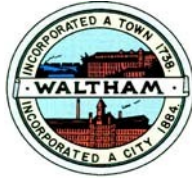


CITY OF WALTHAM

SCHOOL DEPARTMENT



INVITATION FOR BIDS

FOR

**IN-DISTRICT SPECIAL EDUCATION
STUDENT TRANSPORTATION AND
OTHER SMALL VEHICLE
TRANSPORTATION SERVICES**

Bid Due Date: Tuesday, June 2, 2015 at 10 am

Pre-Bid Meeting: Thursday May 21, 2015 at 10 am

(Meet at the Waltham High School, 617 Lexington Street)

Last day for written questions only: Friday May 22, 2015 at 12 noon

(to jpedulla@city.waltham.ma.us)

FOR FURTHER INFORMATION CONTACT

Joseph P. Pedulla

Chief Procurement Officer

City of Waltham

(781) 314-3244

E-mail: jpedulla@city.waltham.ma.us

INVITATION FOR BIDS (IFB)

The City of Waltham invites you to submit a bid for the award of a contract to provide In-district Special Education and Other Small Vehicle transportation services for the Waltham Public Schools. Services are to be rendered in accordance with the specifications contained within this document. Specifications and tentative schedules are available for your examination at the Office of the City Purchasing Agent, Waltham City Hall, 610 Main Street, Waltham, Massachusetts 02452.

The contract calls for the furnishing of scheduled transportation for special needs school children in the City of Waltham, Massachusetts, and other small vehicle transportation within the City, and includes the furnishing of all services necessary and required, consisting of the following in general: transportation equipment, maintenance of equipment, operation, supervision, inspection, registration, licensing, insurance and conformation to all applicable laws, rules, and regulations of the Federal Government, the Interstate Commerce Commission, the Commonwealth of Massachusetts, Department of Motor Vehicles, City of Waltham, and the City of Waltham School Committee.

The term of this contract is for **a three (3) one-year terms, renewable each year at the discretion of the City.** The school year consists of approximately 180 days during the period from August 15 through June 30, plus 20 days for Special Education in-district summer program. **This contract will commence on August 15, 2015 and terminate on August 14, 2018.** The days on which transportation is to be furnished shall be as designated and required by the School Committee.

This contract is subject to appropriation on a yearly basis.

BID INSTRUCTIONS

Bidders may obtain Specifications, tentative schedules, and bid forms at the office of the City Purchasing Agent. All questions and communication, with regards to this IFB will be directed to the office City Purchasing Agent. Only the communication and information from the City Purchasing Agent is considered official information and reliable for the preparation of a valid response by interested parties.

A **Pre-Bid conference** will be held at Waltham High School, 617 Lexington Street, Waltham, MA 02452, **Friday May 22, 2015 at 12 noon**

Bidders are invited to bid on the following:

1. BASIC CONTRACT

Bidders are invited to bid on each of the routes listed on the Bid Form for each vehicle type. Each route for each vehicle type may be awarded individually. Contractors shall perform such awarded service only as required by the School Department upon its needs.

The School Department does not guarantee continuation of any or all routes or schedules, or that new students will not be added to the routes, schedules, etc. The Bidder is responsible for determining the accuracy of any estimate or information provided by the City in which it uses to formulate its bid for transportation services and acknowledges that it has had the opportunity to investigate the same. In submitting a bid, the Bidder acknowledges that such information and estimates do not constitute a representation, guarantee or warranty of accuracy and failure to secure and investigate the accuracy of such estimates and information relied upon by any Bidder shall in no way relieve any Bidder from any obligation in respect to their bid. Furthermore, the Bidder thereby releases the City of any and all claims, demands, suits, causes of action, arbitration or disputes whatsoever arising out of or relating to such estimates and/or²

information.

When making bids, as defined in paragraph 1 "Basic Contract" above, which shall be submitted in sealed envelopes endorsed on the outside "**BID FOR IN-DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION AND OTHER SMALL VEHICLE TRANSPORTATION SERVICES**" with the name of the Bidder, Bidders shall bid both individual and combo routes as detailed herein and in the Specifications for the entire time of performance under the contract

This contract is for a three, on-year periods, renewable at the discretion of the City each contract anniversary year.

Please note that the unit price given for the transportation services detailed herein and in the Specifications shall remain fixed and not-to-exceed.

The Contractor shall furnish a performance bond for each year of the contract. The amount of the Bond shall be equal to 100% of the yearly amount of the contract. The performance bond for the first year of the contract must be presented within five (5) days of the notice of contract award. The performance bond for the second and third year must be presented in May of 2016 and 2017.

Failure to provide a bond constitutes a material breach of the contract and the contract may be terminated at the City's option, through its Superintendent, satisfying its wants through another contractor and without waiving any and all remedies available to the City and School Department at law, in equity or as provided within the contract.

The Bidder shall demonstrate that it has successfully provided school bus transportation for municipalities or other educational institutions. Experience may include prior experience as an owner or principal operator of a company other than the bidder.

The Bidder shall provide the School Department with the name, address, telephone number and responsible agent of all municipalities/institutions for which the Contractor has provided school bus transportation services, within the last five (5) years, so that the City may obtain and review all relevant reference data in its decision making process towards the awarding of the Contract. By providing a bid and list of references, the bidder warrants that the list is complete and by tendering its bid and providing the above list of references, the Bidder hereby authorizes and releases both the City of Waltham and the above previously serviced municipality/institution to openly and fully discuss the municipality's/institution's evaluations, opinions or perceptions of Bidders prior performance and reputation, and by said bid tender and list of municipalities/institutions said Bidder does thereby agree to release indemnify and hold harmless both the City and the said municipalities/institutions and their agents of and from any and all liability, both at law and in equity, which might arise or be claimed to arise from the providing of information, data, evaluations or opinions relating to the said Bidder or its agents, officers or employees. In the context of this bid the term Bidder shall mean and include any and all other corporations or entities in which any of the Bidders Corporate Officers, Directors, Share Holders, Principal Administrative or Operating Personnel or owners were previously involved or associated with.

Sealed bids will be received at the Office of the City Purchasing Agent, City Hall, 610 Main St., 02452 until **10:00 am Tuesday June 2, 2015**, at which time they will be opened and read.

The Contract will be awarded to the responsive and responsible eligible bidder offering the lowest price.

The City reserves the right to reject any and all bids as may be determined to be in the best interest of the City. The City also reserves the right to reject any and all unbalanced unit priced bids.

Please note that the City of Waltham shall not enter into the contract for transportation services described herein unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds.

Please note that the City of Waltham's Chief Procurement Officer shall render the contract invalid if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

Joseph P. Pedulla
Chief Procurement Officer

**SPECIFICATIONS FOR IN-DISTRICT SPECIAL EDUCATION
STUDENT TRANSPORTATION AND OTHER SMALL VEHICLE
TRANSPORTATION SERVICES**

ARTICLE I - DEFINITIONS

TERM	That entire period of time as determined in Article II
THE CITY of WALTHAM	The City of Waltham, a Municipal Corporation of the Commonwealth of Massachusetts situated in Middlesex County.
THE SCHOOL COMMITTEE	The duly designated School Committee of City of Waltham comprised of six (6) members and one chair ex-officio.
CONTRACTOR	That bidder, whose bid is accepted by the City and who has entered into this written contract.
SUPERINTENDENT	The Superintendent of Schools of the City of Waltham or his/her designee.
STUDENT	That individual who participates in the school program of the City of Waltham.
DRIVER	That individual designated by the Contractor to operate a vehicle.
MONITOR	That individual designated by the Contractor to monitor and assist Student.
VEHICLE	A new or used motor vehicle, whether owned or leased, operated by the Contractor, and used by the Contractor for transportation in accordance with this contract. Said vehicle shall be appropriate for transporting students under all pertinent rules, regulations and laws, and it shall be the Contractor's duty and obligation to maintain all of the said vehicles and equipment in optimal operating and safety condition during the entire term(s) of this contract and age of said vehicle shall not exceed 72 months.
THE SCHOOL DEPARTMENT	The School Administration Department of the City of Waltham.

Unless a contrary intent is otherwise expressed or demonstrated when, hereinafter, used the term "School Department" shall include the following terms/concepts: The City, the School Committee, Superintendent and School Department as defined above.

ARTICLE II - TERM

The term of this contract is for a one year period starting August 15, 2015 and renewable at the discretion of the City for two (2) additional One (1) year periods until August 14, 2018. Each school year consists of approximately 180 days during the period from August 15 through June 30th, plus 20 days for Special Education in-district summer program. The Service for this contract will commence on August 15, 2015. The days on which transportation is to be furnished shall be as designated and required by the School Committee.

ARTICLE III - TRANSPORTATION SCHEDULE

A. SCHEDULE

The School Committee has established the following schedule of transportation, premised on the following school operating schedules (N.B. the daily school schedules are subject to change at the discretion of the City, School Committee and Superintendent), at least as planned for the immediate 2015-2016 school year:

	First Bell	Arrival Time*	Dismissal
Waltham High School	7:30 AM	7:20 AM	2:00 PM
Middle Schools	8:00 AM	7:50 AM	2:30 PM
Parochial Schools	8:00 AM		2:30 PM
Elementary Schools	8:42 AM	8:25 AM	3:00 PM
Pre-school			
Full Day (Monday – Friday)	8:25 AM		2:45 PM
Full Day (Monday – Friday)	9:15 AM		2:45 PM
Morning Session (Tuesday – Friday)	9:15 AM		11:40 PM
Afternoon Session (Tuesday – Friday)	1:05 PM		3:30 PM

* Unless otherwise noted here, arrival time shall comply with Article III, Item D – Maintenance of Schedule.

B. EVACUATION

Vehicles shall be provided for the conduct of evacuation drills, once each year at each school, in accordance with Section 7B, of Chapter 90 of the Massachusetts General Laws.

C. CHANGES

The City, through the School Department, reserves the right to add, rearrange, reassign, adjust or delete routes and schedules when it is in the interest of the City to do so. All changes in routes are to be approved by the Superintendent.

Contractor shall not alter or substitute personnel or equipment that might impair or adversely affect the reliability of transportation services to the student or School Department.

D. MAINTENANCE OF SCHEDULE

The schedule of route operation shall be maintained in such a manner that students awaiting vehicle arrival shall not be required to wait longer than ten (10) minutes beyond the time of the schedule of the stop. The vehicle shall not delay at a stop longer than necessary for students to board the vehicle. Delay at stops, to permit the boarding of students not present during the time the vehicle is being loaded, shall not be permitted. The first stop of any vehicle for any pupil in the City shall not be before 6:45AM. Students shall be picked up at the school within ten (10) minutes after closing time and shall be returned home within ten (10) minutes of a scheduled arrival time. No "to school" route shall start prior to the scheduled starting time, nor shall it arrive at school more than 10 minutes prior to the start of school as indicated above nor shall it arrive after the scheduled "first bell" time. Changes in school hours may be instituted by the school authorities and shall not affect contract prices.

The Contractor shall be solely responsible for any and all costs incurred in achieving and ensuring compliance with the Contractor's transportation obligations.

Each and every failure by the Contractor to maintain the schedule as herein provided shall be a breach of the Contract and shall subject the Contractor to an assessment of liquidated damages as provided in Article V, Section E.2.

Repeated breaches as heretofore described which are found to be in the opinion of the Superintendent the cause of undue disruption to the students, shall constitute a material breach of the Contract and shall forthwith terminate the Contract upon such finding and shall further subject the Contractor to an assessment of liquidated damages as hereafter provided.

The imposition/exaction of liquidated damages shall not preclude the School Department from any of its other remedies and damages, either at law or in equity, including claims under and against performance bonds or insurance nor shall it preclude initiation of contract, tort or other legal actions and the award of additional damages there under.

ARTICLE IV - THE CONTRACTOR

A. SERVICES

The Contractor shall furnish the scheduled transportation for all students of the City of Waltham, Massachusetts, as designated herein and who may from time to time be designated by the School Department. Scheduled transportation shall be in accordance with the transportation schedule, as herein set forth in Article III.

The Contractor shall furnish all services necessary and required, or those which are in the City's discretion, deemed convenient or desirable consisting of the following in general: transportation equipment, maintenance of the equipment, operation, supervision, inspection registration, licensing, insurance and conformation to all applicable laws, rules and regulations of the Federal Government, the Interstate Commerce Commission, the Commonwealth of Massachusetts and to all rules and regulations established by the Massachusetts Department of Education, and the Department of Motor Vehicles, as such rules may pertain to school vehicles and to all applicable rules and regulations established by the City, and the School Committee, and all other laws, rules, regulations pertinent hereto.

B. BONDS

The Contractor shall furnish a 5% bid Bond with the bid submission and, before the execution of the contract, a performance bond for each year of the contract. The amount of the bond shall be equal to 100% of the yearly amount of the contract. The performance bond for the first year of the contract must be presented within five (5) days of the notice of contract award. The performance bond for the second and third year must be presented in May of 2016 and 2017, respectively.

Failure to provide a bond and/or an adequate bond constitutes a material breach of the contract and the contract may be terminated at the City's option, through its Superintendent, satisfying its wants through another contractor and without waiving any and all remedies available to the City and School Department at law, in equity or as provided within the contract.

C. INSURANCE

The Contractor shall obtain and maintain insurance, such that each vehicle is covered for property and personal liability as follows:

1. Property damage liability coverage in an amount not less than two hundred and fifty thousand dollars (\$250,000).
2. Personal liability coverage in an amount not less than one million dollars (\$1,000,000) for any one person, and one million dollars (\$1,000,000) for any one accident; uninsured/underinsured coverage of not less than five hundred thousand dollars (\$500,000) per person and one million dollars (\$1,000,000) per occurrence, excess liability coverage of not less than five million dollars (\$5,000,000).
3. The aforementioned property damage liability insurance and personal liability insurance referenced in C.1. and C.2. shall also include extra territorial coverage and shall cover all owned, non-owned and leased vehicles and shall cover all employees, independent contractors, passengers, passengers of other vehicles and pedestrians.
4. General liability insurance coverage in an amount not less than one million dollars (\$1,000,000), against claims for bodily injury, death and property damage, including contractual liability coverage, and coverage for intentional/criminal acts of its agents, servants or employees.
5. Workers' Compensation insurance as required by the General Laws of the Commonwealth of Massachusetts in the required statutory amounts.
6. **For all of the required insurance stated above, the City of Waltham must be named as both the certificate holder and as an "additional named insured" and supported by an amendment** for the duration of the contract and the contract should be specifically identified in the certificate on the above required policies, and shall have a waiver of subrogation and similar waiver provisions as against the City, School Department and its employees, servants, officers or agents. These policies should have a thirty day notice of cancellation/non-renewal provision and same should be stated on the certificates of insurance.
7. A certificate of insurance demonstrating the above required insurance coverage enumerated in Section C, must be presented to the City of Waltham Purchasing Agent and approved by the Law Department of the City on or before the contract is awarded. Such certificate(s) demonstrating the required insurance coverage of the vehicles to be used by the Contractor for this contract, shall include a description and make of each vehicle insured, together with its Massachusetts registration number. No vehicle shall be used by the Contractor for the contract unless insured as herein provided. The Contractor shall notify the City of any changes he may desire to make with respect to the vehicles used by him in his performance of the contract and shall secure written approval of the Superintendent before using any vehicle not listed on said certificate.

8. Failure to provide and/or maintain the required insurance and/or adequate insurance constitutes a material breach of the contract and the contract may be terminated at the City's equity, or as provided within the contract.
9. Any payment owed Contractor may be withheld until receipt in advance of the required bonding and insurance documents for each year.

D. INDEMNIFICATION

The Contractor acknowledges and agrees that it is responsible as an independent Contractor for all operations under this Agreement and for all the acts of its employees, servants, and agents and agrees that it shall defend, indemnify, and hold harmless the City, its officers, boards, committees and employees from and against any and all loss, damage, cost, charge, expense, liability, action, and claim which may be made against it or them or to which it or they may be subject resulting from Contractor's performance and/or obligations hereunder and will pay promptly on demand all costs and expenses of the investigation and defense thereof, including attorney's fees and expense. This indemnification is not limited by a limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor under the Workmen's Compensation Act, Disability Benefits Act or other employees' benefits.

E. COMPENSATION, PAYMENT OF PREVAILING WAGES

The Contractor acknowledges and agrees that it is responsible for compensating the drivers under this Agreement. Compensation to Drivers and all other personnel involved in carrying out this contract shall be in accordance with and as determined by the Commonwealth of Massachusetts, Department of Labor prevailing wage rates for the classes of labor involved in accordance with Massachusetts General Laws Chapter 71, Section 7A (see Prevailing Wage Schedule in Appendix A).

F. ROUTES AND SCHEDULES

The Contractor shall conduct transportation in conformance with specification as herein set forth and in accordance with routes and schedules as, from time to time, may be determined by the School Department to be compatible to class schedules in addition to any school emergency evacuations where bus transportation is needed.

G. ROUTE SHEETS

The Contract shall provide written reports showing the time that each rider is picked up and the time that each rider reached his destination as required by the School Department. These reports are to be compiled by the Contractor and turned in to the School Department upon request.

H. IDENTITY OF EMPLOYEES

On or before August 15 of each year, the Contractor shall provide the Superintendent with a list of all employees (drivers, monitors, substitutes, etc. that will/may have contact with Students) along with a certificate that each employee is of good moral character as cited in Massachusetts General Laws Chapter 90, and that thorough background check has been made of each employee including but not limited to the CORI check and other items listed in Article IX, Section G.3., which indicates that none of the same have any state or federal criminal record.

The list shall contain the name, address, telephone number, license number and current x-ray number, or other evidence of negative tuberculosis dated not more than one (1) year prior to assuming duties of each driver. The list shall also verify that each driver has not had his/her license revoked.

The Contractor shall provide the City with a release executed by each employee granting both the Contractor and the City the right to perform a complete state and federal criminal background check, and a release for medical/psychiatric records and/or treatment. Notwithstanding the above or anything else therein, it shall remain the sole responsibility of Contractor to ensure that it provides careful and safe bus drivers and to conduct thorough investigation into its personnel both before and during their employment.

I. IDENTITY OF VEHICLES

On or before August 15 of each year the Contractor shall provide a list showing license plate numbers, registration certification numbers as issued by the Registry of Motor Vehicles, manufacturer, model, year of manufacture, vehicle identification number (VIN) and current mileage for each vehicle.

Each vehicle must satisfy all applicable laws and regulations with special attention to the current and future requirements of 540 CMR 7.01 through 7.08 or other pertinent regulations that are enacted during this contractual period.

All vehicles must be properly maintained throughout the life of the contract and may be inspected by School Department personnel at any time. For example, doors shall not stick, all locks and seatbelts must work, and there shall be no broken or cracked glass, no torn upholstery, by way of example only. Vehicles shall be clean, inside and out, and shall be smoke-free at all times. A vehicle is not acceptable if there is a lingering odor of smoke from the driver or anyone else previously smoking within the vehicle. No vehicle shall be in need of body repair.

All vehicles shall be safe and dependable and no vehicle shall be in need of body, mechanical or safety repairs.

The City reserves the right to make unannounced inspections of all vehicles and if deemed unsafe by School Safety Officer vehicle will be removed from fleet.

J. DESIGNATION OF DRIVERS/MONITORS, VEHICLES, ROUTES

On or before one week prior to the commencement of contract operations, the Contractor shall submit in writing to the Superintendent, a list designating the assignment of drivers / monitors and vehicles to each route (notably, all must satisfy the requirements of Article VII, including but not limited to, criminal background checks, fingerprinting, physical examinations, and drug testing).

K. INFORMATION TO DRIVERS

The Contractor shall provide each driver with each student's name(s), the name(s) of their parent(s) or guardian(s), their addresses, and the telephone number(s) or each parent (including, but not limited to home, work, cell, etc.). These student information lists are to be in the driver's possession at all times during transportation.

L. INFORMATION TO PARENTS

The Contractor shall telephone the parents of each student transported at least two days before the first pick-up. The Contractor will identify driver by name, the substitute driver by name, describe the vehicle that will be used, give an approximate pick-up and drop-off time, and inquire as to any facts that should be known about the student to insure safe transportation.

M. SUBSTITUTION OF DRIVERS / MONITORS

The Contractor shall make no substitutions, except in emergency, and then only with the permission of the Superintendent and then only for a period not to exceed one (1) week. In each instance of substitution, the substitute shall be a previously designated substitute driver or monitor (notably satisfying all background checks), assigned to the route in question.

N. TELEPHONE COMMUNICATION

The Contractor shall maintain a telephone connection through which the School Department may make quick contact with the owner or his agent and he shall appear for conferences with the Superintendent of Schools when requested. The Contractor shall also supply a twenty-four (24) hour "hot line" to address any special or emergency issues or problems that arise. Between the hours of 6:30 A.M. and 6:00 P.M. the Contractor shall have its phones staffed such that one of its supervisors with authority to make decisions/changes/adjustments and to implement them immediately shall be available to confer with the School Department. If the Contractor employs an answering/message service for its incoming calls between 6:00 P.M. and 6:30 A.M. it shall arrange to have one of its supervisors with decision making authority respond within three (3) hours to telephone calls from the School Department during those hours.

O. SUPERVISOR

The Contractor shall provide a full-time Supervisor, who will assume control of the vehicles and drivers. The supervisor or his/her designee should be immediately available to respond to the School Department from 5:00 a.m. to 6:00 p.m. on school days and respond to the School Department within 3 hours at all other times.

P. ACCIDENTS

The Contractor must follow the Waltham Public Schools Bus Accident Standard Operating Guidelines. See Appendix B.

Q. ASSIGNMENT

The Contractor shall not assign or sublet the contract, or work, or any part thereof nor assign money due or to become due without written consent of the School Committee.

R. EXTRA-CURRICULAR TRANSPORTATION

The Contractor, upon request by the Superintendent, shall provide extra-curricular transportation for students for athletic events / field trips or other events requiring small vehicle transportation. The rate for the extra-curricular transportation is that offered on the bid price sheet.

S. PASSENGER COUNTS

The Contractor shall provide written reports of passenger counts showing the number of riders on each vehicle and each trip and these are to be made on three consecutive days of each month as requested by the Superintendent. These reports are to be compiled by the Contractor and turned into the Superintendent's Office within three days.

T. COMPLIANCE WITH LAWS AND REGULATIONS

In carrying out the terms of this contract, the Contractor shall conform and comply with all current and future applicable laws, rules and regulations of the provisions of Massachusetts General Laws, including but not limited to Chapter 90 and with all rules and regulations as may be established by the Federal Government, Interstate Commerce Commission, the Department of Labor, the Massachusetts Registry of Motor Vehicles, the City of Waltham, and the School Committee of the City of Waltham.

The Bid/Contract shall be governed, construed and enforceable in accordance with the laws of the Commonwealth of Massachusetts.

ARTICLE V - THE CITY

A. PAYMENTS

The City shall make payments to the Contractor in strict adherence to the provisions of Article VIII, as hereinafter set forth, however, please note that the City of Waltham shall not enter into the contract for transportation services described herein unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds. Please note that the City of Waltham's procurement officer shall render the contract void if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

B. CHANGE IN ROUTES / ROUTE ASSIGNMENTS

The City, through the School Department, may add or delete vehicles, rearrange, reassign or adjust routes and schedules when it is in the interest of the City of Waltham to do so. All changes in routes are to be approved by the Superintendent. Unauthorized stops are prohibited. Drivers making unauthorized stops will be dealt with in a progressive disciplinary manner.

C. REJECTION OF EMPLOYEES

The City, through the School Department may accept or reject any or all employees at any time within the contract period, if it is deemed by the City to be in the best interest of the City of Waltham to do so. Further, the School Department reserves the right to require any operator to be physically and/or psychologically/psychiatrically examined at any time, at the sole cost of the Contractor, by a doctor of medicine and/or psychiatry/psychology selected by the School Department.

In addition every employee or agent of the Contractor shall provide releases/authorizations to the Contractor and School Department allowing the access to and release of medical, psychiatric or counseling records, data and information including, but not limited to that of substance abuse.

The City will conduct annual CORI inquiry/checks on all Contractor employees who will/may have contact with Students.

Every employee or agent of the Contractor shall be fingerprinted, per An 'Act Relative to Background Checks (Chapter 459 of the Acts of 2012, as amended by Chapter 77 of the Acts of 2013)', which requires a fingerprint-based state and national criminal record check for all school employees and contractor employees.

D. DISCONTINUANCE OF VEHICLES

The City, through its Superintendent, reserves the right to discontinue the use of any vehicle which is considered, in his sole discretion, to be unsafe, or in poor or unsatisfactory condition for the purposes of this contract.

E. BREACH OF CONTRACT

1. The Office of the Superintendent will keep a daily record of any failures of the Contractor to meet the specifications of the Contract. A copy of the daily record will be made available to the Contractor.
2. Liquidated damages are assessed monthly as indicated below.
 - 2.1 Each instance of a late pick up and/or delivery ("late" is defined as more than 10 minutes but less than 45 minutes after a scheduled pick up and/or delivery of a student(s) at a designated location shall be considered one "late violation". For each late violation the Contractor will be assessed liquidation damages in the amount of \$500.00.
 - 2.2 Each instance of an early pickup and/or delivery ("early" is defined as more than 10 minutes but less than 45 minutes before a scheduled pick up and/or delivery) of a student(s) at a designated location shall be considered an "early violation". For each early violation the Contractor will be assessed liquidation damages in the amount of \$500.00.
 - 2.3 Any other failure to comply with the requirements of these Specifications, including but not limited to pickups and/or deliveries 45 minutes or more early or late, shall be "additional cause" for assessment of liquidated damages. Liquidated damages for "additional causes" will be assessed if the Contractor fails to remedy or correct any failure to comply with said specifications immediately after telephone notification from the office of the Superintendent. Written notification will follow. If the Contractor does not correct or remedy the deficiency to the satisfaction of the Superintendent, liquidated damages will be assessed at the discretion of the Superintendent in the amount of \$2,000.00 per day for each school day after telephone notification.

3. In the case of failure on the part of the Contractor to execute the work as per agreement, the City reserves the right to terminate the contract for cause in 15 days of notice of cancellation sent by the Superintendent, and the City shall collect from the Contractor any difference between the cost of performance of the substitute and the Contractor as a result of such failure.
4. Exercise of the rights herein specified shall not impair or affect the City's right to recover damages for breach of contract, either by suit on the contract or on the bond securing it.

ARTICLE VI - VEHICLES

A. AGE OF VEHICLE

No vehicle shall be used in the execution of this contract which is more than 72 months old at any time during the duration of the contract.

B. CAPACITY

For the purpose of this contract, transportation will be provided using Type II or 7D vehicles.

C. CONSTRUCTION AND MAINTENANCE

All vehicles shall be constructed and maintained in accordance with the provisions of General Laws, Chapter 90 and with all rules and regulations as promulgated by the Registry of Motor Vehicles.

D. VEHICLE SAFETY EQUIPMENT

Each vehicle shall have a sign bearing the words "School Bus" attached to the front and rear of the vehicle, and be equipped with signal lamps and stop arms as required by Massachusetts General Laws Chapter 90, Section 7B.

All vehicles must post "No Child on Board" signs at the rear of the bus, which must be visible from the outside. It is the responsibility of the bus driver to post sign once it has been verified that all students have exited the bus after their final run.

It is the responsibility of the bus driver to verify, and communicate to dispatch, that all students have exited the bus and their final run for the day is complete.

E. REPORTS OF CONDITION

Busses are to be inspected by the Registry of Motor Vehicles three times per year on the Registry's schedule. Reports of these inspections shall be submitted to the Office of the Superintendent within fourteen (14) days of the date of the inspection.

F. TIRES

All vehicles used shall be equipped with safety mud and snow tires, all weather tires, on the rear driving wheels from November 1st through April 21st of each year.

G. COMMUNICATION AND OTHER EQUIPMENT

All vehicles shall be installed and equipped with two-way radios which provide communication with the Contractor's supervisor from all areas served without interference. Each driver must be trained in its use. Cellular telephones and direct connect cellular telephones are not an acceptable alternative to two-way radios.

All vehicles used in connection with this contract must be equipped with a real time global positioning system (GPS). The Contractor shall make available any data regarding the operation of a vehicle transporting students under this contract. The real time GPS system shall be supplied, installed and fully operable for the life of this contract.

H. IDENTIFICATION OF VEHICLES

Reference is made to Article IV, Section I.

I. SUBSTITUTION OF VEHICLES

Reference is made to Article IV, Section N.

J. TEMPERATURE

The temperature of the interior of the vehicle shall be maintained at minimum average temperature of not less than fifty-five (55) degrees when occupied. Windows that are to be used for ventilation must be in working order.

K. CLEANLINESS

1. All vehicles shall be cleaned by sweeping or vacuuming daily, and shall be maintained free of noxious odors and poisonous gases at all times.
2. All vehicles shall be thoroughly cleaned by sweeping and vacuuming, and interior washed with water mixture of detergent and disinfectant during each school vacation period. The interior and exterior surfaces of all windows shall be maintained in a clean and safe condition, weather conditions permitting. Under no conditions shall vehicles be operated when the operator's vision is impaired by conditions of the glass surface.

L. PARKING OF BUSES

The City has no provisions for providing parking. Parking is the responsibility of the Contractor.

M. SMOKING, ETC.

Smoking, expectorating or the chewing of tobacco shall not be permitted on vehicles. The use of profane or immoral words or language shall not be permitted. Vehicle radios shall not be played outside of school buildings. Drivers shall enforce such rules.

N. UNAUTHORIZED PASSENGERS

No passengers are to be permitted on any vehicle while in use excepting school students or authorized personnel of the School Department or the Contractor. Exceptions thereto may be allowed, but only upon specific authorization of the contractor's supervisor and the School Department.

O. EXHAUST EMISSIONS

1. Contractor will minimize idling outside of school buildings. Contractor will fully comply with the School Bus Idling Law, Massachusetts General Laws Chapter 90, Section 16A and DEP regulation 310 CMR 7.11 (1)(b).
2. All vehicles will meet minimum diesel emissions standards for their model year.

P. VIDEO CAMERAS

The Contractor will supply one digital video recorder for each vehicle. The Contractor will be responsible for installing, operating and maintaining the video recorders.

ARTICLE VII - DRIVERS

A. AGE

All Drivers shall be at least twenty-one (21) years of age, shall be of high moral character, shall be experienced and safe drivers, and shall be free of criminal record. The School Department reserves the right to certify the employment of all Drivers who will be used in the transportation of Waltham students in compliance with Massachusetts General Laws, Chapter 6, Section 172.

B. PHYSICAL EXAMINATION

Each Driver shall be physically examined once a year by Massachusetts licensed physician. A certified report of the examination, containing information relative to vision, hearing ability, reflexes, condition of heart and respiratory system, shall be on file at the Contractor's office and shall be presented to the Superintendent on request. The cost of the physical examination is to be borne by the Contractor.

C. DRUG TESTING

Each driver must be drug tested in compliance with U.S. Department of Transportation, Federal Highway Administration, Motor Carrier Safety Regulations, 49 CFR 391.81 et seq. N.B. Subpart H "Controlled Substance Testing". For the purposes of this contract, no driver is exempt from the testing.

D. SAFETY OF SCHOOL CHILDREN

Each driver shall place the safety of school children above any other consideration at all times and shall under no circumstances leave the vehicle unattended at any time while it is occupied.

It shall be the responsibility of each driver to assure that the safety of a student is not jeopardized during boarding and disembarking. The vehicle shall remain stationary with flashing lights in operation until the students have boarded and are seated or crossed the street in the direction of their homes.

E. ORDER AND CONDUCT

Each driver shall maintain order among students within the vehicle. Students disobeying instruction of the Driver shall be reported to the Superintendent for disciplinary action according to the transportation policy of the School Committee.

F. COMPLAINTS

Drivers shall report complaints by students or parents of students to the Superintendent promptly.

G. IDENTITY

Reference is made to Article IV, Section H.

H. SUBSTITUTION

Reference is made to Article IV, Section M.

I. REJECTION OF EMPLOYEES

Reference is made to Article V, Section C.

J. ACCIDENTS

Each driver must have a copy of, and follow, Waltham Public Schools' Bus Accident Standard Operating Guidelines. See Appendix B.

K. TRAINING

The Contractor will conduct training programs with the Drivers, at no additional expense to the School Department.

Required training includes:

1. Employees shall complete First Aid training, such as Red Cross First Aid
2. Employees shall complete CPR training
3. Employees shall complete Epipen training*
4. Employees shall complete Anti-bullying training**

All such training must be completed prior to the start of each school year.

Optional trainings may include:

1. Acquainting the Driver with the proper procedures to follow in case of: brake failure; vehicle stalling; how to react to skids; an accident; driver and student rules and regulations; how to care for special needs of students.
2. Attendance at conferences offered locally by the Registry of Motor Vehicles and/or Waltham Police Department when requested by the School Department regarding the transportation of school children.
3. Workshops to assist the Drivers in meeting the special needs of the students being transported.

*Notably, the Waltham School Health Services Department is willing to provide EpiPen training.

** Notably, the Waltham School Safety Officer is willing to provide Anti-bullying training.

L. SCHEDULING OF DRIVERS

To the maximum extent possible, the same driver will be scheduled to drive both the morning and afternoon runs of a particular route.

ARTICLE VIII - PAYMENT

A. MONTHLY INCREMENTS

Receipt of monthly invoice from the Contractor should be received by the School Department no later than 5 business days from the end of the month that is to be billed.

B. WITHHOLDING OF PAYMENT

Whenever failure to comply with the contract is in question, "liquidated damages" as defined in Article V, Section E.2., will be withheld until there is mutual agreement or other legal resolution on the failure to comply.

C. SCHOOL CANCELLATIONS

No payment shall be made for routes not operated during inclement weather, or for any other cause for which schools are closed by the decision of the Committee. If for any reason, any route fails to operate on scheduled days, no payment shall be made for that route.

ARTICLE IX - GENERAL

A. CUSTODY OF STUDENTS

The Contractor and Driver shall be deemed to have custody over students. The custodial responsibility for the physical safety of a student shall commence:

1. At the initial pick-up at the student's dwelling or other structure, at the point in time when the student leaves the door of the dwelling or structure until the student is safely escorted into the confines and received by a staff member of the educational or training facility.
2. At pick-up from the educational or training facility for the return home to the dwelling, from the point in time when the student leaves the door of the educational or training facility building until the student returns and re-enters the interior of said students' dwelling.
3. Drivers must not leave a vehicle unattended when children are in the vehicle. In an emergency, the drivers' first concern must be for the children.

B. FULL VEHICLE CAPACITY

The School Department will not approve additional vehicles for each route until full capacity is attained in that vehicle.

C. NO EXPRESS OR IMPLIED WARRANTIES BY THE CITY

Notwithstanding anything to the contrary contained in these documents, it is understood and agreed by and between the Contractor and the City and the School Department that:

1. No information or data provided by the City herein or in relation to this Bid/Contract for transportation services shall be considered to be representative, warranted or guaranteed to be exact or accurate, including but not limited to the mileage figures or the number of student buses or drivers estimated to be applicable to the Contract (i.e. the School Department does not guarantee continuation of any or all routes or schedules, or that new students will not be added to the routes, schedules, etc). The Contractor acknowledges that it is responsible for determining the accuracy of any estimate or information provided by the City in which it uses to formulate its bid and acknowledges that it has had the opportunity to investigate same. In fact, the Contractor agrees that it has not substantially relied on or assumed the accuracy thereof but has instead undertaken its own inquiry and/or investigation to consider evaluate and determine any and all facts or factors necessary or convenient for it to submit a valid and binding Bid/Contract for transportation services.
2. The Contractor warrants that it is experienced and knowledgeable in developing and preparing such a Bid/Contract and that it is experienced and knowledgeable and equipped to provide such transportation services.
3. The Contractor, understanding that any information and/or estimates provided by the City relating to this Bid/Contract for transportation services do not constitute a representation, guarantee or warranty of accuracy, agrees that failure to secure and investigate the accuracy of such estimates and information relied upon thereby in making its bid shall in no way relieve Contractor from any obligation in respect to its bid and, if awarded the Contract, Contractor agrees that it shall execute said Contract and be bound thereby. The Contractor agrees to and hereby releases the City of any and all claims, demands, suits, causes of action, arbitration or disputes whatsoever arising out of or relating to such estimates and/or information.

D. FAILURE TO PERFORM

If the Contractor is unable to furnish transportation for any given day, the Contractor shall reimburse the City for all actual costs required for furnishing alternative transportation as billed to or paid for by the City. In the event the City exercises its right to make other transportation arrangements, and someone suffers personal injury or property damage as a result in any way arising from such alternate arrangements, the Contractor agrees to indemnify hold harmless and defend the City, its officers, boards, committees and employees from any and all loss, damage cost, charge, expense and claim which may be made against it or them or to which it or they may be subject by reason of any alleged act, action, neglect, omission, or default on the part of the person and/or entity providing said alternate transportation or on the part of the City in making said alternate arrangements, the Contractor will pay promptly all costs and expenses of the investigation and defense thereof, including without limitation attorney's fees and expense.

E. TERMINATION BY CITY

In case of failure on the part of the Contractor to execute the work as per agreement, as determined in the sole and absolute discretion of the City through its Superintendent, the City reserves the right in its sole discretion to terminate the contract, satisfying its wants through another Contractor. The City shall thereupon collect from the Contractor any difference in price as a result of such failure on the part of the Contractor.

Termination for Convenience by the city The City of Waltham may terminate this Agreement, the Services performed for convenience by giving at least sixty (60) days prior written notice to the Provider.

The City of Waltham shall not enter into the contract for transportation services described herein unless funds are available for the first fiscal year at the time of contracting. Payment and performance obligations for succeeding fiscal years shall depend on the availability and appropriation of funds. Please note that the City of Waltham's procurement officer shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

F. WHERE A CONFLICT OR AMBIGUITY EXISTS CONTRACTOR HAS BURDEN TO PERFORM PURSUANT TO CITY'S OPTION

Notwithstanding anything to the contrary contained in these specifications, Contract or related materials it is understood and agreed by the Contractor that if there is any conflict between or ambiguity created among the terms of the Contract, any provisions of State law or regulation promulgated there under, or any regulation interpretation or option selected or discretion implemented by the School Department then unless preemption under State law applies, the School Department will have the right and option to select the option/alternative which is the more onerous and imposes more obligation/responsibility on the Contractor without any increase in Contract price or right to claim adjustments by the Contractor.

G. CONTRACTOR'S EXPRESS WARRANTIES REGARDING PERSONNEL

As a specific condition and requirement of the prospective Contractor to bid for and be qualified to be awarded the Contract, the Contractor agrees to provide, warrant and represent that, before the date of provision of transportation services that for all of its employees, agents, servants or personnel, hereinafter "Personnel", having any actual or potential contact or involvement with the Students:

1. It has no Personnel who have been convicted of any offense involving violence or assault on any person, (including but not limited to any assault battery, abuse, sexual misuse or abuse, lewd and lascivious conduct, indecent acts, assault battery or similar offense, domestic abuse or violence), or controlled substance or drug abuse related offense. The above described as used, herein, shall not be limited to actual conviction but shall also mean and include probation, plea bargain, alternative sentence or plea, or non-criminal disposition which arose from or out of a charge or complaint of any of the above or similar offenses. All said personnel of the Contractor shall sign releases and authorizations for the Contractor and School Department to seek and obtain any information related to and involving the above.

2. It will coordinate and conduct a drug testing program as described in Article VII, Section C. The School Department will have access to and be involved with such test data and shall be involved in the planning, coordination, selection and oversight of the testing entity(ies) and times.

3. It will obtain releases and authorizations for all said Personnel extending both to the Contractor and the School Department which shall allow inquiry into and release of the records and information for:

- a. Federal Probation and Criminal Offender Record Check.
- b. Federal Bureau of Investigation inter-state and inter-jurisdictional probation and criminal offender records.

- c. Massachusetts Board of Probation and C.O.R.I. inquiry/check.
- d. Medical, psychiatric, psychological and counseling related data and records.
- e. Drug testing results
- f. An Act Relative to Background Checks (Chapter 459 of the Acts of 2012, as amended by Chapter 77 of the Acts of 2013), which requires a fingerprint-based state and national criminal record check for all school employees and contractor employees.

H. REQUIRED EXPERIENCE

The Contractor shall demonstrate that it has successfully provided school bus transportation over three (3) of the last five (5) years for municipalities or other educational institutions similar in size and capacity to the Waltham Public Schools. Experience may include prior experience as an owner or principal operator of a company other than the bidder.

I. CONTRACTOR'S REFERENCES SHALL BE PROVIDED

The Contractor shall provide the School Department with the name, address, telephone number and responsible agent of all municipalities/ institutions for which the Contractor has provided school bus transportation services, within the last five (5) years, so that the City may obtain and review all relevant reference data in its decision making process towards the awarding of the Contract. By providing a bid and list of references, the Bidder/Contractor warrants that the list is complete and by tendering its bid and providing the above list of references, the Bidder/Contractor thereby authorizes and releases both the City of Waltham and the above previously serviced municipality/institution to openly and fully discuss the municipality's/institution's evaluations, opinions or perceptions of Bidders'/Contractors' prior performance and reputation, and by said bid tender and list of municipalities/institutions said Bidder/Contractor does thereby agree to release indemnify and hold harmless both the City and the said municipalities/institutions and their agents of and from any and all liability, both at law and in equity, which might arise or be claimed to arise from the providing of information, data, evaluations or opinions relating to the said Bidder/Contractor or its agents, officers or employees. In the context of this bid the term Bidder and/or Contractor shall mean and include any and all other corporations or entities in which any of the Bidders'/Contractors' Corporate Officers, Directors, Share Holders, Principal Administrative or Operating Personnel or owners were previously involved or associated with.

J. COMMONWEALTH OF MASSACHUSETTS SPECIAL EDUCATION REGULATIONS

Please visit the following web site for the complete Special education Regulations

<http://www.doe.mass.edu/lawsregs/603cmr28.html?section=07>

4. OTHER REQUIRED INFORMATION

The bidder shall provide the School Department with the name, address, telephone number and responsible agent of all municipalities/ institutions for which the Contractor has provided school bus transportation services, within the last five (5) years, so that the City may obtain and review all relevant reference data in its decision making process towards the awarding of the Contract. By providing a bid and list of references, the bidder warrants that the list is complete and by tendering its bid and providing the above list of references, the Bidder hereby authorizes and releases both the City of Waltham and the above previously serviced municipality/institution to openly and fully discuss the municipality's/institution's evaluations, opinions or perceptions of Bidders prior performance and reputation, and by said bid tender and list of municipalities/institutions said Bidder does thereby agree to release indemnify and hold harmless both the City and the said municipalities/institutions and their agents of and from any and all liability, both at law and in equity, which might arise or be claimed to arise from the providing of information, data, evaluations or opinions relating to the said Bidder or its agents, officers or employees. In the context of this bid the term Bidder shall mean and include any and all other corporations or entities in which any of the Bidders Corporate Officers, Directors, Share Holders, Principal Administrative or Operating Personnel or owners were previously involved or associated with.

The undersigned certifies under penalties of perjury that this bid is made and submitted in good faith without fraud or collusion with any other person (note: the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals); that he/it has informed himself/itself fully in regard to the Transportation Contract Specifications and has made his/its own examination and estimates from same in making this bid.

The undersigned understands that the City of Waltham reserves the right to reject any and all bids as may be determined to be in the best interest of the City. The City also reserves the right to reject any and all unbalanced unit priced bids.

The undersigned further offers the following information as evidence of his qualifications to perform the work as bid upon according to the requirements as set forth in the Transportation Contract Specifications. **(PLEASE ANSWER ALL QUESTIONS)**

1. Number of years in business as school bus contractor: _____

2. List present and past contracts for school transportation:

Municipality or School	Years	Amount of Contract
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Please describe the manner in which you intend to provide vehicles including, but not limited to answering the following questions: (attach additional sheet if necessary)

- a. Will you own/lease your own vehicles?
- b. Do you currently have the vehicles available?
- c. How many vehicles do you currently own/lease?
- d. How many vehicles do you expect to have in operation for this contract?

All vehicles must be in compliance with Article VI of the Specifications.

- 4. Attach a list demonstrating previous experience as described in Article IX, Section H of the Specifications.
- 5. Attach a list of references as described in Article IX, Section I of the Specifications.
- 6. Attach a copy of your latest audited Financial Statement.

If the latest audited statement is not available, then the prospective Contractor’s latest tax return.

Audited financial statements from private entities may be submitted in sealed envelopes marked confidential and will only be reviewed if needed to award the bid. The private entity should be aware that said submission may constitute making these records public under the Massachusetts Freedom of Information Laws.

- 7. Attach a copy of your drug testing policies/procedures.
- 8. Attach a copy of your safety/training program.

The undersigned bids to furnish Student Transportation Services to the City of Waltham, in accordance with the terms, conditions and specifications contained in the Invitation for Bids and the Specifications for Student Transportation Services.

In accordance with M.G.L. Ch. 62C, Sec. 49A, the undersigned certifies that the bidder has filed all tax returns and paid all state taxes required under law.

In accordance with M.G.L. Ch. 30b, Section 10 the undersigned certifies 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.

Company Name: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Signature of Authorized Company Officer: _____

Print Name and Title of Signatory: _____

Company Federal ID Number: _____

Our certified, treasurer's, or cashier's check drawn on a responsible bank, or bid bond from a Surety Company licensed by the Commonwealth of Massachusetts payable to the **CITY OF WALTHAM** in the amount of \$20,000 is attached thereto.

BID SUBMITTAL FORM - CHECK LIST

These are forms that you must complete and submit with your response

- _____ Bid Price Form
- _____ Demonstrated Previous Experience
- _____ Reference List
- _____ Audited Financial Statements
- _____ Safety and/or Training Program
- _____ Drug Testing, Policies and Procedures
- _____ Certificate of Non-Collusion and Tax Compliance Certification
- _____ Debarment Certificate
- _____ Tax Compliance Certification
- _____ Certificate of Vote of Authorization
- _____ Corporation identification
- _____ Bid Bond

COMPUTATION OF LOW BID

The Waltham Public School Department will award a contract, or multiple contracts, **which fulfill its total student transportation requirements at the lowest total cost.**

Bidders are able to submit one or multiple bids, either for individual requirements, a combination of requirements or all requirements.

Bidders are able to bid on individual routes, multiple routes and/or all routes. Bidders are able to bid on any/all vehicle types for any/all routes.

Each bid must include an individual cost per day, per vehicle and per route so that if actual requirements differ from the projections there is cost certainty.

The Waltham Public School Department shall be able to transport all students in all routes. All route shall receive a bid, if any route does not receive a bid, the students for that route will not be transported. This situation cannot be accepted by the School Department. If no bid is received for any route, one contract will be awarded to the responsive and responsible bidder whose bid includes all routes and vehicle combinations, with the lowest total cost.

The computation of lowest total cost will be based on the student count / vehicle needs as indicated in the Bid/Price Sheet

NON-COLLUSION FORM AND TAX COMPLIANCE FORM
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid.

(Signature of person signing bid or proposal)

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name _____

Address _____

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address _____

Signed by Authorized Company Representative: _____

Print Name _____, Date _____

CERTIFICATE OF VOTE OF AUTHORIZATION

Date: _____

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract or obligation by such Corporation be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ (title) of said corporation

SIGNED

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX County

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me _____

Notary Public;

My Commission expires

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated _____ (State)

President _____

Treasurer _____

Secretary _____

Federal ID Number _____ (Required)

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

(All must complete the following section)

Date _____

Company's Name _____ (Print)

Authorized Signature _____

Title _____

Business Address _____

(POST OFFICE BOX NUMBER NOT ACCEPTABLE)

PRICE SHEET

BID FORM FOR IN-DISTRICT SPECIAL EDUCATION STUDENT TRANSPORTATION AND OTHER SMALL VEHICLE TRANSPORTATION SERVICES

TO: Joseph Pedulla, Chief Procurement Officer
City of Waltham

A bid, based upon terms set forth within the document is hereby submitted.

1. LIST OF ROUTES - Academic Year

Please bid on the following routes to Waltham Public Schools, based on the projected needs indicated on Appendix C -Students Requiring Transportation. Each bid is for the size vehicle indicated, for one round trip per day. Each route for each vehicle type will be awarded individually. Contractor(s) shall perform such awarded service only upon designation by the School Department upon its' needs.

The School Department has the right to assign Combo-routes before individual routes.

A. Routes	First Bell	Arrival Time*	Dismissal	8 Passenger Van		Minivan		Wheelchair Van		TOTAL COST per Route
				# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	
Waltham High School 617 Lexington Street	7:30 AM	7:20 AM	2:00 PM							
Middle Schools	8:00 AM	7:50 AM	2:30 PM							
Kennedy Middle School 655 Lexington Street										
McDevitt Middle School 75 Church Street										
Parochial Schools	8:00 AM		2:30 PM							
Our Lady's Academy 920 Trapelo Road										
St. Jude School 175 Main Street										
Elementary Schools	8:42 AM	8:25 AM	3:00 PM							
Fitzgerald Elementary 140 Beal Road										
MacArthur Elementary 494 Lincoln Street										
Northeast Elementary 70 Putney Lane										
Plympton Elementary 20 Farnsworth Street										
Stanley Elementary 250 South Street										
Whittemore Elementary 30 Parmenter Road										
Pre-school Routes										
				Northeast Elementary and Stanley Elementary						
Full Day (Monday – Friday)	8:25 AM		2:45 PM							
Full Day (Monday – Friday)	9:15 AM		2:45 PM							
Morning Session (Tuesday – Friday)	9:15 AM		11:40 PM							
Afternoon Session (Tuesday – Friday)	1:05 PM		3:30 PM							
B. Combo-routes (route tiers to be combined as determined by the School Department)										
2 tier combo-route										
3 tier combo-route										
4 tier combo-route										

2. SUMMER PROGRAM TRANSPORTATION

The School Department may require transportation services for its' Summer Program for approximately 20 days during the period of June 15 to August 14. The exact schedule, routes and number of vehicles are determined annually. Please bid on the following routes to Waltham Public Schools, based on the projected needs indicated on Appendix C -Students Requiring Transportation. Each bid is for the size vehicle indicated, for one round trip per day. Each route for each vehicle type will be awarded individually. Contractor(s) shall perform such awarded service only upon designation by the School Department upon its' needs. The School Department has the right to assign Combo-routes before individual routes.

A. Routes	First Bell 9:00 AM	Dismissal 2:00 PM	8 Passenger Van		Minivan		Wheelchair Van		TOTAL COST per Route
			# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	# of vehicles required	cost per vehicle	
Waltham High School 617 Lexington Street									
Kennedy Middle School 655 Lexington Street									
McDevitt Middle School 75 Church Street									
Fitzgerald Elementary 140 Beal Road									
MacArthur Elementary 494 Lincoln Street									
Northeast Elementary 70 Putney Lane									
Plympton Elementary 20 Farnsworth Street									
Stanley Elementary 250 South Street									
Whittemore Elementary 30 Parmenter Road									
B. Combo-routes (route tiers to be combined as determined by the School Department, based on staggered start times with a minimum of 30 minutes between tiers). Please note, Combo-routes are currently not applicable for the Summer Program.									
2 tier combo-route									
3 tier combo-route									
4 tier combo-route									

3. BUS MONITORS

Certain routes may require the use of a monitor. The cost of a monitor will be calculated on an hourly rate. All invoices must include hours worked, number of days, and hourly rate for each monitor.

Rate per hour \$ _____

4. EXTRA-CURRICULAR TRANSPORTATION

Extra-curricular transportation will be calculated on an hourly rate per trip. All invoices must include hours driven information to be verified by the School Department trip supervisor.

Rate per hour \$ _____

* Unless otherwise noted here, arrival time shall comply with Article III, Item D – Maintenance of Schedule.

APPENDICES

APPENDIX A

PREVAILING WAGE SCHEDULE

The prevailing wage schedule follows.

For additional copies please visit www.citv.waltham.rna.us/open-bids

APPENDIX B
Waltham Public Schools
BUS ACCIDENT
Standard Operating Guidelines

The Bus Driver will:

- Call 911.
- Notify the Dispatcher of the accident and the location.
- Stay at the scene of the accident, unless instructed move the bus by the police or fire.
- Verify students' names based on the bus route roster. (The bus driver does not have student addresses)
- Carry a copy of the WPS Bus Accident Guidelines in the bus for quick reference.
- Resume guardianship of the students following clearance by EMS by signing off the EMS's "Medical Refusal Form."
- Transport uninjured students home or to their destination after clearance from Medical Control and EMS.

The EMS (Police, Fire and ambulance) will:

- Refer to City of Waltham Emergency Response Guidelines for School Bus/Student Transportation Guidelines.
- The Police will notify the WPS Business Office.

The Superintendent will:

- Notify the Mayor and School Committee.
- Coordinate all communication with the media.
- Convene a building and/or system-wide Crisis Team if appropriate.

The Principal or designee will:

- Provide a current roster of students on the bus.
- Inform the Superintendent's office in a timely manner.
- Notify parents regarding the accident.
- Maintain an orderly dismissal of students who are returned to the school.
- Arrange office coverage at the school until it is determined that all children have been released to their parents/guardians.
- Assign a staff member to provide support if the student/students injured are transported to a hospital.
- Inform all transportation companies about these guidelines in advance of a field trip or athletic trip.

The School Nurse will:

- Consult with the Director of Nurses and request additional support.
- Assess all students and staff involved in the accident for possible injuries.
- Call the parents of any student who may have injuries, and refer to the appropriate provider.
- Refer staff members for further evaluation as needed.
- Act as a resource person for emergency personnel and hospital as needed.
- Assess the students and staff involved upon their return to school.

The School Adjustment Counselor will:

- Provide support for the students and staff involved in the accident.
- Provide the student with an opportunity to discuss the incident as a group, and individually.

Field Trip/Athletic Trip

The teacher/coach will:

- Make 3 copies of the accurate roster of students/staff/volunteers attending the trip; leave a copy with the school office/secretary and two copies to carry with them.
- Provide the school with a cell phone contact number
- Provide the driver with a roster.
- Provide the EMS with roster in the event of an accident
- Relinquish control of the scene to the Incident Commander, and follow their directions.
- Notify the Principal/Athletic Director immediately, and the Principal/AD will notify the Superintendent
- Notify parents of all students on the bus regarding the accident.
- Provide a roster of students on the bus to the Athletic Director, Superintendent, and the school nurse.

Appendix C - Students Requiring Transportation

School Year Transportation					Students Requiring Special Services			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	Regular Ed Students
Waltham High School	7:30 AM	7:20 AM	2:00 PM	19	2	0		3
Kennedy Middle School	8:00 AM	7:50 AM	2:30 PM	13	1	1		1
McDevitt Middle School	8:00 AM	7:50 AM	2:30 PM	22	0	0		
Fitzgerald Elementary School	8:42 AM	8:25 AM	3:00 PM	19	0	0		
MacArthur Elementary School	8:42 AM	8:25 AM	3:00 PM	19	0	0		
Northeast Elementary School	8:42 AM	8:25 AM	3:00 PM	17	6	0		
Plympton Elementary School	8:42 AM	8:25 AM	3:00 PM	34	0	0		13
Stanley Elementary School	8:42 AM	8:25 AM	2:45 PM	43	7	0		
Whittemore Elementary School	8:42 AM	8:25 AM	3:00 PM	0	0	0		
TBD Incoming K from NE PK	8:42 AM	8:25 AM	3:00 PM	25	5	3	1	
TBD Incoming K from STN PK	8:42 AM	8:25 AM	3:00 PM	10	0	0		

Preschool Program					Students Requiring Special Services			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Northeast Elementary - Preschool								
Morning Session (Tuesday - Friday)	9:15 AM	9:15 AM	11:40 AM	29	7	1		
Afternoon Session (Tuesday - Friday)	1:05 PM	1:05 PM	3:30 PM	24	4			
Full Day (Monday - Friday)	8:25 AM	8:25 AM	2:45 PM	10	2	3		
Stanley Elementary - Preschool								
Morning Session (Tuesday - Friday)	9:15 AM	9:15 AM	11:40 AM	7	1			
Afternoon Session (Tuesday - Friday)	1:05 PM	1:05 PM	3:30 PM	6	1			
Full Day (Monday - Friday)	8:25 AM	8:25 AM	2:45 PM	13	5		1	

Summer Program					Students Requiring Special Services			
	First Bell	Arrival Time*	Dismissal	# of students	Monitors	WC	Nurse	
Northeast Elementary School	9:00 AM	9:00 AM	2:00 PM	58	14	3	1	
Northeast Elementary - Preschool	9:00 AM	9:00 AM	2:00 PM	51	23	3		
McDevitt Middle School - 6th - 12th Grade +	9:00 AM	9:00 AM	2:00 PM	30	3	1		

*Unless otherwise noted in Article III, Section A, arrival time shall comply with Article III, Item D - Maintenance of Schedule.

APPENDIX D

For a copy of the Education Laws and Regulations 603 CMR 28.00: Special Education please visit the following link.

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB4QFjAA&url=http%3A%2F%2Fwww.doe.mass.edu%2Flawsregs%2F603cmr28.html&ei=NlpKVZ2JEIekyAS-wIGoAQ&usg=AFQjCNGreZPYnhr4_twnCjIDFtOti_Elpg&sig2=LzVGVAE5w4pb0nJBz9VPAQ&bvm=bv.92291466,d.b2w