

INVITATION FOR BIDS

School Transportation

RFP #: 2022-06
Wellesley Townsman Newspaper
Goods and Services Bulletin
<https://wellesleyps.org/business-office/bids/>
<https://www.commbuys.com/bsa>

Proposal Release Date: February 10, 2022

Mandatory Pre-bid Conference: February 22, 2022

Questions Due Date: February 25, 2022

Amendments and
Responses to Questions: March 2, 2022

Submission Deadline: March 7, 2022

Proposals Received at: Wellesley Public Schools
Business Office c/o Tricia Simeone
40 Kingsbury Street
Wellesley, MA 02481

Term: July 01, 2022 through June 30, 2027 (Wellesley in-town and Boston
resident students)

July 1, 2022 – no later than June 30, 2024 (Hunnewell Internal Swing
Space)

**SCHOOL TRANSPORTATION
GENERAL SPECIFICATIONS AND REQUIREMENTS**

1.00 INVITATION FOR BIDS

1.01 Sealed bids are to be received in accordance with M.G.L. C. 30B at the time and date indicated on **ADVERTISEMENT FOR BIDS SCHOOL TRANSPORTATION**.

1.02 All bids are to be addressed as follows:

**Wellesley Public Schools
Business Office c/o Tricia Simeone
40 Kingsbury Street
Wellesley, MA 02481**

Bids can be hand delivered to 40 Kingsbury Street, Wellesley, MA 02481. Each bid shall be clearly marked in the lower left hand corner of the envelope:

SEALED BID - TRANSPORTATION - WELLESLEY PUBLIC SCHOOLS – BOSTON AND IN-TOWN

Each bid shall be made on the form(s) attached herewith.

No bid received after the time established for the receipt of bids will be considered, regardless of the cause of delay in the receipt of any such bid.

The contracts will be awarded to the lowest responsive and responsible bidder offering the lowest total price for each pricing sheet (Pricing Sheet #1/Pricing Sheet Alternate #1 and Pricing Sheet #2). All bidders **MUST** bid on Pricing Sheet #1 and Pricing Sheet #2, in its entirety. Bidders may bid on Pricing Sheet Alternate #1 for electric school bus (EV), in its entirety. No bidder and/or his company may withdraw his bid for a period of thirty (30) days following the date set for the opening thereof.

1.03 The contract for Pricing Sheet #1 or Pricing Sheet Alternate #1 will be effective for five (5) years, July 01, 2022 through June 30, 2027. The contract will include transportation of Wellesley's Boston resident students, as well as in-town transportation for Wellesley's students.

The contract for Pricing Sheet #2 for the Hunnewell Elementary School Internal Swing Space will be effective for the duration of the 2022-2023 school year through February of the 2023-2024 school year and includes up to six (6) additional buses to serve the Hunnewell Elementary School during construction. If construction is delayed, buses will be needed through opening but no later than June 30, 2024.

1.04 The contract to transport for Wellesley Public Schools students shall include all services necessary and required, consisting of, but not limited to, the following in general: transportation equipment, maintenance of equipment, operation, supervision, safety instructions to drivers and help with instructions to riders, inspections, registration, conformance to all applicable laws, rules and regulations of the Commonwealth of Massachusetts, Department of Motor Vehicles, and policies of the School Committee during the term of this contract. The Contractor shall keep itself fully

informed of and agrees to comply with pertinent Federal, State, and Municipal laws and ordinances, and rules and regulations in any manner affecting the services to be performed under this contract.

- 1.05 The Wellesley Public Schools is soliciting bids hereunder in order to comply with the provisions of Massachusetts General Laws Chapter 71 Section 7A and the Uniform Procurement Act, General Law Chapter 30B. The Wellesley Public Schools reserves the right to accept or reject any or all bids, or parts of bids, and to take any action as deemed by it to be in the best interest of the Town of Wellesley, Public School Department.
- 1.06 The routes and locations of stops provided in the bid form are estimates only, provided in order to compare bids. The Town or Wellesley Public Schools does not guarantee that they are correct, that all stops and routes will be required under the contract, or that the list is exhaustive of the Town's needs.
- 1.07 Submit one (1) original copy of the Bid Proposal Certification, Certificate of Corporate Vote, Tax Compliance Certification, and the Certificate of Non-Collusion. Must be completed on the forms included in the bid packet.
- 1.08 Include a list of school systems currently serviced, their address and number of buses used as well as any schools systems previously serviced by the bidder in the last ten years, and the contact person's name and telephone number for each. In order to be considered qualified and responsible, each bidder must provide documentation indicating transportation services have been provided under a single contract for all district students, regardless of location of residence.
- 1.09 Inaccuracies in the specifications or questions must be brought to the attention of the Purchasing Coordinator, in writing or email (schoolbids@wellesleyma.gov) no later than February 25, 2022.
- 1.10 No bid may be withdrawn for a period of thirty (30) days after the scheduled bid opening.
- 1.11 The bidder must ensure they will be able to provide a sufficient number of buses to meet the requirements on any given day of regular AM and PM transportation with athletic/activity field trip and late bus transportation combined. The bidder is required to submit with the bid, evidence that they service a contract of equal or greater size.
- 1.12 All the requirements and specifications for bidders must be complied with, unless specifically waived by the Wellesley Public Schools. These specifications and requirements shall be attached to, and made part of any contract awarded. Should a contractor fail to abide by these specifications and requirements and addendum, the Wellesley Public Schools reserves the right to cancel the contract after serving thirty (30) days written notice.

2.00 CONTRACTUAL RELATIONSHIP

- 2.01 Contractor is to furnish transportation services to the Wellesley Public Schools in accordance with the provisions of these GENERAL SPECIFICATIONS and REQUIREMENTS and the bid forms.
- 2.02 The successful bidder is required to carry out all reasonable requests of the Wellesley Public Schools or its authorized representative.

- 2.03 The successful bidder may not sublet, sell, transfer, assign, or otherwise dispose of any portion of the contract without express consent of the Wellesley Public Schools. In cases prohibited by law, there will be no sublet, sale, transfer, assignment, or other disposition of the contract.
- 2.04 The Contractor will be required to provide the Director of Transportation in the School Business Office with all information required for the proper completion of Federal, State and/or Municipal forms on a timely basis.
- 2.05 By submission of this bid, each bidder and each person signing on behalf of any bidder certifies under penalty of perjury, that to the best of his knowledge and belief, the prices in this bid have been arrived at independently, without consultation, collusion, communication or agreement with any other bidder or competitor, and further that the prices in this bid have not and will not be knowingly disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor.
- 2.06 The Contractor shall procure all applicable permits, licenses, and approval necessary for the performance of services under this contract at Contractor's expense.
- 2.07 The Contractor warrants by offering a bid and further by accepting the award, that it will provide transportation as needed by the Wellesley Public Schools for the schoolchildren of the Town and the Boston resident students, for the contract term and for the bid price, plus additions or minus subtractions in regards to the number of buses needed.
- 2.08 Nothing contained herein shall preclude the school administrators, acting with the Wellesley Public Schools approval, from entering into an agreement(s), financial or otherwise, with parent(s) or existing contractor(s) for providing transportation to children, either singly or on a car pool basis.
- 2.09 The Wellesley Public Schools reserves the right under this contract to decrease the transportation provided to conform to financial or legal constraints imposed by law or vote. If the decrease amounts to one or more vehicles, then the implementation shall occur at least thirty (30) days after notice, and otherwise the decrease shall begin on one day's written notice, or as soon as any needed rescheduling can be planned and publicized. The resulting decrease shall be on a Per Vehicle Basis (§2.09 A), unless otherwise mutually agreed upon.
- A. Per Vehicle Basis:
Reductions which result in a decrease of one or more vehicles shall cause a decrease in compensation. The compensation decrease shall be calculated on the basis of 100% reduction of the average sum billed per similar bus per day for the regular day service (exclusive of special run calculated charges) for the period of the decrease of vehicles. The base mileage for any decrease of one or more vehicles shall be that mileage allowed per vehicle without extra charge under this contract.
- 2.10 The Wellesley Public Schools reserves the right under this contract to increase the transportation during the contract period. If an additional vehicle is needed the Contractor shall have operating equipment meeting specifications within thirty (30) days' written notice of the need. If the increase does not require another vehicle, the service will be provided on one day's written notice

or as soon as any needed rescheduling can be planned and publicized. A resulting increase in cost shall be on a Per Vehicle Basis (§2.10 A), unless otherwise mutually agreed upon.

A. Per Vehicle Basis:

Increases which result in an increase of one or more vehicles shall cause an increase in compensation. The compensation increase shall be calculated on the basis of the average sum billed per similar bus per day for the regular day service (exclusive of special run calculated charges). The exception to this compensation rate shall be for the case when a bus is being added which was previously taken away, and in this case, the money added is the money that was taken away.

- 2.11 The Contractor must supply an office mailing address and a local telephone number for the schools and the Director of Transportation through which the school department may make **IMMEDIATE** contact with the owner or his agent during the hours in which schools, busing hereunder, or the Transportation Office is in operation. The owner or his agent must be willing to appear for conferences with the School Committee and/or School Administrators as necessary and as requested.
- 2.12 Overnight parking for those buses that service the regular AM and PM portion of this contract for Wellesley Boston resident students will be provided at no additional charge by the Contractor. Such bus parking and/or storage must be located in an area so that any bus can reach a point of pickup, on its regular daily route, within twenty minutes.

The Town will provide in-town parking for those buses that service the regular AM and PM portion of this contract for Wellesley's regular in-town transportation needs. In the event that the current in-town parking arrangements are no longer available, a new location will be negotiated at the discretion of the Wellesley Public Schools.

The Contractor shall be responsible for maintaining the parking area in a clean and sanitary manner. Plowing of snow between the buses and in the immediate bus parking area shall be the responsibility of the Contractor. The fueling of the buses on Town property is prohibited. A field officer and a trailer will be required and must be located off of the pavement in the school bus parking area.

- 2.13 The successful bidder shall be responsible for prompt payment of all vehicle taxes due to the Town of Wellesley except where the vehicles may not be garaged with the Town of Wellesley. The Contractor shall provide the paperwork evidencing excise tax payment to the Director of Transportation by July 1st of each year.
- 2.14 The Wellesley Public Schools reserve the right to deduct from sums due, or to be due the Contractor, the full prorated cost of the specific bus run that is late in arriving to school (arrival after the start of a school curricular program in the morning, or in arriving at school after dismissal in the afternoon). Late in this context shall be a "window" of permissible times not less than 15 minutes in length and to be determined by the Transportation Department prior to the start of and during the work under this contract. Such monetary deductions from sums due or to be due may commence only after two such late arrivals or student(s) left behind incidents each month. The School Administration will keep tardy arrival records and will decide which buses are late. For students left behind due to Contractor error, either in the morning or in the afternoon, the

Contractor will assume the cost for any/all alternate transportation; such costs will be deducted from sums due or to become due to the Contractor. The School Administration must thoroughly investigate each incident and satisfy itself of Contractor error before making such deductions. Other remedies, such as those in sections 10.01 through 10.04, Remedy and Law, shall also remain available and operative. The intent of this section is to forcefully elicit timely transportation. The Wellesley Public Schools shall take into account unusual weather and traffic conditions that are beyond the Contractor's control.

- 2.15 The length of the school year is expected to be 180 days. Should transportation be required less than 175 or more than 185 days during the school calendar year the Contractor and the Wellesley Public Schools will establish charges for the less than 175 or more than 185-day period.
- 2.16 The Wellesley Public Schools will pay monthly for all services rendered under the contract upon the receipt and approval of invoices. Monthly invoices will list the number of buses, by day, by route and charges to be applied. Any additional charges will be noted separately by date, bus or route number, and the rate with the reason to be stated.

3.00 ABILITY TO PERFORM

- 3.01 The Wellesley Public Schools reserves the right to investigate the financial responsibility for any or all bidders to determine what assurance the Wellesley Public Schools may have of the Contractor's ability to provide all services as specified during the contract period.

4.00 EQUIPMENT

- 4.01 The anticipated number of buses required for regular AM and PM is 18 buses (4 buses for AM/PM METCO, 14 buses regular AM/PM). Such buses will be "77-passenger" vehicles as further defined under section 4.04. Annually, the number of buses required for school transportation may vary.
- 4.02 All buses shall be constructed, equipped and maintained in conformance with all applicable laws, regulations, and rules of the Federal Government, State and Local Government and the Registry of Motor Vehicles. Chapter 90 of the General Laws of the Commonwealth of Massachusetts highlighted below:

- 1. Section 1: Definitions
- 2. Section 1A: School Bus Registration
- 3. Section 7A: Inspection of School Buses
- 4. Section 7B: Equipment and Operation of School Buses
- 5. Section 7C: Minimum Standards for Construction and Equipment of School Buses
- 6. Section 14: Precautions for Safety
- 7. Section 17: Speed Limits

Buses furnished must comply with the General Laws of the Commonwealth of Massachusetts and all applicable rules and regulations of the Registry of Motor Vehicles relating to transportation of school children. The Contractor shall ensure that the interior and exterior of all buses are kept clean at all times to the satisfaction of the Director of Transportation.

All buses are subject to the approval of the Director of Transportation. The Contractor shall allow the Director of Transportation, School Committee, Superintendent of Schools and/or his designee proper access to garages and buses for the purpose of inspection of any and/or all vehicles. Buses that have been disapproved by the Director of Transportation for reasons of unsuitability, or non-conformity with the contract specifications, shall not be used in connection with this contract. The Contractor shall not be allowed extra time or compensation for the replacement of any vehicle that has been rejected by the Wellesley Public Schools or Registry of Motor Vehicle officials.

- 4.03 All bidders must certify in the bid documents whether the vehicles are owned, to be purchased, leased, or to be leased, on the form provided.
- 4.04 Each bid should be based on using 77-passenger yellow, flat nose buses with front diesel engines. Bidders should state the name of the manufacturer and year of manufacture (see §4.08) on the form provided, if this information is known at the time of the bid. Otherwise, the bid will be considered on the basis of the minimum requirements of these specifications.
- 4.05 The Contractor is to submit a list to the Transportation Department before the first full week of transportation under this contract and before September 1st for each successor year under the contract.

Photocopy of Registration which should show (if not then otherwise inform):

- Vehicle Identification Number
- Vehicle Year of Manufacture
- Mileage on Date of Submission
- Chassis Manufacture Name
- Body Manufacturer Name
- Location Where Vehicle may be Examined
- Rated Capacity of Vehicle

This information is to be updated and kept accurate throughout the contract period.

- 4.06 The Contractor must furnish the Transportation Department with all reports of inspection made by the Department of Public Utilities, the Registry of Motor Vehicles, and any other agencies within ten (10) days after the time allowed for completion of the inspections.
- 4.07 Each bus shall prominently display a letter on the entrance door. The Director of Transportation requires lettering starting with A, B, C, etc., until all vehicles are sequentially lettered. Such lettering system must allow for substitution on any vehicle on any route.
- 4.08 Bidders must ensure that all buses used in connection with this contract, shall not be greater than six (6) years of age, or 120,000 mileage at the start of each contract year.
- 4.09 The Contractor shall have sufficient back-up vehicles available with spare drivers at all times of scheduled operation. In the event that service is interrupted on any route due to a bus being out of service, the Contractor must provide a substitute vehicle of comparable capacity. Substitute vehicles must be comparably-equipped and insured per limits in §8.01. The use of substitute vehicles must be provided at no additional charge. A back-up vehicle is to replace that which is

out of service for maintenance, repair or inspection only. Any vehicle used to replace a vehicle that has broken down must be able to reach the point of the breakdown within a reasonable time. At no time will a back-up vehicle be greater than six (6) years of age or 120,000 mileage as of July 1st of each contract year.

- 4.10 "Stop arms" with flashing LED lights are required for all vehicles under this contract including spare buses. This equipment is to be of standard design and operation, and the Director of Transportation shall have the final say concerning specific questions of the Contractor relating to compliance hereunder.
- 4.11 All vehicles shall be equipped with a working two-way radio licensed by the Federal Communication Commission (FCC) to enable the driver to communicate with central dispatch at any time students are being transported. The Contractor must supply the Wellesley Public Schools with two (2) two-way radios, to be pre-programmed with all frequencies used in connection with the operation of this contract. Such radios shall be portable, hand-held, with a charger and one (1) extra battery per unit. Contractor will be responsible for all FCC licensing and the appropriate operations of the FCC-licensed two-way radio system.
- 4.12 Buses are to be equipped with factory-installed, twenty-eight (28") inch high back seats.
- 4.13 Buses are to be equipped FROM THE FACTORY with three (3) seat belts per seat. Specifications of the anchorage and belts should be those approved by the Commonwealth of Massachusetts for use on school buses. The passenger restraint systems shall meet the requirement of one passenger restraint system per seated passenger; and the minimum requirements of Federal Motor Vehicle Safety Standards for buckles, belts, and seats (Federal Standard #208, #209, #210). In addition, buses shall have sets of belts at each seat, which are distinctly primary color coded. Each belt shall consist of one non-adjustable buckle end no longer than 12-inches long and one adjustable end no longer than 29-inches long and each seating position adjacent to an aisle shall have the non-adjustable buckle end mounted on the aisle side. Each passenger restraint system must comply with the minimum requirements of Federal Motor Vehicle Safety Standards for anchorage. SEAT BELTS ARE TO BE MAINTAINED IN PROPER WORKING ORDER BY THE CONTRACTOR FOR THE DURATION OF THE CONTRACT.
- 4.14 Every school bus must be equipped with the eight-light LED system which is composed of two flashing red/strobe roof line stop system LED lights, both front and back, and two flashing amber roof line pre-stop warning LED lights, front and back.
- 4.15 Every school bus shall be equipped with one convex mirror, with a minimum diameter of seven and one-half (7.5) inches. The mirror shall be firmly mounted on the left front mirror bracket so that the seated operator may observe a reflection of the road from the front bumper to the rear of the bus.
- 4.16 Each bus shall be equipped with air brakes and radial tires. Hot processed retreads will not be permitted. Each vehicle must be equipped with snow tires or other approved tire tread, as approved by the Director of Transportation from November 15 through April 1 of each year.
- 4.17 Bidders are to bid on athletic/activity/field trip and late buses which meet the equipment standard for regular day transportation. When using field trip buses, the Contractor may use the

regular day transportation buses and replace them with buses that meet the standards in section §4.09.

- 4.18 Buses must be equipped with a minimum of four (4) video recording devices that shall be positioned to capture activities on the bus and GPS tracking equipment for each bus. The GPS tracking equipment shall be available for review at any time by authorized school department staff. The video cameras must be high-definition and have night vision recording capabilities. The location of the cameras will be determined by the Transportation Department upon award of the final contract and such determination will be for all vehicles included in this contract. The School Department may request copies of recorded media at any time. Recorded media retention period shall be set at 30 school days. The Contractor will be responsible for installing, operating, and maintaining the video recorders. The Contractor must also have one (1) additional digital video recorder readily available in the Contractor's office for reviewing videos and three (3) spare digital video recorders.

5.00 ROUTES

- 5.01 Wellesley Boston resident students will be picked up and discharged as directed by the METCO Director, including changes without limitation. In-town Wellesley students will be picked up and discharged as directed by the Director of Transportation, including changes without limitation.
- 5.02 A scheduled run may be canceled or modified by the Director of Transportation by notifying the Contractor verbally or in writing at or prior to 5:00 P.M. of the day before the run was to originate. An emergency or weather related school closing is just cause for cancellation of a run at any time.
- 5.03 The Contractor agrees to maintain an accurate master clock in the base of operations and will insure that each driver will have and use an accurate and dependable timepiece.
- 5.04 Drivers are responsible for arriving not sooner than fifteen (15) minutes (or other time to be specified) prior to the start of a program nor later than five (5) minutes prior to the designated start time of a program. Drivers are expected to depart not later than fifteen (15) minutes (or other time to be specified) after the end of the program.
- 5.05 The Contractor is to notify the Director of Transportation of the time required to complete each route for in-town students, and the METCO Director for Wellesley's Boston R=resident students.
- 5.06 The Contractor is responsible for implementing route, schedule, and other changes as necessary in response to instructions from the Wellesley Public Schools. No change in routes, schedules, etc. are to be made by the Contractor and/or drivers without authorization from the Wellesley Public Schools. The Contractor and/or drivers should at no time discuss the need for such changes with any individual other than the Director of Transportation for in-town student transportation, and the METCO Director for Wellesley's Boston resident student transportation.
- 5.07 The Contractor shall not load any vehicle over the manufacturer's recommended weight or capacity.
- 5.08 The Contractor is to ensure that all scheduled runs are completed including but not limited to: regular AM/PM day runs, field trips, athletics and any other runs that may be scheduled by the

Wellesley Public Schools Transportation office. Failure to complete an entire run after reasonable advance notice of need is given, shall cause forfeiture of all money to be received for that day's work and other remedies hereunder shall still apply.

- 5.09 The Contractor will not charge for any cancelled athletic and/or extra-curricular activity buses providing they are notified two (2) hours prior to the scheduled pickup time on the day the service is scheduled. Field trips and athletic trips may be cancelled at any time due to bad weather. There is no charge for cancelled runs due to bad weather.

6.00 DRIVERS

- 6.01 Contractor shall furnish properly licensed drivers to operate vehicles used in carrying out the terms of the contract. All drivers and monitors employed by the Contractor pursuant to this contract shall not be younger than 21 and all State/Federal licensing requirements must be met and maintained.

- 6.02 Drivers are required to be trained **PRIOR** to transporting Wellesley Public School students in immediate first aid, including but not limited to CPR, EpiPen administration and medical emergencies (i.e. life-threatening allergies). Such training to be provided and paid for by the Contractor. The Contractor shall provide acceptable documentation to the Wellesley Public Schools that such training was provided annually for the duration of this contract.

- 6.03 As required by Massachusetts General Law M.G.L. c. 71, §38R, the Wellesley Public Schools will obtain criminal offender record information (CORI) on any individuals who may be transporting students under this contract. The Contractor shall require all of its employees to complete a Wellesley Public School CORI request form. The Contractor shall submit all completed forms to the Director of Transportation no later than August 1st, for each year of this contract and/or as new employees are hired.

- 6.04 All drivers and monitors must complete the Statewide Applicant Fingerprinting Identification Service background check prior to transporting Wellesley Public School students. Cost is to be borne by Contractor or their employees. Proof of no findings must be provided to the Director of Transportation prior to drivers being assigned to Wellesley Public Schools.

- 6.05 The Contractor must submit a list to the Director of Transportation before the end of the first full week of transportation under this contract containing the names of the primary drivers for each route. Such list must be kept current at all times during the term of this contract.

- 6.06 The Contractor is responsible for providing each driver with information stating the route, (also showing this on a map), order and time of pick-up, order and time of drop-off, location of nearest police stations and their telephone numbers. These information lists are to be kept current and in the vehicles at all times during the contract.

- 6.07 The Contractor is to understand that confidentiality of student names and other information is required by law and that the Contractor is responsible for any breach of this confidentiality by drivers or others in their employ.

- 6.08 The Contractor is required to have a driver Substance Abuse Policy for the duration of the contract. All bidders must submit a copy of this policy with their bid.
- 6.09 There shall be no smoking by drivers while on school buses or while on any school property or grounds. No alcoholic beverages may be carried on the buses.
- 6.10 The Director of Transportation reserves the right to have any vehicle driver **IMMEDIATELY** discharged upon notification to the Contractor. Notification shall be deemed to be given if contact is made, with the Contractor and/or his representative, either verbally or in writing.
- 6.11 Substitute drivers must meet all requirements stated herein for primary drivers.
- 6.12 School authorities seek to cooperate with the drivers in their back-up role of securing proper conduct of the student passengers. Drivers will promptly inform the Contractor, who will then notify the appropriate school building Principal or designee, of any improper behavior in transportation vehicles. This prompt notice should attempt to be made on the same day as the infraction, but in no instance is it to occur later than on the next school day. School authorities will be responsible for any disciplinary action. No roughness or bad language is to be tolerated. The conduct of pupils shall conform to school regulations. Continued lack of ability to maintain reasonable discipline in the vehicle as determined by the School authorities shall be cause for the dismissal of the driver.
- 6.13 Drivers will not take physical disciplinary action against any child. Nothing herein shall prevent a driver from reprimanding a child as required by State Regulations. All drivers and monitors will be trained annually by Wellesley Public Schools in Restraint Training 603 CMR 46:00 at no charge to the Contractor or their employees.
- 6.14 Drivers are required to attend any in-service training provided by the Wellesley Public Schools without further charge to the Town.
- 6.15 The Contractor understands and agrees that while operating within the terms of this contract, only school children and their coaches/teachers/chaperones may be transported.
- 6.16 The prevailing wage rate as determined by the Department of Labor Standards shall be the minimum wage under this contract (reference the enclosed memorandum for current prevailing wage rates for this contract).
- 6.17 Liability for Contractor's personnel while in the performance of duty under this contract shall be the responsibility of the Contractor. The Wellesley Public Schools shall not be held liable for any personnel in the employ of the Contractor.
- 6.18 The Contractor agrees to assign a person who will be available to the Director of Transportation for the purposes of conferences and consultations regarding driver or student conduct, school schedules, route schedules, route changes, etc. These consultations shall be scheduled during the normal working hours of the Transportation office.
- 6.19 With respect to the pandemic caused by the novel COVID-19 pathogen, in which the Federal, State, or Local Government response involves the enactment and enforcement of various

emergency orders, regulations, and guidance (the “COVID Government Orders”), drivers shall, at all times, comply with any and all such COVID Government Orders. Any driver (a) exposed to the novel COVID-19 pathogen; (b) experiencing cold, flu, or COVID-19 symptoms; or (c) waiting for COVID-19 test results shall self-quarantine for the period of time required by any applicable COVID Government Order. The contractor shall immediately replace any such quarantined driver with another qualified driver at no additional expense to the Town.

7.00 SAFETY

- 7.01 In the case of a breakdown, after attending to the welfare and safety of the students, the driver shall contact the Contractor’s base of operations (dispatcher) for assistance via two-way communication. The dispatcher will immediately notify the Director of Transportation.
- 7.02 Drivers will not leave their vehicles unattended while children are in it. In an emergency, the driver’s first concern must be for the safety of the students.
- 7.03 The Contractor shall make a detailed written report to the Director of Transportation within twenty-four (24) hours of any accident involving vehicles under this contract. In addition to the written notice, a verbal report of any accident and its details is to be made to the Director of Transportation **IMMEDIATELY** after attending to the welfare and safety of students, for any accident with students on the bus, about to enter the bus, or just having left the bus.
- 7.04 The Contractor shall properly heat, ventilate and keep all vehicles thoroughly clean. All laws of the Commonwealth of Massachusetts relating to bond, insurance and inspection by the Department of Public Utilities (DPU) and the Registry of Motor Vehicles, if they pertain to this contract, shall be rigidly followed.
- 7.05 The Contractor and all drivers will uniformly require children to pass in front of the bus after exiting, and cross the road to the opposite side, taking due caution with the traffic. The driver will keep the bus standing with the door open so that the flashing LED lights and “stop arm” will continue to operate until the child has reached the other side of the road safely. The driver shall caution the child of any approaching traffic from either direction. Any exceptions to the foregoing must be individually sought and approved in writing; such situations will be worked out with the Director of Transportation. All drivers and the dispatcher are to bring any hazardous situations possibly needing special attention to the attention of the Director of Transportation.
- 7.06 All vehicles and operators shall be readily available when weather emergencies, or other conditions, warrant immediate transportation needs. It is understood that thirty (30) minutes notice is a reasonable time in which to start emergency transportation from school in relatively good weather, and that this shall increase to a one-hour limit for inclement weather.
- 7.07 No person operating a school bus shall operate a vehicle at a rate of speed exceeding posted limits. The speed and method of operation of school vehicles shall always be such as to ensure a high degree of safety for the students, and shall be in compliance with all State and Local laws.
- 7.08 The Contractor agrees to make available, at the Contractors expense, a bus to be brought to each school for use in bus evacuation drills as required by M.G.L. c. 90, §7B.

8.00 INSURANCE

8.01 At all times during the term of this contract, the Contractor shall keep in force insurance coverage as follows, with the Town named as an additional insured:

| <u>General Liability</u> | <u>Minimum Insurance Limits</u> |
|---------------------------------|---------------------------------|
| Bodily Injury & Property Damage | \$1,000,000 |
| Aggregate | \$3,000,000 |

| <u>Automobile Liability</u> | <u>Minimum Insurance Limits</u> |
|-----------------------------|---------------------------------|
| Automobile | \$1,000,000 |

| <u>Umbrella Liability</u> | <u>Minimum Insurance Limits</u> |
|---------------------------|---------------------------------|
| Umbrella | \$5,000,000 |
| Aggregate | \$5,000,000 |

Workers' Compensation Insurance
Coverage for all employees in accordance with Massachusetts General Laws

| <u>Professional Liability</u> | <u>Minimum Insurance Limits</u> |
|-------------------------------|---------------------------------|
| Errors & Omissions | \$2,000,000 |
| Aggregate | \$2,000,000 |

Coverage for Abuse & Molestation is included under Auto and General Liability policies. Such coverage must be in accordance with Massachusetts General Laws relating to school transportation.

8.02 The Contractor shall indemnify, defend and hold the Town of Wellesley harmless for any and all claims, loss, cost, expense, or damage of any kind resulting or arising from this contract by the Contractor, his agents, or employees.

8.03 The Contractor shall provide a certificate of insurance to the Director of Transportation prior to the start of the contract year and on each policy renewal date.

9.00 BILLING AND PAYMENT

9.01 Once monthly, the Contractor shall submit invoices to the Town. Invoices shall itemize and document all charges. Payment shall be due within thirty (30) days after the Town receives a proper invoice. In no event shall the Town be liable for interest, penalties, expenses or attorney's fees. No payment hereunder shall constitute or be construed as a final acceptance or approval of that part of the Services to which such payment relates or relieve the Contractor of any of its obligations hereunder with respect hereto.

9.02 Deductions will be made from each monthly payment for services not rendered. Deductions for tardy, missed or otherwise deficient transportation. (Reference Sections 2.14, 5.08, 10.01 and others) may be handled differently.

10.00 REMEDY AND LAW

- 10.01 In the event the Contractor is unable to furnish transportation temporarily, the Transportation Department is authorized to hire a vehicle or vehicles for such time is necessary, and the Contractor shall pay the cost of this emergency service. Nothing herein shall be construed to eliminate or diminish the obligation of the bonding company if any.
- 10.02 If Contractor fails to perform services or performs service in a manner which is not pursuant to the terms and conditions of this contract, Wellesley Pubic Schools may make any reasonable purchase or contract to purchase services in substitution for service due from the Contractor and may deduct the cost of any substitute contract or damages sustained by Wellesley Public Schools due to non-performance or non-conformance of services, together with incidental and consequential damages, from sums due or to become due.
- 10.03 If the damages sustained by Wellesley Public Schools, as determined by the Assistant Superintendent for Finance and Operations, exceed sums due or to become due, the Contractor shall pay the difference to the Wellesley Public Schools upon demand.
- 10.04 The Contractor shall not be liable for any damages sustained by the Wellesley Public Schools due to the Contractor's failure to perform services under the terms of this contract if such nonoccurrence of which was a basic assumption under which this contract was made, including, but not necessarily limited to a state of war, act of enemies, embargoes, appropriations or confiscation of facilities used by the Contractor, and by compliance with any Federal, State, or Municipal government regulation or order other than (a) those relating to the Contractor's vehicles; or (b) COVID Government Orders, provided that the Contractor has notified the Superintendent in writing of such cause within ten (10) days of its occurrence; it being understood, however, that the compensation paid the Contractor hereunder shall be reduced for services not rendered based upon 100% of the then current payments being made to the Contractor. For avoidance of doubt, in the event that any COVID Government Order requires Contractor's services to suspend for a period of time, the Town shall not be required to pay for those services that were not performed.

11.00 CONTRACT TERMINATION

- 11.01 This contract may be unilaterally terminated by the Wellesley Public Schools at any time for:
- A. The Contractor's violation of the contract. Wellesley Public Schools shall provide seven (7) days written notice of intent to terminate; and in so doing, the Wellesley Public Schools will not waive any rights or remedies which it may have against the Contractor.
 - B. The Contractor's involvement in financial difficulties as evidenced by an assignment for the benefit of creditors, or the receivership of assets not dissolved within sixty (60) days or the voluntary filing of bankruptcy petition or of any other proceedings relating to the relief of debtors, or the involuntary institution of any other proceedings for the relief of debtors where such petition, or proceedings is not dismissed within sixty (60) days.
 - C. For the convenience of the Wellesley Public Schools, with thirty (30) days written notice to the Contractor.

12.00 SEVERABILITY

- 12.01 This contract is made subject to all laws of the Commonwealth of Massachusetts. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of said clause and the rest of the agreement shall remain in force.

13.00 METCO TRANSPORTATION AND ADDITIONAL METCO SERVICES

- 13.01 The Wellesley METCO Director will hire bus monitors at their discretion and will be responsible for directing and supervising the bus monitors. The monitors will be responsible for maintaining order and enforcing safety rules. The monitors will be responsible for reporting discipline concerns and/or actions taken (§6.13) to Wellesley Public Schools. All monitors will be picked up at the first stop of their assigned route in the morning and dropped off at the last stop of their assigned route in the afternoon, on a daily basis.
- 13.02 If the Boston resident student's parent/guardian is not at the bus stop for a particular student, the driver may transport the student to an alternate Boston location (TBD). Contractor will provide a quote for transportation to the alternate Boston location. This quote shall be the amount due to the Contractor should METCO, Inc. establish a location in Boston that students may be transported to in the event of not having a parent/guardian at the regular bus stop. No student shall be transported to an alternate location unless the METCO Director authorizes such alternate location in advance. The monitor will ensure that the student has been placed with adult supervision. Additional time under this section would be billed to the Wellesley Public Schools at the rates quoted in §13.3.
- 13.03 Contractor may also bill for additional time for waiting for the parent/guardian to arrive at the stop.
- 13.04 Contractor will be required to provide after school late bus transportation to Boston. The METCO Director will schedule the runs with the Contractor. They will be billed to Wellesley Public Schools at the rate quoted on Pricing Sheet #1.

Please note: Although transportation may vary due to weather, traffic or other variables beyond the Contractor's control it has been our experience that the average time to service the METCO transportation is 6 hours a day. Wellesley Public School utilizes four (4) buses exclusively for the METCO AM/PM daily commute transportation.

See §2.10 for increase in service.

14.00 HUNNEWELL ELEMENTARY SCHOOL INTERNAL SWING SPACE ADDITIONAL BUSES

- 14.01 During the construction of Hunnewell Elementary School, up to six (6) additional buses are needed to assist in transporting students to alternate elementary schools (Hunnewell Elementary School Internal Swing Space). Construction is anticipated to last for the duration of the 2022-2023 school year through February of 2024. If construction is delayed, and the school is not ready to occupy in February 2024, the additional Hunnewell buses will be needed through to opening but no later than June 30, 2024.

- 14.02 Contractor will provide a quote for round trip transportation for students within Wellesley.
- 14.03 All requirements previously listed in this bid under sections 2.00 – 12.00 are applicable when bidding the additional Hunnewell Elementary School buses, with the exception of Section 2.15 which is replaced below.
- 14.04 The length of the school year is expected to be 180 days for the 2022-2023 school year. The length of need for 2023-2024 school year ending in February of 2024 is approximately 100 days. If construction is delayed, the extended option for the remainder of the 2023-2024 school year from March – June is up to approximately 80 days.

BID PROPOSAL CERTIFICATION

The undersigned, hereinafter called the bidder, having fully familiarized himself/herself with all of the bid documents, hereby agrees and declares:

1. That prices inserted cover all labor, materials, transportation, insurance and all other necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M.G.L. Ch. 62C, sec. 49A, the bidder hereby certifies that the bidder has filed all State tax returns and paid all State taxes required under law.
3. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The following items must be completed by the Bidder:

Title of Bid Proposal: _____

Our Company is: a corporation _____ a partnership _____ individually owned _____

Company Name: _____

Social Security or Federal I.D. # _____

Company Address: _____

Telephone Number: _____

By Company Official: _____
(print or type name and title)

(signature)

CERTIFICATE OF CORPORATE VOTE

At a duly authorized meeting of the Board of Directors of _____ (name of corporation) held on * _____ (date) at which all the Directors were present or waived notice, it was voted that _____ (name), _____ (office) of this corporation, be it he or she, hereby is authorized to execute proposal documents, contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any proposal document or contract or obligation in this corporation's name on its behalf under seal of the corporation, shall be valid and binding upon this corporation.

ATTEST: _____
(clerk or secretary)

Place of Business: _____

I certify that I am the clerk/secretary of the _____ and that _____ is the duly elected _____ and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: _____
(clerk or secretary)

Date:** _____

* This date must be on or before the date of the Contract.
** This date must be on or before the date of the Contract.

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.

*(Individual or Corporate Name) Signature of person submitting bid or proposal

Name of business

**Social Security Number or Federal Identification Number

Date

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant, and separate forms completed by each subcontractor.

**Your Social Security Number and Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. c. 62C, § 49A.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the 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.

Signature of individual submitting bid or proposal

Name of Business

Date

PRICING SHEET #1 SCHOOL TRANSPORTATION

| | YEAR ONE | YEAR TWO | YEAR THREE | YEAR FOUR | YEAR FIVE |
|--|----------|----------|------------|-----------|-----------|
| 1. Regular AM & PM Transportation | | | | | |
| A. Boston buses, price per bus per day: 6-hours per bus per day in aggregate | | | | | |
| B. Wellesley in-town buses, price per bus per day: 4-hours per bus per day in aggregate | | | | | |
| C. Wellesley in-town buses, price per bus per day (AM or PM): 2-hours per bus per day in aggregate | | | | | |
| 2. Other Transportation | | | | | |
| A. After school late bus to Boston, flat rate | | | | | |
| 3. Athletic/Activity and Field Trips (see Note 1.) | | | | | |
| A. In-town, flat rate: 2-hour minimum | | | | | |
| B. Out-of-town, hourly rate: 3-hour minimum | | | | | |
| 4. METCO – Flat Rate Additional Services | | | | | |
| A. Boston – alternate Boston location | | | | | |
| B. Boston additional wait time for parent/guardian arrival (billed in 15 minute increments) | | | | | |

NOTES:

- In town trips should be priced at a flat rate, with a 2-hour minimum. Pricing for out of town trips should be bid as an hourly rate. The Contractor is guaranteed a minimum of three hours’ times the hourly bid rate for out-of-town.

DEFINITIONS:

Regular AM Transportation: Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation: Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 PM for each day that school is in session.

After School Transportation: Transportation from the school to Boston for Wellesley’s Boston students for scheduled departure time of 4 pm or later.

Athletic/Activity Trips: Round trip transportation to and from school for athletic/activity teams.

PRICING SHEET #2 HUNNEWELL SCHOOL

Cost for up to six (6) additional buses to serve Hunnewell Elementary community during the 2022-2023 school year through February of the 2023-2024 school year. If construction is delayed, buses will be needed through opening but no later than June 30, 2024.

| | 2022-2023 SY | 2023-2024 SY |
|---|--------------|--------------|
| 1. Regular AM & PM Transportation | | |
| A. Hunnewell Elementary School Internal Swing Space, price per bus per day: 4-hours per bus per day in aggregate | | |

DEFINITIONS:

Regular AM Transportation: Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation: Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 PM for each day that school is in session.

PRICING SHEET ALTERNATE #1, OPTIONAL, ELECTRIC SCHOOL BUS (EV)

| | YEAR ONE | YEAR TWO | YEAR THREE | YEAR FOUR | YEAR FIVE |
|--|----------|----------|------------|-----------|-----------|
| 1. Regular AM & PM Transportation | | | | | |
| A. Boston buses, price per bus per day: 6-hours per bus per day in aggregate | | | | | |
| B. Wellesley in-town buses, price per bus per day: 4-hours per bus per day in aggregate | | | | | |
| C. Wellesley in-town buses, price per bus per day (AM or PM): 2-hours per bus per day in aggregate | | | | | |
| 2. Other Transportation | | | | | |
| A. After school late bus to Boston, flat rate | | | | | |
| 3. Athletic/Activity and Field Trips (see Note 1.) | | | | | |
| A. In-town, flat rate: 2-hour minimum | | | | | |
| B. Out-of-town, hourly rate: 3-hour minimum | | | | | |
| 4. METCO – Flat Rate Additional Services | | | | | |
| A. Boston – alternate Boston location | | | | | |
| B. Boston additional wait time for parent/guardian arrival (billed in 15 minute increments) | | | | | |

NOTES:

- In town trips should be priced at a flat rate, with a 2-hour minimum. Pricing for out of town trips should be bid as an hourly rate. The Contractor is guaranteed a minimum of three hours’ times the hourly bid rate for out-of-town.

DEFINITIONS:

Regular AM Transportation: Transportation to school for arrival at the established school start time for each day that school is in session.

Regular PM Transportation: Transportation from school for any departure scheduled between the established school dismissal time up to and including 4 PM for each day that school is in session.

After School Transportation: Transportation from the school to Boston for Wellesley’s Boston students for scheduled departure time of 4 pm or later.

Athletic/Activity Trips: Round trip transportation to and from school for athletic/activity teams.

Field Trips: Transportation scheduled for a specific purpose and/or activity involving Wellesley Public School students. Most are round trips; at times only one-way transportation will be required. Scheduling may include evenings and weekends.

BID PROPOSAL FORM # 1
EQUIPMENT TO BE USED (must be FRONT-END ENGINES)

| Manufacturer | Year | Capacity | Holding* |
|--------------|------|----------|----------|
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*Holding - Indicate whether buses are currently owned, to be purchased, currently leased or to be leased.

Company: _____

Signature and Title of Company Official: _____

**BID PROPOSAL FORM #2
LIST OF REFERENCES FOR LAST TEN YEARS**

| Name of School | Address (City, State) | # of Buses | Primary Contact(s) | Phone Number |
|----------------|-----------------------|------------|--------------------|--------------|
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Company: _____

Signature and Title of Company Official: _____

CHECKLIST FOR BIDDERS (references Section in Invitation for Bid)

All forms provided in the bid packet must be used and cannot be revised or substituted for another document. If more than one copy is needed, it is ok to copy a bid packet form.

1. Submit one (1) original copy for each of the following. All forms must be completed. (§1.07)
 - a. Bid Proposal Certification
 - b. Certificate of Corporate Vote
 - c. Tax Compliance Certification
 - d. Certificate of Non-Collusion
2. Submit one (1) original copy for each of the following, if applicable.
 - a. Pricing Sheet #1 School Transportation with completed Calculation Sheet
 - b. Pricing Sheet #2 Hunnewell School with completed Calculation Sheet
 - c. Pricing Sheet Alternate #1 Electronic School Bus with completed Calculation Sheet, Optional
3. Submit Bid Proposal Form #1: Equipment To Be Used.
4. Submit Bid Proposal Form #2: List of References for Last Ten Years. Include documentation indicating transportation services provided under a single contract for all district students, regardless of residence. Include letters of reference serviced by the bidder. (§1.08)
5. Submit evidence that a contract of equal or greater size is currently serviced. (§1.11)
6. Submit dated copy of Substance Abuse Policy. (§6.08)

ANY BID THAT IS SUBMITTED WITHOUT THE ABOVE REQUIRED INFORMATION WILL BE CONSIDERED NON-RESPONSIVE. NUMBER 2C IS OPTIONAL BUT EVERYTHING ELSE IS REQUIRED.

CALCULATION SHEET: FOR PRICING SHEET #1 SCHOOL TRANSPORTATION WILL BE DETERMINED AS FOLLOWS FOR LOW BID AND MUST BE CALCULATED BY THE RESPONDENT:

PART I: REGULAR AM AND PM TRANSPORTATION

1. ADD: From Pricing Sheet #1, Section 1. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
2. MULTIPLY: The above sum by 180 school days.
3. MULTIPLY: The result of step 2 by 4 buses per day.
4. ADD: From Pricing Sheet #1, Section 1. B. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
5. MULTIPLY: The result of step 4 by 180 school days.
6. MULTIPLY: The result of step 5 by 10 buses per day.
7. ADD: From Pricing Sheet #1, Section 1. C. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
8. MULTIPLY: The above sum by 180 school days.
9. MULTIPLY: The result of step 8 by 4 buses per day.
10. ADD: The result of step 3 to the result from step 6 plus the result of Step 9.

Total Projected Cost for Regular AM and PM Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

PART II: FOR OTHER TRANSPORTATION

11. ADD: From Pricing Sheet #1 Section 2. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
12. MULTIPLY: The result of step 11 by 228 runs.

Total Projected Cost for After School Boston Resident Student Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

PART III: FOR ATHLETIC/ACTIVITY AND FIELD TRIP TRANSPORTATION

- 13. ADD: From Pricing Sheet #1 Section 3. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.

- 14. MULTIPLY: The result of step 13 by 20.

- 15. ADD: From Pricing Sheet #1 Section 3. B. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.

- 16. MULTIPLY: The result of step 15 by 3 and then MULTIPLY that result by 400.

- 17. ADD: The results of steps 14 and 16.

Total Projected Cost for In and Out of Town Athletics/Activity and Field Trip Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

Part IV: OVERALL COST

- 18. ADD THE TOTAL PROJECTED COST FOR REGULAR AM AND PM TRANSPORTION (Step 10) TO THE TOTAL COST FOR AFTER SCHOOL BOSTON RESIDENT STUDENT TRANSPORTATION (Step 12) TO THE TOTAL COST OF IN AND OUT OF TOWN ATHLETIC/ACTIVITY AND FIELD TRIP TRANSPORTATION (Step 17).

THE RESULT IS THE TOTAL PROJECTED COST OF THE CONTRACT FOR BID PROPOSAL PRICING SHEET #1 (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

CALCULATION SHEET: FOR PRICING SHEET #2 HUNNEWELL SCHOOL WILL BE DETERMINED AS FOLLOWS FOR LOW BID AND MUST BE CALCULATED BY THE RESPONDENT:

PART I: HUNNEWELL ELEMENTARY SCHOOL INTERNAL SWING SPACE

1. ADD: From Pricing Sheet #2 Section 1. the price per bus per day for the 2022-2023 SY + the price per bus per day for the 2023-2024 SY.

2. MULTIPLY: The above sum by 180 school days.

3. MULTIPLY: The result of step 2 by 6 buses per day.

THE RESULT IS THE MAXIMUM PROJECTED COST OF THE CONTRACT FOR BID PROPOSAL PRICING SHEET #2 (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

CALCULATION SHEET: FOR PRICING SHEET ALTERNATE #1 ELECTRONIC SCHOOL BUS (OPTIONAL) WILL BE DETERMINED AS FOLLOWS FOR LOW BID AND MUST BE CALCULATED BY THE RESPONDENT:

PART I: REGULAR AM AND PM TRANSPORTATION

1. ADD: From Pricing Sheet Alternate #1, Section 1. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
2. MULTIPLY: The above sum by 180 school days.
3. MULTIPLY: The result of step 2 by 4 buses per day.
4. ADD: From Pricing Sheet Alternate #1, Section 1. B. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
5. MULTIPLY: The result of step 4 by 180 school days.
6. MULTIPLY: The result of step 5 by 10 buses per day.
7. ADD: From Pricing Sheet Alternate #1, Section 1. C. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
8. MULTIPLY: The above sum by 180 school days.
9. MULTIPLY: The result of step 8 by 3 buses per day.
10. ADD: The result of step 3 to the result from step 6 plus the result of Step 9.

Total Projected Cost for Regular AM and PM Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

PART II: FOR OTHER TRANSPORTATION

11. ADD: From Pricing Sheet Alternate #1 Section 2. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.
12. MULTIPLY: The result of step 11 by 228 runs.

Total Projected Cost for After School Boston Resident Student Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

PART III: FOR ATHLETIC/ACTIVITY AND FIELD TRIP TRANSPORTATION

- 13. ADD: From Pricing Sheet Alternate #1 Section 3. A. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.

- 14. MULTIPLY: The result of step 13 by 20.

- 15. ADD: From Pricing Sheet Alternate #1 Section 3. B. the price per bus for year one + the price per bus for year two + the price per bus for year three + the price per bus for year four + the price per bus for year five.

- 16. MULTIPLY: The result of step 15 by 4 and then MULTIPLY that result by 400.

- 17. ADD: The results of steps 14 and 16.

Total Projected Cost for In and Out of Town Athletics/Activity and Field Trip Transportation (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |

Part IV: OVERALL COST

- 18. ADD THE TOTAL PROJECTED COST FOR REGULAR AM AND PM TRANSPORTION (Step 10) TO THE TOTAL COST FOR AFTER SCHOOL BOSTON RESIDENT STUDENT TRANSPORTATION (Step 12) TO THE TOTAL COST OF IN AND OUT OF TOWN ATHLETIC/ACTIVITY AND FIELD TRIP TRANSPORTATION (Step 17).

THE RESULT IS THE TOTAL PROJECTED COST OF THE CONTRACT FOR BID PROPOSAL PRICING SHEET ALTERNATE #1 (in words and figures):

| |
|--------------|
| (Words) |
| (Figures) \$ |