

APPENDIX C
TRI-CITY CAREER TECHNICAL EDUCATION TRANSPORTATION:
DOVER/ROCHESTER/SOMERSWORTH ENROLLMENT

Number of students using Tri-City Services

Rochester receives:

Dover students	1
Somersworth students	1

Dover receives:

Rochester students	27
Somersworth students	12

Somersworth receives:

Dover students	6
Rochester students	1

Total	48
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SCHEDULE D

**TRI-CITY CAREER & TECHNICAL EDUCATION TRANSPORTATION:
DOVER/ROCHESTER/SOMERSWORTH**

TRANSPORTATION BID

	BID 2012-2013	BID 2013-2014	BID 2014-2015
Total for 3 buses	_____	_____	_____
Alternate bid			
Bus #4			
Daily rate for full day	_____	_____	_____
Daily rate for ½ day	_____	_____	_____
Annual rate for full day	_____	_____	_____
Annual rate for ½ day	_____	_____	_____

Name of Company

Date

Official Signature