

Request for Proposals for Student Transportation Services

for
Andover School District
Inter-Lakes School District
Moultonborough School District
Newfound Area School District
Winnisquam Regional School District

Submission Due Date: July 26, 2019

The Lakes Region Planning Commission invites proposals from student transportation contractors to provide daily home-to-school and school-to-home bus transportation, busing for school field trips, special education transport services and transportation for athletics and extracurricular activities, through a contract for services for five (5) years.

Proposals may be returned to: Jeff Hayes, Executive Director, by email at jhayes@lakesrpc.org clearly marked "Student Transportation Bid."

The Lakes Region Planning Commission, representing the school districts, reserves the right to accept or reject any bid for any reason, or no reason, without recourse by any Bidder and to award a contract to any Bidder on any basis which the Lakes Region Planning Commission, in its sole and absolute discretion, determines to be in the best interest of the Lakes Region Planning Commission and the school districts represented in this bid.

A Pre-proposal Meeting has been scheduled for **10:00 AM on Monday, June 10, 2019** at Inter-Lakes School District/NH SAU 2, Humiston Building, first floor conference room, 103 Main Street, Meredith, NH 03253. 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.



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/she has informed them self fully in regard to the Specifications for furnishing Student Transportation Services, dated **July 1, 2020, to June 30, 2025**, for the Andover/Inter-Lakes/Moultonborough/Newfound Area/Winnisquam Regional School Districts of, New Hampshire, and has made his/her own examinations and estimates and from them makes this proposal.

The undersigned understands that each of the respective Andover/Inter-Lakes/Moultonborough/Newfound Area/Winnisquam Regional School Boards reserve 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 Andover/Inter-Lakes/Moultonborough/Newfound Area/Winnisquam Regional School Districts.

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

COMPANY: _____

ADDRESS: _____

NAME (printed): _____

SIGNATURE: _____

TITLE: _____

DATE: _____

STATEMENT OF BUSINESS EXPERIENCE AND ABILITY TO PERFORM

1. How long have you been in the Student Transportation Business? _____ Years
2. How many school buses do you own at present? _____ Buses
3. 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, other.

6. State plan for location and garaging of buses used to provide transportation services to the **Andover/Inter-Lakes/Moultonborough/Newfound Area/Winnisquam Regional** School Districts.

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

REQUEST FOR PROPOSALS

STUDENT TRANSPORTATION SERVICES

SECTION I

The Andover / Inter-Lakes / Moultonborough / Newfound Area / Winnisquam Regional School Districts, by their School Boards (hereinafter called the "School Boards"), invite proposals from responsible parties to provide transportation for Andover/Inter-Lakes/Moultonborough/Newfound Area/Winnisquam Regional School District students to and from schools and elsewhere, as designated by the School Boards. Each of the respective School Boards reserves the right to reject any or all proposals as they deem to be in the best interests of the School Districts.

GENERAL CONDITIONS

1. The School Boards offer the opportunity to propose on the five school districts as a package proposal.

The length of the contract will be for five (5) school years to commence on July 1, 2020 and terminate on June 30, 2025. The School Boards will also grant, to the Contractor, a three-year option to extend the Contract, subject to the negotiation of mutually agreeable terms and conditions.

Upon the renewal of this contract, the successful proposer agrees to add other Lakes Region School Districts to the pricing and terms of this contract if it is financially and resourcefully feasible.

2. A Pre-proposal Meeting has been scheduled for **10:00 AM** on **June 10, 2019** at Inter-Lakes School District/NH SAU 2, Humiston Building, first floor conference room, 103 Main Street, Meredith, NH 03253. 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), labeled "Student Transportation Bid", to: Jeff Hayes, Executive Director, Lakes Region Planning Commission, by email at jhayes@lakesrpc.org.
4. Awarding of the contract by the School Boards will be **August 30, 2019**.

5. No proposal shall be withdrawn for a period of forty-five (45) days from date of submission.
6. 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.
7. A Performance Bond shall be furnished before a contract is signed. The successful proposer shall procure and maintain in force a performance bond from an insurance or surety company licensed to do business in the State of New Hampshire for the benefit of School Districts conditioned upon the faithful performance of the terms of the contract, in an amount equal to twenty-five percent (25%) of the estimated first year's contract and twenty-five percent (25%) for each succeeding year of the contract. The cost to maintain the performance bond is to be included in the proposal price.
8. The proposer for student transportation shall submit financial statements from the previous fiscal year. The Lakes Region Planning Commission may require financial compilations, within fifteen (15) working days, prepared by an outside firm approved by the School Boards at the expense of the school districts if they deem it to be in their best interest to evaluate the proposals.
9. The successful proposer will appoint a qualified 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 Boards or their representative at all times during school hours and school bus transportation hours of each day during the year.
10. The participating school districts are scheduled to operate for no less than one hundred eighty (180) days, and all eligible children will be provided transportation to and from designated schools for no less than one hundred eighty (180) days as approved by participating Lakes Region School Boards. Each of the respective School Boards reserves the right to cancel or modify scheduled school days because of weather, epidemics, or other emergencies and to change the school calendar as necessary during the school year. Should the school districts extend the days of operation beyond one hundred eighty (180), the successful proposer shall be required to perform the additional transportation services and will receive additional compensation based on the daily rate for services. In the event that the school year is extended beyond one hundred eighty (180) days for the Lakes Region School Districts, payment for such additional days shall be made to the successful proposer at 100% of the per day rate. The successful proposer further agrees that if the school year

is reduced below one hundred eighty (180) days, the sums of money herein before mentioned shall be reduced by 100% of the per day rate for each day by which the school year is reduced below the 180 days prescribed herein. In the event that fewer students require transportation than originally estimated, the number of buses will be reduced as will the billing amount.

11. Should any prospective proposer desire clarification or interpretation of any items in the advertisement, request for proposal, general conditions and specifications, they shall request such, in writing by email, from the Lakes Region Planning Commission. The question put and the collaborative answer given by the School Districts shall be given or sent to all proposers who attended the Pre-proposal Meeting.
12. During the term of the contract the Carrier shall maintain general liability coverage in an amount not less than \$5,000,000, and commercial vehicle liability coverage for bodily injury and property damage in an amount not less than \$10,000,000 combined single occurrence limit, and workers compensation coverage as required by federal and state statute. Certificates of insurance naming the School Districts as additionally insured entities must be filed with each of the School Districts' Business Administrators within two weeks of the award for services, and then not later than July 1st of each contract and contract option year. The Insurance Certificate shall provide that no less than thirty (30) days prior notice of insurance cancellation or material change in coverage shall be afforded to the School Districts.

The successful proposer shall agree to hold harmless and indemnify the School Districts and any of the School Districts' officials, elected or otherwise, and its employees from claims for damages, including legal expenses, for property damage and/or personal injuries, and/or bodily injuries, including death, which may arise from or out of the operation hereunder.

The successful proposer will immediately notify the School District(s) 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(s) as an additional insured.

13. The School District(s) shall pay the successful proposer for transportation services on a monthly basis on or about the 15th of each month. Payments will be made over a ten (10) month period starting in September and ending in June.
14. The competency, responsibility, experience, reputation, and financial standing of the proposers will be considered in making the award. Each of the respective School Boards

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 proposal, and to make an award which in its sole and absolute judgment will best serve the School Districts' interests. Proposers shall propose specifications and any exceptions must be noted.

15. In addition to any other rights the School Boards may have, the School Boards 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; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth above. If the Carrier is declared in default for any reason, the School Boards shall have the right to terminate the contract.
16. The contract may be terminated by the School Boards together, not individually, for unsatisfactory performance of this contract or if conditions arise making transportation of pupils unnecessary. In instances of unsatisfactory performance, together the School Boards 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 Boards. If the performance of the successful proposer does not improve to the satisfaction of the School Boards within the specified notice period, the School Boards 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 making transportation of School District pupils unnecessary, the School Board(s) shall give the successful proposer fourteen (14) days' written notice of the final termination date of this contract.
17. The contract may be terminated by the School Boards(s) individually if the respective 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, and there are no other lawful means of funding the coverage. The School Board(s) will provide notice of the non-appropriation and resulting termination of the contract within 60 days of the legislative action. The School Board(s) 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.
18. After termination of this contract, the School Board(s) 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(s).

19. The successful proposer will be required to indemnify the School Districts for any loss that they may sustain from any cause arising out of the performance or lack of performance of this contract by the successful proposer.

20. **LIQUIDATED DAMAGES**—*Language is now being drafted to address the ability to cure in a timely manner; the following section may be revised entirely or in part:*

Liquidated damages (not a penalty) shall be remitted in the amount of \$500.00 to the School Districts for each instance of non-performance of the duties and responsibilities outlined below:

- a. Students not picked up from designated bus stop within ten (10) minutes of designated time.*
- b. Buses arrive at the school earlier than fifteen (15) minutes prior to the starting bell.*
- c. Each day beyond August 10th that bus routes are not provided to the Districts.*
- d. Each day beyond the 10th school day that the bus ridership rosters are not provided to the Districts.*

The School Districts' Business Administrators shall make notification in writing of each assessment of liquidated damages. If in any given contract year there are only five (5) instances of liquidated damages, all liquidated damages incurred shall be waived. However, if there are more than (5) instances of liquidated damages in any given year, liquidated damages for all instances shall become immediately due and payable. The District shall deduct the total amount due for all liquidated damages incurred from the monthly billing. For the remainder of that year no liquidated damages shall be waived.

21. **VIDEO FINE**—*Language regarding a graduated or tiered fine policy is being considered; the following section may be revised entirely or in part:*

Failure to produce any video requested within 48 hours of request will result in a fine of \$5,000.00.

22. 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.

SECTION II

ROUTES AND SCHEDULES

The School Boards consider route optimization to be of the utmost importance. Route optimization is both encouraged and expected within and between the five (5) School Districts included in this joint bid opportunity. Please explain how this route optimization within and between was achieved.

1. The successful proposer shall prepare a bus transportation schedule, which includes routes, scheduling, and student pickup lists, for each of the five (5) School Districts. The successful proposer shall use a computerized routing system acceptable to the School Districts' Business Administrators to develop the bus routes and stops. Proof of proper licensing of such software shall be provided to each School District's Superintendent of School/Designee (the Superintendents) upon request. The computerized routing system shall be used to develop the most efficient bus routes beginning in the first year of the contract, utilizing the least mileage traveled, the shortest ride time for the students, and the least number of buses. In no case shall any proposed route require a student to be on a bus for more than sixty (60) minutes in the participating School Districts. Route optimization is to be completed and presented to the Superintendents no later than August 10th of each year. The School Board(s) reserve(s) the right to make changes in the bus routes as the School Board(s) determine(s) to be in the best interest of the School District(s). Final determination of schedules and routes shall be vested in the School Board(s) and/or the Superintendents.
2. The successful proposer will maintain routes and time schedules as set forth above and will give prompt notice to the Superintendent or Business Administrator if any difficulty develops. Changes in the bus routes or time schedules will be made only when properly authorized by the Superintendent or Business Administrator. The first priority of the successful proposer shall be the routine daily transportation of students to and from school. Field trips or other special trips taken by the buses shall not interfere with the regular bus schedule.
3. Proposers must satisfy themselves by personal investigation of the area served, by study of the opening and closing schedules, and by study of enrollment statistics as to the length and number of runs necessary and the equipment and personnel needed to supply the transportation called for in the specifications.
4. The successful proposer agrees to review all routes on an annual basis to maximize efficient use of buses while maintaining student ride times as established by District policy. Each school district will annually review and revise how many buses are needed. The number of buses needed will be finalized and shared with the successful proposer on August 1st of each year.

5. **Field Trips:** Field trips are scheduled for the most part during school hours. There may be occasions when certain trips will run beyond the normal school day.
6. **Athletic Events:** Athletic events are scheduled for the most part after school hours. There may be occasions when certain trips will run into the normal school day.
7. **Late Buses:** A sufficient number of Late Buses will be provided for the transportation of the participating Lakes Region School Districts (excluding Andover). The school districts will share late buses when appropriate. Each district will notify the bus company dispatch each day with a listing of students who will be riding a late bus. Each district will determine the schedule and stops for their late buses. Late buses will be billed per diem, based on 25% of route bus per diem, per use. There will be no charges for late buses that are not required as long as the districts notify the company by time agreed upon each day.

School District	Number of Late Buses
Andover	0
Inter-Lakes	1
Moultonborough	3
Newfound Area	2
Winnisquam Regional	0
TOTAL	6

8. Routes will be assigned a regular driver. These route assignments will take precedence over assignments to charters and special assignments.
9. The Carrier is responsible for employing aides and/or monitors, when necessary, under the contract. School bus safety specific training, including operation of wheelchair lifts, shall be provided by the Carrier.

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 five (5) years past the manufacture date at the starting date of the contract and no older than five (5) years past the manufacture date at each succeeding anniversary date.
3. The successful proposer shall provide an estimated number of buses as needed:

SCHOOL DISTRICT	Estimated Number of Buses <i>Number and Size</i>	Spec Ed Buses <i>Number and Size</i>
Andover	6 77-passenger	1
Inter-Lakes	8 77-passenger 2 42-passenger 1 57/3 W 1 84 flat nose	2 2 24-passenger 4x4
Moultonborough	6 77-passenger	4 spec ed 1 vocational
Newfound Area	16 (estimated)	5 13-passenger
Winnisquam Regional	12	2 4-wheel drive 2 lift equipped
<i>Subtotals</i>	<i>51</i>	<i>19</i>
TOTAL	70	

4. The successful proposer shall have a pre-planned arrangement to provide for a replacement bus within 45 minutes if a regular vehicle becomes disabled. Spare buses shall be available on site to support this requirement. To fulfill this requirement school districts may share buses, and in the event the disabled vehicle is closer to a different district, the successful proposer may send the bus from the closer terminal.
5. In addition to the regular buses and the spare buses to be provided, the successful proposer, when required and requested by the School Board(s), will, within thirty (30) days, furnish additional buses to meet unforeseen requirements on a temporary basis and within four (4) months furnish additional buses on a non-temporary basis as required that meet the specifications above. Any increase in the number of buses needed shall result in an increase in cost to the School District(s) at the rate established on the proposal forms under "amount per day to add buses" line item.
6. All buses will be required to be seat-belt ready and 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. Snow tires or all-weather treads shall be required on all buses during the winter months (October through April).
7. Drop-down chains will be required on all buses during the winter and spring months October through May.
8. All vehicles used under this contract shall be stored at an area within a 15-minute drive of the District's school buildings at the successful proposer's own expense. The successful proposer shall assume full responsibility and liability therefore. The successful proposer shall maintain and operate a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers provided under the Responsive Proposal. The maintenance facility shall comply with all EPA, local, state and federal regulations. In the appropriate circumstances, school districts will be able to share the proposed terminals, and a properly staffed dispatch facility.
9. All buses under contract for daily transportation of students must bear "**Lakes Region Transportation Consortium**" on both sides. All Buses under contract shall be used solely for transporting Lakes Region students during the entire year unless an exception has been made by the School Board(s) or Superintendent(s) / Designee(s) in writing prior to the occurrence of such exception. Likewise, each bus shall bear its current route number on both sides so that it is easily visible.

Vehicles will be allowed to be shared throughout the Lakes Region when it is most efficient to do so. If a bus route passes through more than one school district and is most efficient for

the bus to transport students from both school districts, this will be incorporated into the route.

10. All vehicles must be inspected daily before starting out. Daily inspection will include but not be limited to: brakes, lights, tires, radiator, oil, gas, heaters, and all safety appliances and accessories. Records of such inspections shall be maintained, and further, odometer readings shall be recorded in the morning and afternoon of each working day. These records shall be made available to the School Board(s) on demand.
11. A regular schedule for servicing all vehicles shall be maintained and shall include but not be limited to: oil, grease, tires, battery, brakes, and all safety appliances and accessories. All contractual services, maintenance, management, operational labor, etc., shall be the responsibility of the successful proposer. Each of the respective Districts reserves the right to review maintenance records.
12. Buses shall not be operated at an excessive speed, but always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State, and Local laws and regulations.
13. When traveling on school grounds, buses shall follow the traffic patterns established by the School Boards and/or Superintendents. All buses shall observe a “no idling” rule.
14. 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 Boards. They shall be subject to the customary inspections conducted by the State Motor Vehicle Department each year for school buses with copies of the inspection to be forwarded to the Superintendents of Schools.
15. All buses will have Public Address systems that can be used internally and externally.
16. 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. At least one base station shall be manned at all times while the buses are operating upon regularly assigned routes. At least one manager or supervisor will be either at the station or on call while buses are operating for field trips, athletic events, late buses, and other transportation provided beyond the regularly assigned routes.

17. Each bus shall be equipped with a digital video camera with audio capabilities. Each digital camera shall be locked and inaccessible to students and drivers. Cameras with both audio and video capability shall be on all buses. The 77-passenger buses will have four (4) cameras each (one in the front, one in the middle, and two in the rear). Small buses will have one (1) camera in the front of the bus. Each camera shall be checked before the first trip of the day to verify that date and time settings are correct.
18. Each bus shall be equipped with a global positioning system (GPS) which tracks in real time 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(s) upon request. In addition, the GPS system will be configured such that School District(s), parents/guardians and child care providers, etc. are able to track the buses using a free smartphone application (“app”). The app shall be developed, provided and maintained by the successful proposer free of charge to users.
19. The Carrier will maintain an ongoing school bus safety program that will inform and remind bus drivers of safety procedures. This safety program should also involve all of the schools served under this contract and recognize National School Bus Safety Week with age-appropriate educational programming. The priority of this programming should be on elementary age students. Support for planning and delivery of this programming will be coordinated by School.
20. The School Districts further require that full size buses with wheelchair capability be available on thirty (30) days’ written notice should the need arise. Wheelchair capability will include forward-facing tie-down stations.
21. The successful proposer shall provide all required additional buses to satisfy the needs for special programs including but not limited to:
 - 1) **Andover School District**
 - TBD
 - 2) **Inter-Lakes School District**
 - Vocational
 - Huot Technical Center, Laconia
 - Winnisquam Agricultural Center
 - 3) **Moultonborough School District**
 - Governor Wentworth

- 4) **Newfound Area School District**
 - Career and Technical School Shuttle Service
 - Plymouth Applied Technology Center (2 runs)
 - Huot Technical Center, Laconia (1 run)
 - Special Education Transportation
 - Five (5) 13-passenger buses
- 5) **Winnisquam Regional School District**
 - Special Education
 - Four (4) buses (two are 4x4 buses)
 - Vocational
 - Huot Technical Center, Laconia (3 runs daily)

22. When appropriate and efficient the participating School Districts will be allowed to share buses for special programs, regular routes, extracurriculars, field trips, sporting events, or any other trip that is justifies sharing a bus between school districts.

SECTION IV

BUS DRIVERS / OPERATORS

The successful proposer shall be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a New Hampshire CDL license which meets all federal and state requirements for size and occupancy. School Board(s), Superintendent(s) / Designee(s) shall have the right to require the removal of a driver.
3. Bus operators shall undergo a physical examination annually and otherwise in keeping with RSA 200:37.
4. 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 Boards and the public.

5. The successful proposer shall be required to furnish the Superintendent(s) 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. Certificate of Physical Examination and a proof of a successful drug/alcohol test(s)
 - c. Record of Previous Driving Experience
 - d. Date and Number of Current School Bus Certificate
 - e. Bus or Route Assignment
 - f. Evidence that Satisfactory References have been Received and Verified
 - g. Evidence of Criminal Record Check including fingerprinting.
6. The School Districts have established guidelines, rules, regulations and policies relating to student conduct and discipline while the pupils are being transported by the contractor. 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(s) of Schools or his/her designee.
7. No operator shall allow children to leave the bus except at scheduled stops unless authorized by the Superintendent(s) of Schools or his/her designee.
8. Operators are to remain on the bus at all times when children are aboard; unless relieved by authorization of the bus contractor.
9. Drivers shall not use any tobacco or alcohol products or illegal substances while in a bus. Drivers 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.
10. Drivers shall make certain that all children are seated before moving the bus after each bus stop.
11. Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride a bus and do not have the authority to remove any child from a bus, with the exception of instances when the safety and well-being of others are threatened.
12. 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 of school for all

staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

SECTION V

FUEL/MILEAGE

District shall pay for fuel using WEX or comparable Gas Cards as provided to Contractor for each route. Contractor shall obtain fuel at local area gas station. Nothing herein shall preclude the District from making alternative fuel arrangements, provided 30 days advance notice is provided to the Contractor.

APPENDICES

The following are enclosed as appendices to this RFP:

- A. List of school addresses and daily schedules
- B. 2019-2020 School District Calendars
- C. 2019-2020 Bus Routes with Times and Mileage
- D. Combined Bid Form.

Appendix A

School Addresses, Schedules, Contact Information

Andover School District (1)

Andover Elementary/Middle School

20 School Street
Andover NH, 03216
Hours: 7:45 AM - 2:33 PM
603-735-5494 | Fax 603-735-6108
Principal: Jane Slayton

Inter-Lakes School District (4)

Inter-Lakes High School

1 Laker Lane
Meredith, NH 03253
Hours: 8:15 AM - 3:00 PM
603-279-6162 | Fax 603-279-5302
Principal: Scott Currier

Inter-Lakes Middle Tier

1 Laker Lane
Meredith, NH 03253
Hours: 8:15 AM - 3:00 PM
603-279-5312 | Fax 603-279-6344
Principal: Scott Currier

Inter-Lakes Elementary School

21 Laker Lane
Meredith, NH 03253
Hours: 8:15 AM - 3:00 PM
603-279-7668 | Fax 603-279-6344
Principal: Jen Wrath

Sandwich Central School

28 Squam Lake Road
Center Sandwich, NH 03227
Hours: 7:55 AM - 2:35 PM
603-285-7712
Principal: Jeremy Hillger

Moultonborough School District (2)

Moultonborough Academy

25 Blake Road
Moultonborough, NH 03254

BELLS: AM 7:50 PM 2:40

Hours: 9:00 AM - 3:30 PM

603-476-5517 | Fax 603-476-5153

Principal: Andy Coppinger

Moultonborough Central School

916 Whittier Highway
Moultonborough, NH 03254

BELLS: AM 8:00 PM 2:45

Hours: 9:00 AM - 3:30 PM

603-476-5535 | Fax 603-476-2409

Principal: Kathleen D'Haene

Newfound Area School District (6)

Bridgewater-Hebron Village School

25 School House Road
Bridgewater, NH 03222

BELLS: AM 8:00 PM 2:30

Hours: 8:00 AM – 2:45 PM

603-744-6969 | Fax 603 744-9747

Principal: Dana Andrews

Bristol Elementary School

55 School Street
Bristol, NH 03222

BELLS: AM 8:00 PM 2:30

Hours: 8:00 AM – 2:30 PM

603-744-2761 | Fax 603 744-2520

Principal: Sarah Rollins

Danbury Elementary School

20 Daffodil Road
Bristol, NH 03222

NO BELLS, JUST START/END TIMES: AM 7:30 PM 2:00

Hours: 7:30 AM – 2:00 PM

603-768-33434 | Fax 603 768-9802

Principal: Alison Roberts

New Hampton Community School

191 Main Street
New Hampton, NH 03256

BELLS: AM 7:25 PM 2:00

Hours: 7:30 AM – 2:00 PM

603-744-3221 | Fax 603 744-6057

Principal: Ann Holloran

Newfound Memorial Middle School

155 North Main Street
Bristol, NH 03222

BELLS: AM 8:00 PM 2:40

Hours: 8:00 AM – 2:45 PM

603-744-8162 | Fax 603 744-8037

Principal: Jay Lewis

Newfound Regional High School

150 Newfound Road
Bristol, NH 03222

AM BELLS: 7:35, 7:47, 7:59, 8:00 DISMISSAL BELL 2:52

Hours: 8:00 AM – 2:52 PM

603-744-6006 | Fax 603 744-2526

Principal: Paul Hoiriis

CAREER AND TECHNOLOGY CENTERS

Plymouth Regional High School — Plymouth Applied Technology Center (AM & PM Runs)

86 Old Ward Bridge Road
Plymouth, NH 03264

Laconia High School — Huot Technical Center (PM Run)

26 Dewey Street
Laconia, NH 03246

Winnisquam Regional School District (5)

Winnisquam Regional High School

435 West Main Street
Tilton, NH 03276

BELLS: 7:32 2:30

Hours: 8:00 AM – 2:45 PM

603-286-4531 | Fax 603 286-2006

Principal: Dana Giampaolo

Winnisquam Regional Middle School

76 Winter Street
Tilton, NH 03276

BELLS: 7:34 2:22

Hours: 8:00 AM – 2:45 PM

603-286-7143 | Fax 603 286-7410

Principal: Michael Bryant

Sanbornton Central School

16 Hunkins Pond Road
Sanbornton, NH 03269

BELLS: 8:45 3:10

Hours: 8:00 AM – 2:45 PM

603-286-8223 | Fax 603 286-2151

Principal: Kathleen Pope

Southwick School

50 Zion Hill Road
Northfield, NH 03276

BELLS: 8:50 3:15

Hours: 8:00 AM – 2:45 PM

603-286-3611 | Fax 603 286-3526

Principal: Eric Keck

Union Sanborn School

5 Elm Street
Northfield, NH 03276

BELLS: 8:50 3:15

Hours: 8:00 AM – 2:45 PM

603-286-4332 | Fax 603 286-2153

Principal: Jessica Welch

Appendix B

2019-2020 School Calendars

See attached 5 pages.

**Andover School District
2019-2020 School Calendar**

August/September					
M	T	W	T	F	
X	X	X	(29)	(30)	
20	X	*3*	4	5	6
Days	9	10	11	12	13
	16	17	18	19	20
	23/30	24	25	26	27

February					
M	T	W	T	F	
14	3	4	5	6	7
Days	10	(11)	12	13	14
	17	18	19	20	21
	X	X	X	X	X

October					
M	T	W	T	F	
		1	2	3	4
21	7	8	9	10	(11)
Days	X	15	16	17	18
	21	22	23	24	25
	28	29	30	31	

March					
M	T	W	T	F	
21	2	3	4	5	6
Days	9	(10)	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

November					
M	T	W	T	F	
					1
	4	5	6	7	8
17	X	12	13	14	15
Days	18	19	20	21	22
	25	26	X	X	X

April					
M	T	W	T	F	
			1	2	3
	6	7	8	9	10
18	13	14	15	16	17
Days	20	21	22	23	24
	X	X	X	X	

December					
M	T	W	T	F	
	2	3	4	5	6
15	9	10	11	12	13
Days	16	17	18	19	20
	X	X	X	X	X
	X	X			

May					
M	T	W	T	F	
					X
	4	5	6	7	8
19	11	12	13	14	15
Days	18	19	20	21	22
	X	26	27	28	29

January					
M	T	W	T	F	
		X	2	3	
21	6	7	8	9	10
Days	13	14	15	16	17
	X	21	22	23	24
	27	28	29	30	31

June					
M	T	W	T	F	
	1	2	3	4	5
	8	9	10	11	12
14	15	16	17	*18*	[19]
Days	[22]	[23]	[24]	[25]	26
	29	30			

August 29 Teacher Workshop
 August 30 Teacher Workshop
 September 2 Labor Day
 October 11 Teacher Workshop
 October 14 Columbus Day
 November 11 Veterans Day
 November 27-29 Thanksgiving Recess
 December 23-31 Holiday Recess

January 1 New Year's Day
 January 20 Martin Luther King, Jr. Day
 February 11 Teacher Workshop
 February 24-28 Winter Recess
 March 10 Teacher Workshop
 April 27-May 1 Spring Recess
 May 25 Memorial Day

** = 1st day (Sept 3) and 180th day (Jun 18)

() = Teacher Workshop Days/No School for Students

X = No School for Students or Staff

[] = Make up Days if Needed

180 Student days

INTER-LAKES SCHOOL DISTRICT

School Calendar 2019-2020

	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>
August & September 23	X	20	21	22	23	February					
	X	27	28	29	X	15	3	4	5	6	7
	X	3	4	5	6		10	11	12	13	14
		9	10	11	12	13	17	18	19	20	21
		16	17	18	19	20	X	X	X	X	X
		23	24	25	26	27					
		30									
October 23		1	2	3	4	March	2	3	4	5	6
		7	8	9	10	11	9	10	11	12	X
	X	15	16	17	18		16	17	18	19	20
		21	22	23	24	25	23	24	25	26	27
		28	29	30	31		30	31			
November 16				X		April			1	2	3
	4	5	6	7	8	18	6	7	8	9	10
	X	12	13	14	15		13	14	15	16	17
		18	19	20	21	22	20	21	22	23	24
		25	26	X	X	X	X	X	X		
December 14/15 (7 - 12)	2	3	4	5	6	May					X
	9	10	11	12	13	19	4	5	6	7	8
		16	17	18	19	20	11	12	13	14	15
	X	X	X	X	X		18	19	20	21	22
	X	X					X	26	27	28	29
January 21/20 (7 - 12)			X	2	3	June	1	2	3	4	5
	6	7	8	9	10	10	8	9	10	11	12
		13	14	15	16	17	*	*	*	*	*
	X	21	22	23	G7 - G12		*	*	*	*	*
		27	28	29	30	31					

August 20	New Teacher Orientation	February 24-28	Winter Recess
August 21-23	Teacher/Paraeducator Workshop Days	March 13	Parent/Student/Teacher Confer PK - 12
August 27	1st Day of School for Students	April 27- May 1	Spring Recess
September 2	Labor Day	June 6	ILHS Graduation (6/13 Snow-Day Date)
October 14	Columbus Day	June 12	Tentative Last Day of School
November 1	Parent/Student/Teacher Confer PK - 12	June 15-26	Snow Make-Up Days (if necessary)
November 11	Veterans' Day		
November 27-29	Thanksgiving Recess		
December 2	Teacher Workshop Day (PK - 6);		
December 20	Early Release		
December 23 - January 1	December Recess		
January 20	Martin L. King, Jr./Civil Rights Day		
January 24	Teacher Workshop Day (7 -12); Elementary Schools in Session		

PLEASE NOTE: This calendar may be changed by School Board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience. School Cancellations, e.g., snow days; will extend the school year.

MOULTONBOROUGH SCHOOL DISTRICT CALENDAR 2019-2020

Approved: Jan 11, 2019

(Based on 177 school days w/ a min of 945 hrs. instructional time for gr. K-6 & 990 hrs. for gr. 7 to 12)

	<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>		<u>M</u>	<u>T</u>	<u>W</u>	<u>TH</u>	<u>F</u>
AUGUST 2019 (0 days)	19	20	21	22	23	FEBRUARY (14 days)	3	4	5	6	7
	26	27	28	29	30X		10	11	12	13	14
SEPTEMBER (20 days)	2X	3	4	5	6		17	18	19	20	21
	9	10	11	12	13	MARCH (21 days)	24X	25X	26X	27X	28X
	16	17	18	19	20		2	3	4	5	6
	23	24	25	26	27		9	10	11	12	13***
	30						16	17	18	19	20
OCTOBER (21 days)		1	2	3	4		23	24	25	26	27
	7	8	9	10	11		30	31			
	14X	15	16	17	18	APRIL (18 days)			1	2	3++
	21	22	23	24	25		6	7	8	9	10
	28	29	30	31			13	14	15	16	17
NOVEMBER (16 days)					1++		20	21	22	23	24
	4	5	6	7	8		27X	28X	29X	30X	
	11X	12	13	14	15	MAY (19 days)					1X
	18	19	20	21	22		4	5	6	7	8
	25	26***	27X	28X	29X		11	12	13	14	15
DECEMBER (15 days)	2	3	4	5	6		18	19	20	21	22
	9	10	11	12	13		25X	26	27	28	29
	16	17	18	19	20	JUNE (12 Days)					
	23X	24X	25X	26X	27X		1	2	3	4	5
	30X	31X					8	9	10	11	12
JANUARY 2020 (21 days)			1X	2	3		15	16++	17	18	19
	6	7	8	9	10		22	23	24	25	26
	13	14	15	16	17						
	20X	21	22	23	24++						
	27	28	29	30	31						

<p>AUG. 27, 28, 2019 TEACHER WORKDAYS</p> <p>AUG.30-SEPT.2 LABOR DAY HOLIDAY</p> <p>SEPT. 3 1ST DAY OF SCHOOL</p> <p>OCT. 11 TEACHER WORKDAY</p> <p>OCT. 14 COLUMBUS DAY</p> <p>NOV. 11 VETERANS DAY OBSERVED</p> <p>NOV. 12 PARENT/TCHR CONF. K-12</p> <p>NOV. 27-29 THANKSGIVING RECESS</p> <p>DEC. 23–JAN. 1 CHRISTMAS RECESS</p>	<p>JAN. 20 MLK’S BIRTHDAY OBSERVED</p> <p>FEB. 3 TEACHER WORKDAY</p> <p>FEB.24–FEB.28 WINTER RECESS</p> <p>MARCH 10 PARENT/TCHR CONF. K-12</p> <p>APR 27–MAY 1 SPRING RECESS</p> <p>MAY 25 MEMORIAL DAY</p> <p>JUNE 16 LAST SCHEDULED DAY FOR STUDENTS</p> <p>JUNE 17 TCHR WORKDAY (1 day after last student day)</p> <p>JUNE 13 SENIOR CLASS GRADUATION</p>
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Based on 177 school days w/ a min. of 945 hrs. instructional time for Gr. K-8 & 990 for Gr. 7-12. If no snow or other emergency days are needed for make-up, the 177th day will be June 16. Snow emergency days are to be made up between June 17 and June 23. Trimesters and quarters are subject to change as needed due to school cancellations/delays.

<p>KEY: Date Teacher Workday/No School for Students</p> <p> *** End of Trimester for Gr. K-6 @ MCS</p> <p> ++ End of Qtrs. for Grs. 7-12</p>	<p>X Recess/Holiday – NO SCHOOL</p> <p>— Possible Extension of School Year (5 snow days)</p> <p style="text-align: center;">Date</p> <p>Teacher Workday NO SCHOOL @ MA and MCS</p>
---	---

Newfound Area School District 2019 - 2020 School Calendar

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

July 4 Independence Day

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

Jan 1 New Year's Day
Jan 15 Early Release
Jan 20 Civil Rights Day

(21 Days)

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

Aug 23 New Teacher Orientation
Aug 26-27 Teacher Workshop Day
Aug 28 First Day of School

(3 Days)

February-20						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	29

Feb 12 Early Release
Feb 24 - 28 Winter Recess

(15 Days)

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

Sept 2 Labor Day
Sept 18 Early Release

(20 Days)

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

March 19 Early Release
March 20 Teacher Workshop Day

(21 Days)

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

Oct 10 Early Release
Oct 11 Teacher Workshop Day
Oct 14 Columbus Day

(21 Days)

April-20						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	(10)	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	X	X	X		

April 9 Early Release
April 10 Elementary Parent Teacher Conferences/NMMS and NRHS Teacher Workshop Day
April 27 - 30 Spring Recess

(17 Days)

November-19						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	(8)	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	X	X	X	30

Nov 8 Parent Teacher Conferences
Nov 11 Veterans Day
Nov 26 Early Release
Nov 27-29 Thanksgiving Recess

(16 Days)

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

May 1 Spring Recess
May 13 Early Release Day
May 25 Memorial Day

(19 Days)

December-19						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	X	X				

Dec 11 Early Release
Dec 23 - 31 Holiday Recess

(15 Days)

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

June 16 Early Release/Last day of school
June *17 - *30 Snow Days

June 16 marks 180 Days

(12 Days)

X = No school **()** = Teacher workdays no school for stud **Bold Italic** = Early release days
School Board approved 2/11/2019

Winnisquam Regional School District 2019-20 School Calendar

August/September

M	T	W	T	F
				*16
*19	*20	(21)	(22)	(23)
26	27	28	29	X
24 Days	X	3	4	5
	9	10	11	12
	16	17	18	19
	23	24	25	26
	30			27

February

M	T	W	T	F
3	4	5	6	7
10	11	(12**)	13	14
15 Days	17	18	19	20
	X	X	X	X

October

M	T	W	T	F
	1	2	3	4
21 Days	7	8	9	10
	X	15	16	17
	21	22	23	24
	28	29	30	31

March

M	T	W	T	F
2	3	4	5	6
21 Days	9	10	11	12
	16	17	18	19
	23	24	25	26
	30	31		(20)

November**

M	T	W	T	F
				1
17 Days	4	5	6	7
	X	12	13	14
	18	19	20	21
	25	26	X	X

April

M	T	W	T	F
		1	2	3
18 Days	6	7	8	9
	13	14	(15**)	16
	20	21	22	23
	X	X	X	X

December

M	T	W	T	F
	2	3	4	5
15 Days	9	10	11	12
	X	X	X	X
	16	17	18	19
	X	X		

May

M	T	W	T	F
				X
19 Days	4	5	6	7
	11	12	(13**)	14
	18	19	20	21
	X	26	27	28
				29

January

M	T	W	T	F
		X	2	3
20 Days	6	7	8	9
	X	13	14	15
	21	22	23	(24)
	27	28	29	30
				31

June

M	T	W	T	F
10 Days	1	2	3	4
	8	9	10	11
	15	16	17	18
	22	23	24	25
	29	30		(19**)

*Aug 16, 19, 20 **New Teacher Induction**
 Aug 21-23, Oct 11, Jan 24, Mar 20 **Workshops Days**
 Feb 12, April 15, May 13, June 19 **ER Workshop Days**
 August 26**Students Start School**
 Aug 30 – Sept 2.....**Labor Day Weekend**
 October 14.....**Columbus Day**
 November 11**Veterans Day**
 November 27-29.....**Thanksgiving Break**

Dec 23 - Jan 1.....**Holiday Vacation**
 January 20..... **Martin Luther King Day**
 Feb 24 – Feb 28 **Winter Vacation**
 April 27 – May 1..... **Spring Vacation**
 May 25..... **Memorial Day**
 June 5..... **Graduation (If less than five snow days)**
 June 12 **Graduation (If we have five snow days)**
 June 19 **Last Day of School (1/2 day) – (If we have five snow days)**

() = Teacher Workshop / No School for Students (**) = Teacher Workshop / ½ Day of School for Students X = No School

** 4 evening obligations (per grade level/school) identified here – Open house, student showcase, parent/teacher conferences

Note: Additional school days needed due to inclement weather will be completed in June. Superintendent will announce last day of school and graduation date at April 20, 2020 Board Meeting.

Approved by the WRSB: 11/19/2018

Appendix C

Bus Route Times and Mileage

See 165 pages in separate document — Appendix C only.

Appendix D

Combined Bid Form

See next two pages.
(last pages of document)

LAKES REGION TRANSPORTATION CONSORTIUM

Student Transportation Services Request for Proposals

COMBINED BID FORM

BID SPECIFICATIONS
COST STATEMENT

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than five (5) years at the starting date of the contract and no older than five (5) years at each succeeding contract anniversary date.

	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
REGULAR ROUTE BUSES					
ANNUAL COST	_____	_____	_____	_____	_____
DAILY RATE PER BUS	_____	_____	_____	_____	_____
Total Annual Cost for 5 Years	_____	_____	_____	_____	_____
MID-DAY VOCATIONAL BUSES					
ANNUAL COST	_____	_____	_____	_____	_____
DAILY RATE PER BUS	_____	_____	_____	_____	_____
Total Annual Cost for 5 Years	_____	_____	_____	_____	_____
LATE BUSES					
ANNUAL COST	_____	_____	_____	_____	_____
DAILY RATE PER BUS	_____	_____	_____	_____	_____
Total Annual Cost for 5 Years	_____	_____	_____	_____	_____
AID/MONITOR					
HOURLY RATE	_____	_____	_____	_____	_____
ATHLETIC & FIELD TRIPS					
COST PER MILE	_____	_____	_____	_____	_____
COST PER WAIT TIME	_____	_____	_____	_____	_____
MINIMUM CHARGE	_____	_____	_____	_____	_____
IN-DISTRICT, 1 HOUR OR LESS	_____	_____	_____	_____	_____

ESTIMATED REGULAR ROUTE MILEAGE (PER DAY ALL ROUTES):

XX

(established for Bid)

BIDDER: _____

ADDRESS: _____

NAME: _____

This Request for Proposals will become part of the contract once signed and executed.

Signature	Title	Date
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