



PELHAM SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR:

SPECIAL EDUCATION STUDENT TRANSPORTATION

TO: All Prospective Proposers

FROM: Deb Mahoney, Business Administrator
Pelham School District, (PSD)

DATE: March 11, 2022

You are invited to submit a proposal for Special Education Student Transportation in accordance with the enclosed specifications, terms and conditions. Prospective submitters are advised to read this information over carefully prior to submitting their proposals.

PRE-PROPOSAL MEETING: Friday, March 18, 2022, at 1:00 p.m. at Superintendent of Schools' Office, 59A Marsh Road, Pelham, NH 03076. **Attendance at the Pre-proposal Meeting is a requirement for submitting a proposal. Proposals will not be considered from vendors who do not attend this meeting.**

PROPOSAL PACKET SHALL INCLUDE: Cost Statement, Good Faith Statement, and Experience/Performance Statement. Forms enclosed.

DEADLINE FOR RECEIPT OF PROPOSALS: **Wednesday, March 30, 2022, on or before 2:00 PM EST**

LOCATION OF PROPOSAL RECEIPT: Pelham School District
59A Marsh Road
Pelham, NH 03076
mbarr@pelhamsd.org

PRIMARY CONTACT: Deb Mahoney, Business Administrator, Pelham School District
59A Marsh Road, Pelham, NH 03076 (603) 635-1145 x5004
dmahoney@pelhamsd.org

PELHAM SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR: SPECIAL EDUCATION STUDENT TRANSPORTATION

SECTION I

The Pelham School District invites proposals from responsible parties to provide special education transportation services for Pelham School District students to and from schools and elsewhere, as designated by the School Board.

A. General Conditions

1. The length of the contract will be for three (3) school years to commence on July 1, 2022, and terminate on June 30, 2025. The School Board will also grant, to the Contractor, a contract extension, through a series of one-year options, for a maximum of five (5) years, subject to the negotiation of mutually agreeable terms and conditions.
2. A pre-bid meeting has been scheduled for Wednesday, March 18, 2022 at 1:00 P.M. at the Pelham SAU, Superintendent of Schools' Office, 59A Marsh Road Pelham NH 03076. After the meeting, all questions shall be directed in writing to the Superintendent or his/her designee no later than 5 business days prior to the scheduled bid opening. Any questions and answers thereto will be provided via e-mail to all potential bidders that received bid specifications. ***Attendance at the Pre-proposal meeting is a requirement for submitting a proposal. Proposals will not be considered from vendors who do not attend this meeting.***
3. All proposals must be submitted on the official forms (attached hereto), sealed, labeled "Sealed Special Education Transportation Proposal" and delivered to the SAU/Office of the Superintendent of Schools, 59A Marsh Road, Pelham, NH 03076, by **2:00 pm, on Wednesday, March 30, 2022.**
4. The proposers are invited to be present at the public proposal opening at the SAU/Office of the Superintendent of Schools, 59A Marsh Road, Pelham, NH 03076, at **2:15 pm, on Wednesday, March 30, 2022.**
5. Awarding of the contract by the School Board will be within sixty (60) days from the proposal opening.
6. No proposal shall be withdrawn for a period of ninety (90) days from the bid opening date. All proposals become the property of the school district.
7. All proposers shall submit, with their proposals, evidence from an insurance or surety company, licensed to do business in the State of New Hampshire, that it shall provide the proposer with a performance bond in the amount required herein if the proposer is successful.
8. The Pelham School Board reserves the right to reject any and all proposals and to award the contract as it deems to be in the best interest of the school district. The competency, responsibility, experience, reputation, and financial standing of the proposers will be considered in making the award. The Pelham School Board reserves the right to reject any or all proposals, wholly or in part, to waive any formality therein, to accept any proposal even though it may not be the lowest cost proposal, and to make award which in its sole and absolute judgment will best serve the Pelham School District's interests.

9. The successful proposer may be asked to furnish to the District a performance bond or a written guarantee from a bank in the form of a letter of credit securing performance of the obligations of the Carrier. The letter of credit or performance bond shall be in an amount not less than the annual value of services provided, shall be in a form acceptable to the Districts, shall be in effect throughout the duration of the contract and executed option, the cost of a performance bond will be paid by the Carrier. Evidence of the Performance Bond may be requested when the SAU or the Districts has good faith reason to believe that the Carrier may not be able to fully perform under the contract.
10. The proposer may be asked to furnish to the District audited financial statements from the most recent three (3) fiscal years. The Board may require financial compilations, within fifteen (15) working days, prepared by an outside firm approved by the Board at the expense of the proposer if they deem it to be in their best interest to evaluate the proposals.
11. The proposer shall certify if they have a professional or personal relationship with any member of the Pelham School Board, administration, or staff. If such a relationship exists, it must be disclosed.
12. The successful proposer will appoint a qualified District supervisor who will have general and overall supervision of the buses operating under the contract. Said person is not to be a regularly scheduled or substitute bus driver and he/she must be available to the School Board or their representative at all times during school hours and school bus transportation hours of each day during the year.
13. At present, the Pelham School District's regular programming is scheduled to operate for one hundred eighty (180) days as approved by the Pelham School Board and all eligible children will be provided transportation to and from designated schools for no more than one hundred eighty (180) days. The School Board reserves the right to cancel or modify scheduled school days because of weather, epidemics, or other emergencies and to change the regular programming school calendar as necessary during the school year. In the event that the school year is extended beyond one hundred eighty (180) days, the contractor shall be prepared to supply transportation for such period designated by the Board(s) and will be paid therefore on a pro-rata basis. In addition to the public school pupils to be transported, out of district transportation is required and current needs are identified in Section II. The District is responsible for providing a copy of the school calendar for each school location assigned to the Contractor. The District shall provide a complete list of students with correct addresses and their scheduled destination locations prior to the start of school.
14. Should any prospective proposer desire clarification or interpretation of any items in the advertisement, request for proposal, general conditions and specifications, he/she shall request such, in writing by email (dmahoney@pelhamsd.org), from the Business Administrator, Pelham School District. The question and the collaborative answer given by the Business Administrator shall be provided to all proposers who attended the Pre-proposal Meeting.
15. The School District shall pay the successful proposer for transportation services on a monthly basis, upon submission of an invoice from the contractor, on or about the 15th of each month.
16. If any provision of the contract is subsequently found to be illegal or invalid by the operation of law, the remaining provisions shall not be affected, thereby and shall still remain in effect.
17. The proposal documents shall constitute a part of the contract between the School Board and the successful proposer and shall be incorporated by reference therein.

B. Insurance and Indemnification

1. During the term of the contract the Carrier shall maintain general liability coverage in an amount not less than \$3,000,000, and commercial vehicle liability coverage for bodily injury and property damage in an amount not less than \$5,000,000 combined single occurrence limit, and workers compensation coverage as required by federal and state statute.
2. Such policy will name the Pelham School District as additional insured by endorsement and a certificate of such insurance must be received by the Business Administrator by July 1st of each year of the contract. The successful proposer further agrees that the District is entitled to written notice forty-five (45) days prior to cancellation of any such policy and will immediately notify the School District if the successful proposer receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend(s) to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.
3. The successful proposer shall agree to hold harmless, defend, indemnify and save the School District and any of the School District's officials, elected or otherwise, and its employees from any and all claims and demands, actions and causes of action, damages, costs, loss of service, expenses and compensation, including, but not limited to any and all claims for personal injury and/or death and property damage which may in any way arise from or out of the operations of the Contractor itself, anyone directly or indirectly employed by the Contractor, or any other person or company retained in any way by the Contractor to carry on all or a portion of the operations necessary to abide by the terms of this agreement.
4. The successful proposer shall maintain and pay for all Unemployment and Worker's Compensation insurance as may be required by both Federal and State of New Hampshire laws on all his/her employees engaged in the performance of the terms of this contract. All bus drivers and other personnel engaged in the transportation activities set forth in the Contract are the employees of the successful proposer. Evidence of such coverage shall be filed with the School District sixty (60) days prior to the inception of services under this agreement. The successful proposer will immediately notify the School District if the successful proposer receives any notice from the insurance company or companies providing such insurance coverage that such company or companies intend(s) to cancel any part of such insurance; such notice shall be in addition to any obligation of the insurance company or companies to notify the School District as an additional insured.
5. The Contractor expressly agrees to be in full compliance at all times with applicable state and federal regulations, including insurance requirements. Failure to maintain the required insurance will be considered a breach of contract entitling the School District to immediate termination of the agreement.
6. The successful proposer shall not assign or delegate the performance or requirement of their proposal without the expressed written consent of the School District. Such consent can only be given by the Superintendent of Schools or the Business Administrator.

C. Termination and Performance Provisions

1. The contract may be terminated by the Pelham School Board for unsatisfactory performance of this contract or if conditions arise that make transportation of pupils unnecessary. In instances of unsatisfactory performance, the School Board shall give written notice to the successful proposer citing the unsatisfactory performance and giving the successful proposer a minimum of fourteen (14) days to improve its performance to the satisfaction of the School Board. If the performance of the successful proposer does not improve to the satisfaction of the School Board, within the specified notice period, the School Board may terminate this contract by providing written notice to the successful proposer, notifying it of final termination fourteen (14) days from the postmarked date of said notice. If conditions arise that make transportation of School District pupils unnecessary, the School Board shall give the successful proposer fourteen (14) days' written notice of the final termination date of this contract.
2. The contract may be terminated by the Pelham School Board if the legislative body at an annual meeting for any of the years that are within the anticipated term of the contract, fails to approve an appropriation for the cost of the contract for the subsequent year. The School Board will provide notice of the non-appropriation and resulting termination of the contract within 60 days of the legislative action. The School Board shall seek the requisite appropriations in good faith. The availability of a lower cost or otherwise preferable transportation alternative during the term of the contract shall not constitute a good faith and permissible basis on which to fail to pursue the appropriations or assert that the appropriations are not available.
3. After termination of this contract, the School Board may employ another contractor to complete the terms of this contract, and, in the case of termination for unsatisfactory performance, hold the successful proposer herein responsible for any extra or added expense, loans, or damages suffered by the School District.
4. The contract may be terminated by the Pelham School Board if the successful proposer subcontracts, assigns, transfers, or conveys or otherwise disposes of its obligations under the contract other than as provided in the contract.
5. In addition to any other rights the Pelham School Board may have, the Board shall have the right to declare the successful proposer in default if (a) the successful proposer becomes insolvent; (b) the successful proposer makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition in bankruptcy is filed by or against the successful proposer.
6. The successful proposer will be required to indemnify the School District for any loss that it may sustain from any cause arising out of the performance or lack of performance of this contract by the successful proposer.

SECTION II

Routes and Schedules

1. The successful proposer shall prepare a bus transportation schedule including routes, scheduling and student pickup lists satisfactory to the District. The District’s bus coordinator shall consult with the contractor as necessary. Final determination of schedules and routes shall be vested in the School Board and/or Superintendent/Designee.
2. Proposers must satisfy themselves by personal investigation of the area served, by study of the opening and closing schedules, and by study of enrollment information and current information called for in the specifications.
3. At present, the Pelham School District requires transportation of twenty-nine (29) special needs students on three (3) passenger buses, with a total of zero monitors currently for in-district transportation. In addition, ten (10) students are transported out-of-district. Currently, we have one wheelchair student. Students require seat belts on the buses. In addition, our special education buses are required to be equipped with seatbelts, and several of our students require belt locks, car or booster seats.
4. Medicaid forms are required to be completed by all transportation drivers. The District participates in the Medicaid to School programs. Medicaid reimbursement requires drivers to complete transportation logs on a regular monthly basis.
5. Current special education transport locations and student participation (as of Feb. 2022):
BUS 1 – 6 STUDENTS
BUS 2 – 11 STUDENTS
BUS 3 – 12 STUDENTS
*IN-DISTRICT TRANSPORT –ONE RUN FOR PES, ONE COMBINED RUN FOR PMS & PHS

Special Education Students – Regular School Year:	
	School - Location
1.	Pelham Elementary School (PES) – Pelham NH
2.	Pelham Memorial School (PMS) – Pelham NH
3.	Pelham High School (PHS) – Pelham NH
4.	Crest Collaborative – Methuen MA - 4 STUDENTS
5.	New Searles – Nashua NH - 1 STUDENT
6.	Willow Hill – Sudbury MA – 1 STUDENT
7.	St. Ann’s Home – Methuen MA -2 STUDENTS
8.	Valley Collaborative – Billerica MA - 2 STUDENTS
9.	Valley Collaborative Elementary – Tyngsboro MA - 0 STUDENTS

6. Special education transportation is also required for life skills field trips that are made to and from the Pelham/Nashua community areas. An example of a schedule might be: Salem Market Basket on Mondays, Nashua Soup Kitchen on Tuesdays, Nashua YMCA on Wednesday and Warde Nursing Home/Families in Transition food panty on Thursday.
7. Where possible, the District requests the use of “shared” routes for students placed at out-of-District schools in New Hampshire, Massachusetts, Vermont or Maine, to allow for cost sharing with students from other school districts. By sharing the route, the District expects to minimize costs for out-of-district routes.

8. Special education transportation is also required for the extended school year program for the district. During the 2021 Extended School Year Program (summer school) which ran from July 6 – August 12, with students typically transported between 16 and 40 days depending on the placement. COVID19 has resulted in reduced participation on transportation in recent years. In a prior regular year, seventy-three (73) students were transported on five (5) buses with zero (0) monitors. We have forecasted fifty-nine (59) students for transportation through budgeting for FY2023.
9. Summer 2022 Extended School Year locations:

Special Education Students – Extended School Year:	
	School - Location
1.	Pelham Elementary School – Pelham NH
2.	Pelham Memorial School – Pelham NH (note: may be impacted by construction for summer 2022 and 2023)
3.	Pelham High School – Pelham NH
4.	Crest Collaborative – Methuen MA - 3 STUDENTS
5.	New Searles – Nashua NH - 1 STUDENT
6.	Willow Hill – Sudbury MA – 1 STUDENT
7.	St. Ann’s Home – Methuen MA - 2 STUDENTS
8.	Valley Collaborative – Billerica MA - 2 STUDENTS
9.	Valley Collaborative – Tyngsboro MA – 0 STUDENTS

10. FOR INFORMATION ONLY (subject to change):

The Current School Day Schedule:		
Building Name and Address	Bell Start Time	Bell End Time
Pelham Elementary School, 61 Marsh Road GR K-5	8:45 a.m.	3:00 p.m.
Pelham Elementary, PreK AM Monday, Wednesday, Friday	9:00 a.m.	11:30 a.m.
Pelham Elementary, PreK PM Monday - Friday	12:40 p.m.	3:20 p.m.
Pelham Memorial School, 59 Marsh Road GR 6-8	7:35 a.m.	2:15 p.m.
Pelham High School, 81 Marsh Road GR 9 - 12	8:00 a.m.	2:26 p.m.

The Pelham School Board reserves the right to determine the days of school and the starting and closing times of any and all schools. **NOTE: Full Day Kindergarten will begin in Pelham 22-23 school year –and so mid-day transportation will no longer be required.

PES EARLY DISMISSAL: 12:15 p.m.

PMS EARLY DISMISSAL: 11:15 a.m.

PHS EARLY DISMISSAL: 11:32 a.m.

SECTION III

Buses

1. All vehicles provided by the successful proposer shall comply in every respect with all local, New Hampshire State and Federal Laws, regulations and ordinances applicable and pertaining to the transportation of pupils in effect at the commencement of the contract period and promulgated during the life of the contract period.
2. All vehicles, including but not limited to bus chassis, motor, and bus body, shall be no older than nine (9) years past the manufacture date at the starting date of the contract and no older than nine (9) years past the manufacture date at each succeeding anniversary date. Vehicle age is determined by subtracting the chassis year of the vehicle from the year of the contract (calculated on September 1st of each year). For example, a bus with a 2009 chassis year, at the beginning of the contract period would be considered 8 years old. Vehicle ages will be calculated each contract year and the Contractor will provide each District with a detailed fleet listing including the vehicle identification number of each bus by August 20th of each school year. The School Board may require successful proposer to replace any or all buses devoted to this contract.
3. The District requires that the average age of the buses provided to serve the District shall not exceed five and one-half years (5 1/2) years, and in no case will an individual vehicle providing services to the District exceed 9 years of age.
4. The successful proposer agrees to provide buses used for daily student transportation on regular routes not to exceed a carrying capacity of fourteen (14) students, or twelve students (12) plus wheelchair. Bus service for out of district students must comply with manufacturers maximum seat belt positions. No bus shall transport students in excess of its rated capacity, as set forth by state and federal regulations or applicable local ordinance.
5. Students require seatbelts on buses. Several of our current students require either seat belt locks, car seats, or booster seats. The contractor shall provide seatbelts, belt locks and seats as required.
6. Each bus shall be equipped with a global positioning system (GPS) which tracks in real time (within 30 seconds) and records bus movements including, but not limited to, speed location, door and sign activation. GPS records and information shall be retained for a period of at least three years, and made available to District within 24 hours when requested. GPS tracking must be on at all times that bus engines are turned on and should not be able to be disabled by the bus driver.
7. The successful proposer shall have a pre-planned arrangement to provide for a replacement bus if a regular vehicle becomes disabled. Spare buses shall be available on-site to support this requirement.
8. All buses shall be owned and/or leased and operated by the Contractor. The name of the owner/operator is to be clearly displayed on the outside of the vehicle. Buses displaying the name of the District cannot be used for other purposes by the Contractor without prior authorization from the District.
9. After the start of school, the District has the right to add students to existing route structures, providing the total number of students is within the parameters of this Contract and the requested

change or addition can be handled within the capacity of the existing system and the assigned vehicle(s). Any necessary route changes that require additional cost for the Contractor shall be discussed with and approved by the District prior to implementation. The Contractor shall be allowed three working days following the mutually agreed upon request to implement the requested change. When a route change is requested because extreme conditions exist which affect the welfare of a student or his/her family, the Contractor shall make an effort to accommodate the District-approved change in less than three days.

10. All buses must be equipped with the child checkmate system or comparable equipment. Buses will be fitted with fire extinguishers, first aid kits and will be sufficiently equipped to safely negotiate snow covered roads during winter travel.
11. When traveling on school grounds, buses shall follow the traffic patterns established by the School Board and/or Superintendent. All buses shall observe a “no idling” rules.
12. All vehicles supplied by the successful proposer shall be equipped and maintained in accordance with applicable New Hampshire State Statutes and regulations of the Division of Motor Vehicles and the Department of Safety, now in force or hereafter adopted or promulgated and shall conform with all rules and regulations now in force or from time to time adopted and approved by the New Hampshire State Board of Education and/or the School Board. They shall be subject to the customary inspections (at the proposer’s expense, if any) conducted by the State Motor Vehicle Department every year for school buses. The School District reserves the right to review maintenance records.
13. Each bus shall be equipped with a two-way radio for communication purposes, which shall be capable of two-way communication with a base station, provided by the successful proposer. Pelham School District shall require a two-way radio system that operates in the VHF (150-156 MHz) frequency range to accommodate being integrated with the District’s existing communication system. Any vehicle which is traveling outside of the District, and that will lose radio coverage, must be provided with a cellular phone for emergency use. The contractor agrees to inform and train the drivers on the appropriate use of any communication devices, and said device shall only be operated pursuant to State and Federal regulations. Spare buses must be equipped with radios that utilize the same frequency as the District.
14. The District reserves the right to assign District staff members to buses to assist students with special needs. The Contractor is required to cooperate with the District to assist in transporting these support staff employees. District employees are to be compensated by the District, and the District is responsible for workers compensation insurance and for conducting background checks on its employees.
15. The District must be notified by the Contractor with an “all clear” phone call or radio transmission once the final student is released from the final in-district bus. The District must provide the contact information including the name and phone number of the person in the District who is to be notified by August 1 of each year to the Contractor.

SECTION IV

A. Drivers – Bus Operators

The successful proposer shall have sufficient number of qualified drivers, substitute drivers and bus monitors to fulfill its obligation under this Contract and be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a New Hampshire School Bus Certificate and a commercial driver's license in accordance with RSA 263:29. The School Board/District has the absolute right to require the proposer to change a driver from a particular route or replace the driver within twenty-four (24) hours of notification. If replaced, the driver shall not be reinstated without the approval of the School District.
2. All bus operators shall be a minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made, in writing, to the Superintendent of Schools of the School District.
3. Bus operators shall undergo a physical examination annually and otherwise in keeping with RSA 200:37. The cost of physical examinations and all drug test costs shall be at the proposer's expense. Random drug testing may be requested by the School District at any time at the proposer's cost.
4. The proposer shall ensure that school bus driver candidates receive training in compliance with New Hampshire Statutes and SAF-C 1300 requirements. During the course of their employment, drivers shall be provided with ongoing training as required for behavior management, bullying and harassment procedures, passenger assistance techniques, First Aid and CPR, administration of an epi-pen, emergency procedures and other training programs.
5. All bus operators shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the School Board and the public. All drivers and monitors must understand and speak English with proficiency.
6. The successful proposer shall be required to furnish the Superintendent of Schools/ Designee, prior to the annual opening of school, and thereafter before the employment of other operators or substitute operators, the following information:
 - a. Name of Operator
 - b. Residence Address
 - c. Telephone Number
 - d. Certificate of Physical Examination
 - e. Record of Previous Driving Experience
 - f. Date and Number of Current School Bus Certificate
 - g. Bus or Route Assignment
 - h. Evidence that Satisfactory References have been Received and Verified
 - i. Evidence of Criminal Record Check including fingerprinting in accordance with RSA 189:13-a

Additionally, the proposer shall notify the District within 24 hours of any additions, deletions, or changes to the driver assignment list. All background checks and training shall be done at the proposer's expense. The Contractor shall annually certify that all persons engaged in the operation of school buses have had a successful criminal records check and background investigation in accordance with RSA 189:13-a.

7. The School District has established guidelines, rules, regulations and policies relating to student conduct and discipline while the pupils are being transported by the proposer. The successful proposer certifies that it is familiar with such guidelines, rules, regulations and policies and agrees to abide by them. The successful proposer will be responsible to carry out those guidelines, rules regulations and policies. No student may be refused transportation except by order of the Superintendent of Schools or his/her designee.
8. Operators shall not use or possess any tobacco or alcohol products or illegal substances while in a bus. Operators shall not use electronic devices other than carrier-provided two-way communication radios for making calls, texting or any other use while in a bus.
9. All buses and operators must be available on one (1) hour notice for early closing of one or more schools in emergencies and upon one (1) day notice for early closing or delayed opening of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.
10. In certain situations, a monitor will be required by the District. These monitors shall be employed and paid for by the proposer, and it is the proposer's responsibility to ensure that the monitors meet all regulatory requirements for the performance of the school bus monitor duties. A criminal history records check and background investigation in accordance with RSA 189:13-a must be completed prior to employment at the proposer's expense. The proposer shall certify to the District in writing that such a check has been completed. When necessary, specialized training relative to individual students shall be provided by the District. The successful proposer shall bill the District for actual hourly wages paid to the monitor for such specialized training. In no event will the monitor be considered an employee of the District.
11. The District shall inform the successful proposer of any and all known IEP and/or Section 504 transportation-related accommodations pertaining to the students it is transporting. The successful proposer shall implement all IEP and/or Section 504 transportation-related accommodations. The District shall, when known to the District, inform the proposer of known allergies and medical conditions which may manifest themselves while the student is being transported.
12. All drivers and monitors shall be sensitive to, and understanding of, the special needs of the students they are transporting. The proposer shall work collaboratively with the District to address any disability-related transportation needs. When a child requires any unique safety restraint or physical assistance, the proposal shall work collaboratively with the District to ensure that the driver and any monitor are trained and familiar with the Student's special transportation needs. The proposer shall implement any transportation-related accommodations set forth in the student's IEP or Section 504 Plan. The proposer shall promptly report to the District when it observes that an accommodation is not successfully meeting a student's transportation needs.

B. Supervision and Management

1. The successful proposer shall maintain and operate a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers provided under this proposal. Replacement buses dispatched from this terminal will be required to arrive at the point of breakdown inside the district within 20 minutes of notification.
2. The successful proposer's terminal must be open and operated by either the manager or dispatcher at least from 6:00 am to the return of the day's last bus and at least two (2) hours each regular workday the remainder of the year. The proposer will designate one person for 24/7 contact by cell phone in case of emergency.
3. In addition to complying with State Motor Vehicle Accident Reporting, the proposer shall make immediate oral reports (not later than 5:00 pm on the date of the incident) and detailed written reports in a format approved by the District, within 24 hours of any accident that involves a vehicle engaged in transportation of school children pursuant to this Contract. The District reserves the right to be an active participant in any accident review process.

SECTION V

Proposal Submission and Timeline

Proposers will submit one (1) original proposal and one (1) copy. All proposals must be on the forms provided and signed by the individual, partnership or corporation making the same; when made by a corporation, proposals must be signed by the officers thereof authorized to bind it by contract and be accompanied by a copy, under seal, of his authority to sign. Additional pages may be attached, dated, and signed by an authorized representative of the contractor, if additional space is required to provide a complete response.

Timeline	
Date	Event
Friday, March 11, 2022	Post RFP @ www.pelhamsd.org
Friday, March 18, 2022 1:00 pm	Pre-Proposal Meeting, required for bidders, SAU office
Wednesday, March 30, 2022, 2:00 pm	Deadline for Receipt of Proposals
Wednesday, March 30, 2022, 2:15 pm	Public Proposal opening, SAU office
Within 60 days from Proposal opening, by Friday, May 27, 2022	Awarding of contract by Pelham School Board

PRIMARY CONTACT:

Deb Mahoney, Business Administrator, Pelham School District
59A Marsh Road, Pelham, NH 03076 (603) 635-1145 x5004
dmahoney@pelhamsd.org

Attached Documents:

- GOOD FAITH STATEMENT
- STATEMENT OF BUSINESS EXPERIENCE
- COST STATEMENT

Pelham School District

GOOD FAITH STATEMENT

To Whom It May Concern:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other proposer for the same work; that he has informed himself fully in regard to the Specifications for furnishing Special Education Student Transportation, dated July 1, 2022, to June 30, 2025, for the Pelham School District, New Hampshire, and has made his own examinations and estimates and from them makes this proposal.

The undersigned understands that the Pelham School Board reserves the right to waive any formalities, to reject any and all proposals or any part thereof, and/or accept any proposal or part thereof, or to select a proposer whose proposal is not the lowest, which it considers to be for the best interest of the Pelham School District.

With the above understanding, the undersigned proposes to furnish to the School District's bus transportation and to comply in all respects with said specifications for the sum or sums stated.

COMPANY: _____

ADDRESS: _____

NAME (printed): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

PELHAM SCHOOL DISTRICT

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the Special Education Transportation Business? _____
Years

1. How many school buses do you own at present? _____ Buses

2. Which software system do you currently use for route planning? _____

4. What School District contracts do you now hold? (Add separate sheet if necessary.)

a. _____ No. of Buses _____

b. _____ No. of Buses _____

c. _____ No. of Buses _____

5. State office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment, and other applicable.

6. State plan for location and garaging of buses used to provide transportation services to the Pelham School District.

7. Other:

- a. The Proposer shall provide copies of the company's employee training program, safety program, personnel policies, and work rules.
- b. The Proposer shall provide three (3) current references.
- c. The Proposer shall disclose any active or pending litigation against the Proposer in New England.
- d. Evidence from an insurance or surety company licensed to do business in the State of New Hampshire, that the proposer is able to secure a performance bond.

- e. Evidence from an insurance company licensed to do business in the State of New Hampshire of the proposer's insurability.
- f. Proposer's financial statement from the most recently ended fiscal year.
- g. If the Proposer is a corporation, a copy, under seal, of the signer's authority to sign documents binding on the corporation.
- h. The Proposer shall provide the name of the computerized routing system the proposer will use for this contract.

PROPOSER _____

ADDRESS: _____

NAME (printed): _____

Signature

Title

Date

PELHAM SCHOOL DISTRICT

BID SPECIFICATIONS – SPECIAL EDUCATION TRANSPORTATION BID

COST STATEMENT

All Bids must conform to the intent of the Bid Specifications and General Conditions listed on the RFP. Please provide Complete Bus Service rates (drivers, vehicles, supervision, fuel) for each route as listed. Includes roundtrip from home to public or private educational institution.

	Year 1	Year 2	Year 3	Option 1	Option 2
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
REGULAR IN-DISTRICT ROUTE					
COST PER DAY PER BUS					
YEARLY TOTAL FOR 3 BUSES (180) DAYS					
AMOUNT PER DAY TO ADD A BUS FOR IN-DISTRICT TRANSPORT (BASED ON 180 DAYS)					
OUT-OF-DISTRICT RATE/ROUTE					
• Crest Collaborative (Methuen MA)					
• New Searles School (Nashua NH)					
• Willow Hill (Sudbury MA)					
• St. Anne’s Home (Methuen MA)					
• Valley Collaborative (Billerica MA)					
• Valley Collaborative (Tyngsboro MA)					
COST PER MILE FOR OTHER OUT-OF- DISTRICT ROUTE LOCATIONS					
MAXIMUM OUT-OF-DISTRICT BUS CHARGE, PER DAY					
EXTENDED SCHOOL YEAR ROUTE					
COST PER DAY PER BUS					
YEARLY TOTAL FOR 4 BUSES					
FIELD TRIPS, COMMUNITY TRIPS, AND SPECIAL TRIPS					
COST PER HOUR/ CONTINUOUS WAIT TIME					
COST PER MILE					
BUS MONITOR, RATE PER HOUR					

Please list equipment to be used for In-District route services: _____

OTHER PROPOSAL INFORMATION: _____

BIDDER: _____

ADDRESS: _____

Name (print)	Signature	Title	Date
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