

Hinsdale School District
49 School Street
Hinsdale, NH 03451

REQUEST FOR PROPOSALS FOR STUDENT TRANSPORTATION SERVICES

Sealed proposals must be submitted not later than **May 5, 2017 at 12:00PM.**

Proposals will be publicly opened at the office at SAU #92, Hinsdale School District, 49 School Street, Hinsdale, NH. The contents of all bids will be open to inspection by interested parties, either at the time of bid opening or by appointment thereafter.

Hinsdale School District
Student Transportation Bid Request

The Hinsdale School District (HSD) invites qualified parties to submit sealed proposals for Student Transportation for a term of three years beginning July 1, 2017 and ending June 30, 2020.

The Hinsdale School District is a pre-K – Grade 12 public school system serving approximately 550 students enrolled in one elementary school and one middle/high school. The schools are located along Rte. 119 in the town of Hinsdale on one combined campus. Additionally, The HSD provides transportation for approximately 7 students in out of district placement.

Proposals are requested for the **entire transportation package** and/or a **partial transportation package**. The **entire transportation package** would include: transportation to and from the Hinsdale Schools, late bus for after school program students, special student transportation both in and out-of-District, transportation for class field trips (both in and out of district), clubs and sports teams as well as Extended School Year (summer) students. A **partial transportation package** could include: any portion of the entire transportation package separated from the whole.

PROPOSAL REQUIREMENTS

Each proposal shall include the following components:

1. Cover letter
2. Brief description of the company
3. Experience statement identifying similar work
4. Price Proposal Form
5. Fleet Listing
6. Non-Collusive Bidding Certification
7. General Bidder Certifications and Disclosures
8. Acknowledgment by Proposer

Two (2) copies of the proposal must be submitted. Proposers are encouraged to provide any additional information about their services, firm, customer service program, management structure, and capabilities as may assist the District in its review. **Proposers shall identify any components of the Specifications which Proposer is not prepared to meet or which Proposer seeks to put forth an alternative.**

PROPOSAL CONTENTS AND EVALUATION CRITERIA

All elements of the Proposal shall be reviewed and considered including, but not limited to, costs, fleet, driver training, demonstrated ability to provide required services, references, and such other features as solely determined by HSD. HSD reserves the right to interview Proposer(s) to discuss their submission.

Upon completion of the review and any interviews, HSD will enter into negotiations with one or more proposer(s). If an agreement cannot be reached, HSD may proceed to another firm. HSD may hire one contractor for all identified services or HSD may award separate contracts for separate services if it is deemed to be in the best interest of HSD.

The written contract shall be in a form acceptable to HSD, including all the conditions and specifications of the Request for Proposal as well as any additional documents that may be issued by HSD, or any documents that may be developed in conjunction with the Proposer.

RESERVATION OF RIGHTS

The Hinsdale School District reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of HSD and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

ADDITIONAL INFORMATION

Questions should be directed in writing to Tom OConnor, Business Manager, Hinsdale School District SAU#92, 49 School Street, PO Box 27, Hinsdale, NH 03451-0027.

OPERATING REQUIREMENTS

Carrier Requirements

1. Transportation of students means the driving schedule on in-coming trips for any and all buses/vans between the first student pick up at home, through the last student drop off at school regardless of the number of trips, location of routes, number of stops, or mileage; and the driving schedule on homeward trips for any and all buses between the departure from the school through the time of the last student drop off at home, regardless of the number of trips, location of routes, number of stops, or mileage.
2. HSD is scheduled to operate schools one hundred eighty (180) days per year. HSD also operates limited summer routes. HSD reserves the right to cancel scheduled school days or open school on a delayed basis with minimal notice because of weather or other emergencies. In the event that HSD adopts a different school year from the present 180-day schedule, the contract will follow the daily rate per bus established for that year of the contract. The contract may be amended by the mutual consent of the parties hereto, but no amendment shall be valid unless made in writing and signed by the parties.
3. In the event of early dismissal of students, Carrier will provide the normal bus/van service for such early dismissal; provided, however, that HSD furnishes Carrier with reasonable notification as to any such early dismissal.
4. All buses and drivers must be available on one (1) hour's notice for early closing of one or more schools due to an emergency, and on one (1) day's notice for early closing of school for other activities.
5. The Carrier shall maintain a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers. While the terminal is not required to be located within the Hinsdale School District, the Carrier must be able to demonstrate that the location of the terminal shall not jeopardize the timely delivery of services, or the ability of the Carrier to respond quickly to emergencies requiring the immediate dispatch of buses/vans to school(s) because of early closing due to an emergency.
6. The Carrier agrees that a manager or individual with responsibility to make decisions shall be personally available within the HSD at all times when school is in session. Arrangements may be made with this person in the event of special transportation needs or unforeseen circumstances.
7. The Carrier agrees to conduct safety drills in accordance with the laws of the State of New Hampshire.
8. The Carrier shall provide quality training in school bus driving and safety for each of its drivers in accordance with state regulations. The Carrier must maintain current, accurate records documenting the training of each driver. Said

records shall be available for inspection upon request by the HSD.

9. The HSD reserves the right to require (in writing) the Carrier to remove any bus driver for cause. The HSD agrees to consult with the Carrier prior to prohibiting a driver from providing services under contract, and will document that decision to the Carrier in writing.

10. The Carrier shall at all times have available an adequate number of qualified drivers and substitute drivers to fulfill its obligations under this proposal.

11. The hourly rate for field trips included in the proposal shall be quoted and invoiced from the period of time a bus leaves the terminal until that bus returns to the terminal. HSD shall pay the Carrier at rates, which shall be in addition to the payments made for regular student transportation to and from school.

12. The Carrier agrees to provide all Transaction Logs and other information for Special Education transportation on a weekly basis to HSD for the purposes of Medicaid Billing.

13. HSD reserves the right to contract out transportation services to other carriers in specific instances when there may be unique circumstances in providing transportation for special education students, when a lack of available buses or drivers limits the ability of the Carrier to meet HSD daily requirements or requests. This also pertains to field trips/athletic events, or when a coach bus is requested for a specific trip.

14. HSD may require a Performance Bond from an insurance company or a written guarantee from a bank in the form of a letter of credit securing the obligation of the Carrier in the amount of 100% of the annual contract amount. All proposals must have an evidence form from an Insurance or Surety Company, licensed to do business in New Hampshire submitted assuring that the company can supply the proposer with a performance bond in the amount required herein if the proposal is successful. The cost of this bonding will be borne by the Carrier.

Vehicle (Bus) Requirements

1. HSD anticipates requiring the following fleet of buses:

2. The Carrier shall provide a minimum of **3** full size buses, **1** microbus, and a sufficient number of passenger van buses for special student transportation needs. The Carrier agrees to provide additional buses, as per specifications, with available drivers for use in the event of any mechanical breakdown of regular buses, and agrees to so locate said additional buses at any point of breakdown within the HSD within 30 minutes of such breakdown. The Carrier shall provide **1** late buses from the regular fleet for the transportation of students at such after school times as HSD shall designate. The Carrier shall utilize from the above identified spare buses **1 or 2** buses for field trips generally (but not

always) scheduled during school hours, and buses for athletic events generally (but not always) scheduled after school hours.

3. All vehicles provided by the Carrier shall comply in every respect with all state and federal laws, as well as local regulations and ordinances applicable and pertaining to the transportation of students in effect at the commencement of the contract period and promulgated during the life of the contract period.

4. During the contract period if any bus breaks down more than three times in a year causing schedule delays, that vehicle is to be removed from service for Hinsdale School District and replaced with a newer vehicle. Costs of any such replacement are to be fully borne by the contractor. Proposal documents require the 1st year (startup) fleet be described as accurately as possible. Final proposal award from HSD will result in an acceptance of the age of the fleet vehicles at contract start up. Deviations from the agreed upon vehicle fleet must be accepted by the Hinsdale School Board in writing.

5. Capacity of buses for daily student transportation on regular routes will be no less than **seventy-one (71)** passengers. An exception to the size of the bus may be made by mutual agreement, including the addition of wheelchair capacity to a bus generally sized for seventy-one (71) passengers, or the use of lesser capacity buses to serve remote areas.

6. The Carrier shall provide motor driven conveyances, which have been approved by the New Hampshire Motor Vehicle Commissioner as provided by Statute. All vehicles supplied by the Carrier shall be registered with the State of New Hampshire, and have permanent plates.

7. The Carrier shall provide HSD with the Carrier's number designation for all buses and substitute buses to be used in performance of duties pursuant to this Contract prior to the beginning of each school year. Each bus must operate on its designated route unless an emergency situation exists or HSD authorized a change in route. No route changes shall be made by the Carrier, or any of the Carrier's employees, **without prior approval of HSD**. All vehicles shall be owned and/or leased by the Carrier. The name of the owner/operator is to be clearly displayed on the outside of the vehicle. The Carrier shall maintain its vehicles in good running condition and adhere to the New Hampshire specifications of School Bus Transportation rules. All buses supplied by the Carrier in the performance of this agreement shall meet or exceed the standards established by the law governing New Hampshire school bus transportation.

8. All vehicles shall be equipped with two-way radio communication equipment having sufficient capacity for communication capable of communicating from the furthest student drop off/pick up and the Carrier's terminal.

9. All buses/vans will be equipped with boxes to house camera equipment. Carrier will provide self-activating cameras equipped with a Time and Date

stamp. Carrier will state procedures for review and archive of tapes.

10. All vehicles must be inspected daily. Daily inspection will include but not be limited to brakes, lights, tires, radiators, oil, gas, heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of such inspections shall be maintained by the Carrier, and made available to the HSD on demand.

11. Routine and preventive maintenance schedules are to be submitted with the proposal. Specify who provides the maintenance, what frequency are vehicles checkups performed, and what emergency road service is available. If either the routine, preventative or emergency maintenance is contracted list the name and address of the sub-contractor. Copies of the State Annual Inspection of all vehicles used in the provision of transportation services to the HSD shall be delivered to the District along with proof that any exceptions/deficiencies have been corrected.

12. Snow tires or all-weather treads and chains shall be required on all buses during the winter months (November-April). No retread tires shall be used on any bus at any time.

13. No bus shall transport students in excess of its rated capacity, as set forth by state and federal regulations.

14. When traveling on school grounds, buses shall follow the traffic patterns established by the HSD.

Driver Requirements

1. All bus drivers shall hold a commercial driver's license with a school bus endorsement, as required by state and federal regulations.

2. The Carrier shall maintain drug-screening protocols, and conduct criminal record and driving record checks on all drivers, and maintain employment records of these activities as required by state and federal regulations. The Carrier must submit a criminal record request with fingerprints on a drive prior to the driver beginning employment, but the Carrier may employ the driver on a provisional basis until the results of the criminal record check are received from the State of New Hampshire. Carrier will be solely responsible for the submission and cost of criminal and driving record checks. No individual who is identified with a felony record may be employed as a bus driver or monitor with the Carrier.

3. Bus drivers may not use any tobacco products while on a bus or while on HSD property.

4. Bus drivers shall submit certificates of physical examination as required by RSA 200:37

5. The Carrier shall be required to maintain and furnish the following

information on each driver to the HSD on request:

- a. Name of driver
 - b. Residence address
 - c. Telephone number
 - d. Certificate of physical examination
 - e. Record of previous driving experience
 - f. Date and number of current commercial driver's license/school bus certificate
 - g. Bus and route assignments
 - h. Evidence of satisfactory references
 - i. Proof of background check through appropriate law enforcement agencies as defined in RSA 189:13-a.
6. All bus drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with students and members of the public.
 7. All bus drivers will enforce reasonable rules of behavior as required by the HSD and the Carrier. Operators shall report in writing to the HSD, the names and offenses of students who fail to abide by the expected rules of behavior on the bus within 24 hours of the incident.
 8. No driver will allow students to leave the bus except at scheduled stops unless an authorized pass allowing them to do so, is presented.
 9. Drivers shall remain on the bus at all times when students are on board except as relieved by an authorized adult.
 10. A driver shall make certain that all students are seated and the aisle is clear before moving the bus from each bus stop.

SPECIFICATIONS

GENERAL CONDITIONS

1. **TERM OF CONTRACT:** The term of the Contract is three (3) years commencing on July 1, 2017 and concluding on June 30, 2020.
2. **NON-APPROPRIATION:** The contract shall include a non-appropriation clause which states, "in the event that sufficient funds are not appropriated for student and/or school transportation services during the ensuing fiscal year, the Hinsdale School District may terminate this agreement by written notice within thirty (30) days of adoption of the HSD budget for the fiscal year in question, and the agreement shall be terminated effectively immediately."
3. **PERFORMANCE BOND:** A performance bond in the total amount of the annual contract will be required. The superintendent may waive this requirement.
4. **CHARGES:** HSD agrees to pay to the designated Carrier an annual sum for the transportation of students as herein proposed. The carrier shall be paid in ten (10) equal installments starting in September and finishing in June; any fuel

adjustment is to be billed/paid quarterly.

5. **MONITORS:** The Proposer shall submit a rate per hour for monitors with the length of day as determined by the District.

6. FIELD/ATHLETIC TRIPS AND OUT OF DISTRICT TRANSPORTATION:

Field/Athletic Trips and Out of District Transportation shall be provided at the Hourly Rate. Trip times shall be based on the scheduled time of departure from the HSD to the time of return to the designated drop-off location in the HSD. HSD and the Carrier will develop a trip log sheet and/or process that are acceptable to the HSD.

7. **FUEL ESCALATION CLAUSE:** Please provide a fuel fluctuation price for year 1. This amount will be subject to negotiation for succeeding contract years. For example, if the cost per gallon of fuel exceeds \$X.XX (net of taxes), the HSD shall be responsible for the cost that exceeds the \$X.XX threshold. Conversely, if the cost of fuel is less than \$X.XX per gallon, the Carrier shall provide the HSD a credit for the amount of fuel acquired at less than the \$X.XX price threshold. The amount of fuel shall be limited to that used in direct performance of this Contract based upon the following:

HSD is exempt from taxes and the cost of fuel shall reflect the price as if purchased directly by the HSD. In order to ensure that the HSD controls its cost of fuel, the HSD shall not reimburse the Contractor for any fuel costs if the price per gallon exceeds the rate that could be purchased directly by the HSD.

8. ROUTE JURISDICTION:

A. All routes, as well as opening and closing times, shall be approved by the Superintendent of Schools or his/her designee. All routes shall be developed by the Contractor and furnished to the HSD in sufficient time (no later than two weeks prior to the start of school) to allow the HSD to review and/or modify the routes. Route development shall be focused on meeting the operating needs and policies of the HSD at the lowest possible cost.

B. All students shall arrive at their drop-off point no later than 60 minutes after dismissal from school with the exception of out-of-district transportation.

C. After the start of school, the HSD has the right to add in-district students to existing route structures without additional cost, providing the total number of students is within the parameters of this Contract and the requested change or addition can be handled within the capacity of the existing system and the assigned vehicle(s). Any necessary route changes that require additional cost for the system shall be discussed with and approved by the HSD prior to implementation. The Carrier shall be allowed three working days following the mutually agreed upon request to implement the requested change. When a route change is requested because extreme conditions exist which affect the welfare of a student or his/her family, the Contractor shall make an effort to

accommodate the HSD-approved change in less than three days.

D. HSD is responsible for providing a copy of the school calendar for each school location assigned to the Carrier. HSD shall provide a complete list of students with correct addresses and their scheduled destination locations prior to the start of school.

E. HSD reserves the right to assign HSD staff members to buses to assist students with special needs. The Carrier is required to cooperate with the HSD to assist in transporting these support staff employees.

9. COMPLIANCE WITH STATUTES, RULES AND REGULATIONS

The Carrier shall comply with all provisions of State and Federal laws and local school bus policies regarding school transportation motor vehicles, with all requirements issued in writing by the Commissioner of Motor Vehicles of the State of New Hampshire, and with all requirements of the State Board of Education affecting the transportation of school children, including any enacted or coming into effect during the term of this Contract.

In the event that the HSD or any governmental agency imposes additional equipment requirements other than those set forth herein, or in place at the time of this proposal, on Carrier's vehicles during the term of this contract which are specific requirements for operation of the vehicles, the parties shall negotiate in good faith concerning price increases applicable to such equipment installation.

10. RESPONSIBILITY FOR STUDENTS

A. The Carrier shall be fully responsible for the safety, welfare, conduct and control of students entering the bus, while on the bus, exiting the bus and during the period of transportation. Students shall be considered under the jurisdiction of the HSD from the time they board a bus until the time they exit the bus.

B. The Carrier has the right to request the suspension of services to students of the HSD when it deems that a dangerous situation exists which may cause an accident or injury if transportation is continued. In such cases the Carrier shall work with the HSD's representative and any other appropriate enforcement agency to resolve existing issues as quickly as possible. The Carrier shall enforce the reasonable rules and regulations of the HSD as they pertain to student transportation and shall abide by the provisions of NH RSA 189:9-a. In all cases the final decision relative to the provision of services rests with the HSD.

C. The Carrier shall keep accurate records of passenger incidents. All incidents of a serious nature shall be recorded in writing on an incident report. The incident shall be reported to the Carrier's Operations Office as soon as possible and the incident report completed no later than the next business day. The Operations Office shall review the completed form and forward a copy of the incident report to the SAU#92 Central Office and the Principal of the school

which the student attends. The Carrier shall work with the HSD, school personnel, family, and any other appropriate party to assure that interruption of service is a last resort.

D. The Carrier shall not overload any vehicle. Vehicles shall be modified with appropriate adaptive equipment to transport HSD students with disabilities. Any adaptive equipment other than standard equipment on the vehicle is the responsibility of the parent or HSD and must meet all Federal and State safety standards. Any equipment installed by the Carrier must meet all State and/or Federal regulations.

11. INSURANCE – LIABILITY AND PROPERTY DAMAGE

A. The Carrier shall, at its sole expense, purchase and provide Comprehensive General Liability, automobile liability and excess or umbrella policies to protect it and the HSD from any and all claims, demands, actions and causes of actions, damages, costs, loss of service, expenses and compensation, including, but not limited to, any and all claims of personal injury, death and property damage, which may, in any way, arise from or out of the acts or omissions or operations of the Carrier pursuant to the terms of this Contract, whether such acts or omissions or operations be performed by the Carrier itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this Contract.

B. The Carrier agrees that the HSD and all officials, employees, volunteers and agents shall be named as an “additional insured” in any and all such insurance policies required by virtue of this Contract, and the HSD shall be entitled to written notice a minimum of thirty (30) days prior to the cancellation of any such policy.

C. To the fullest extent permitted by law, the Carrier shall protect, indemnify, save, defend and hold harmless the HSD, including its officers, officials, employees, volunteers and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the HSD and/or its officers, officials, employees, volunteers and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or in part by any negligent or wrongful act or omission of the Carrier and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.

D. Certificates of any and all insurance shall be filed with the HSD prior to the start of each school year and the adequacy of such insurance shall be subject to approval by the HSD. Any and all such insurance shall have as a minimum liability coverage as follows:

GENERAL LIABILITY

Each occurrence: \$1,000,000

Medical Expenses (any one person): \$5,000

Personal and Advertising Injury: \$1,000,000

Products – Completed Operations Aggregate: \$1,000,000

Sexual misconduct and molestation: \$1,000,000 If endorsed on the General Liability, this coverage must be clearly not excluded on the policy. Such policy will name the District as an additional insured and a certificate of such insurance must be received by the Business Manager annually, or as otherwise appropriate, to verify the continuation of the specified insurance, without any lapse of coverage or uninsured period.

AUTOMOBILE LIABILITY

Combined Single Limit: \$1,000,000 per person / \$5,000,000 per accident

WORKERS' COMPENSATION

WC Statutory Limits

12. SCHOOL BUS DRIVERS AND MONITORS

- A.** The Carrier shall, at all times, have available a sufficient number of qualified drivers and substitute drivers to fulfill its obligation under this Contract. No bus driver shall transport students until he/she has completed the State required driver-training course conducted by the Carrier. No bus driver shall be considered the employee of the HSD and the Carrier alone shall be responsible for the acts, omissions, conduct and control of any and all personnel in its employ. All bus drivers must be licensed by the State of New Hampshire to operate school buses in accordance with RSA263:29 and have successfully completed the Criminal Records Check in accordance with RSA 189:13a. The Carrier agrees to annually furnish the HSD with a complete list of all persons engaged in the operation of school buses, including substitute drivers. Additionally, the Carrier shall notify the District within 24 hours of any additions, deletions or changes to the driver assignment list.
- B.** The Carrier shall, at its sole cost, conduct physical examinations of all drivers in compliance with New Hampshire Statutes Chapter SAF-C 1300, School Bus Transportation, Section 1304.02 and Physical Examination.
- C.** The Carrier shall, at its sole cost, ensure that school bus driver candidates receive training in compliance with New Hampshire Statutes Chapter SAF-C 1300, School Bus Transportation, Section 1305.2, Pre-Service Instruction, sub-section (c) and that candidates are certified as satisfactorily completing the pre-service instruction program, in accordance with sub-section (d).
- D.** During the course of their employment, regular ongoing training shall be provided to drivers and monitors with regards to behavior management (bullying),

passenger assistance techniques, First Aid and CPR, emergency procedures and other training programs. The HSD reserves the right to offer specialized training as solely determined by the HSD.

Bus drivers shall be neat in appearance, courteous to parents and children, and cooperative with teachers and school officials. No alcoholic beverages or intoxicants may be brought to or consumed upon the HSD premises or buses utilized pursuant to the Contract by any employee of the Carrier, nor shall any employee be under the influence of or impaired by any alcoholic beverages, intoxicants, or prescription drugs. Additionally, smoking is prohibited on the buses, or on school property by the Carrier's employees prior to or during the provision of services to the HSD students. The Carrier is required to fully inform its employees of this provision. No alcoholic beverage or intoxicant shall be allowed at bus terminals. The HSD has a "drug free zone" policy on school policy.

The Carrier agrees that the HSD or its Superintendent of Schools shall have the right to direct the Carrier to remove from school bus operations any person who in his/her reasonable opinion shall detract from the safe and efficient operation of school buses and/or the students' safety thereon under the Contract, pending an investigation by the Carrier and the HSD into the conduct or actions alleged to cause such detraction. Upon a conclusion by the Carrier and HSD that such allegations are true and that the safe and efficient operation of school buses or the safety of students is impaired, the carrier shall permanently reassign such person or take other action, as it deems necessary. In the event the Carrier and HSD are unable to agree as to whether the allegations are true or whether the safe and efficient operation of school buses or safety of students is impaired, and the Carrier desires to return the person to school bus operations, the carrier and HSD shall meet, confer, and seek to reach an agreement as to an assignment that shall not detract from the safe and efficient operation of school buses or the safety of students. However, if the Carrier and HSD are unable to promptly agree, the HSD may require the removal of the driver and the Carrier shall immediately comply with the HSD decision.

The Carrier shall inquire of applicants or place a question on its job application concerning whether an applicant has ever been employed by the HSD, and shall notify the HSD in writing of any affirmative responses which it receives. If the HSD has any information or knows of any reason why the applicant may not be suitable for hire, it shall inform the Carrier within twenty-four (24) hours of such notice; but in any event the Carrier is not obligated to obtain the consent of the HSD before it hires any individual.

E. Monitors may be required on all designated vehicles as stipulated by the HSD. These monitors shall be employed by the Carrier, and it is the Carrier's responsibility to ensure that the monitors meet all regulatory requirements for the performance of the school bus monitor duties.

F. For the safety and security of the students, and the efficiency of the student transportation system, it is the HSD's desire that drivers be consistently assigned to routes beginning with the first day of school. The Carrier shall at all times maximize the consistency of driver assignment to routes so as to minimize impact on students.

13. REPORTING OF ACCIDENTS

The Carrier shall make immediate oral reports and detailed written reports in a format approved by the HSD, within 24 hours of any accident that involves a vehicle engaged in transportation of school children pursuant to this Contract. HSD reserves the right to be an active participant in any accident review process.

14. AUTHORITY OF SUPERINTENDENT

All notices, reports, approvals, instructions, or other written communications required hereunder to be given to, or to be provided by the HSD, shall be deemed properly completed when given to, or provided by, the Superintendent of Schools, or his/her designee.

15. AVAILABILITY OF CARRIER'S MANAGER

The Carrier agrees that a manager, or individual with responsibility to make decisions, shall be personally available to the HSD between the hours of 7:00 AM and 4:30 PM on school days, and available by phone at all other times, with whom arrangements may be made in the event of unique transportation needs, emergency situations or unforeseen circumstances including school cancellations. Cell telephone numbers of the Carrier's student transportation managers shall be provided to the HSD and the HSD shall provide the Carrier with the necessary home and cell telephone numbers for its use. The Carrier shall maintain a "hot line" for the HSD's sole use, which shall be a separate line that is not in hunt rotation. HSD shall provide to Carrier direct phone numbers to each school in the HSD, including direct phone numbers to the administrative offices. The Carrier shall provide the HSD with the email address of all management and dispatch personnel and said personnel shall check these email addresses periodically throughout the school day.

16. TRANSITION PLAN

Carrier shall submit a Transition Plan to the HSD within thirty (30) calendar days after being notified that it will be awarded the contract. Transition Plan must be approved by the HSD prior to any formal award of the contract. It must include, at a minimum, a plan for hiring of personnel; securing vehicles; appointing local management personnel; and the procedures and timelines) for the continuation

of the existing program. The Transition Plan will contain information of what will be completed, when and how it will be done, and performance indicators to ensure that everything will be completed fully and timely. While the HSD will provide whatever assistance it can, the responsibility for the development and implementation of the Transition Plan will rest fully with the successful Proposer.

HSD and Carrier agree there shall be one day of dry runs by the designated driver before each school year begins. These dry runs shall be operated at the times of operation in a normal school day, so as to reflect as closely as possible actual service to be operated at the opening of school.

Submission and Opening of Proposals

1. Proposals must be submitted in sealed envelopes clearly marked "Transportation Proposal" no later than May,5 2017 at 12:00 PM.
2. Proposals may be mailed or hand delivered to the administrative offices of the HSD located in the portable building behind the Middle/High School at 49 School Street, Hinsdale, NH 03451. **Faxed proposals will not be accepted.**
3. All proposals will be publicly opened at the above date, time and place, and will be available for inspection (and thereafter by appointment) by interested parties. Any information provided in a proposal becomes available for public inspection and distribution as required under New Hampshire "right-to-know: laws.

New Hampshire Law Controls

The parties propose that the laws of the State of New Hampshire shall govern the validity, construction, interpretation and effect of this proposal.

Rates for Full Size Bus/Mini Bus/Van Service:

The Carrier proposes the following total annual sums:

FULL SIZE BUSES:

For the year 7/1/2017-6/30/2018	\$
For the year 7/1/2018-6/30/2019	\$
For the year 7/1/2019-6/30/2020	\$
Total three (3) year cost	\$

MINI BUS:

For the year 7/1/2017-6/30/2018	\$
For the year 7/1/2018-6/30/2019	\$
For the year 7/1/2019-6/30/2020	\$
Total three (3) year cost	\$

VANS:

For the year 7/1/2017-6/30/2018	\$
For the year 7/1/2018-6/30/2019	\$
For the year 7/1/2019-6/30/2020	\$
Total three (3) year cost	\$

EXTENDED SCHOOL YEAR MINIBUS AND/OR VANS:

For the year 7/1/2017-6/30/2018	\$
For the year 7/1/2018-6/30/2019	\$
For the year 7/1/2019-6/30/2020	\$
Total three (3) year cost	\$

OTHER RATES:

For each out-of-district bus requested (9:00 AM – 2:00 PM) including driver and minimum mileage:

Per trip minimum cost	\$
Minimum Mileage included:	# miles
Rate per mile over minimum:	\$ /miles
Waiting time required:	\$ /hour

For each out-of-district bus requested (after 2:00 PM) including driver and minimum mileage:

Per trip minimum cost	\$
Minimum Mileage included:	# miles
Rate per mile over minimum:	\$ /miles
Waiting time required:	\$ /hour

Other Proposed Charges

For services cited in the proposal for which extra charges will be made, state item, and charge. If none, state "NONE".

Cost Saving Measures

Please list any cost saving proposals that may be included in the contract that, if instituted, would yield a savings to the district and better service for the students.

Other Conditions

List any other conditions contained in your bid which were not addressed in the Specifications or Requirements.

Staff/Sub-Contractors

Identify the Staff or Sub-Contractor providing routine and emergency maintenance.

Vehicle Data

Please list each vehicle in the Carrier's fleet. Include Date of Manufacture, Capacity, Manufacturer, Diesel/Gasoline, and Expected Use (Regular, Late, SPED, Spare).

Presentation and Signature

The Carrier presents this document solely as an intent to bid and agrees with the process as outlined in the Request for Proposal.

The Carrier agrees that this bid will remain in effect until:

The Carrier, by signature, certifies that the bid has not been discussed with other bidders on this proposal and that he/she is authorized to sign this document.

Signature of Person Presenting Bid _____

Printed Name _____

Date _____

Name of Company _____

Address of Company _____

Telephone Number _____

Further Information

Questions regarding this Request for Proposals must be directed to Tom OConnor, Business Manager, in writing at 49 School Street, Hinsdale, NH 03451 not later than , 2017.

APPENDIX A
2013-2014 SCHOOL YEAR BUS ROUTES

Hinsdale Middle/High School – AM Schedule

H-1		H-2		H-3	
7:00	790 Northfield Rd	7:05	184 Oxbow Rd	7:23	237 Chesterfield Rd
	51 Rte 63		257 Oxbow Rd		292 Chesterfield Rd
	Tower Hill Rd		283 Oxbow Rd	7:25	Tara Hill Rd
	119 Rte 63		354 Oxbow Rd		476 Chesterfield Rd
7:06	Snow Ave	7:09	Middle Oxbow		523 Chesterfield Rd
7:11	Thicket Hill		712 Oxbow Rd		536 Chesterfield Rd
	Starting Gate		762 Plain Rd	7:31	325 Old Chesterfield Rd
	Pierce Rd		Pine Ridge Rd		233 Old Chesterfield Rd
7:15	Breezy Knoll		Brown Drive		218 Old Chesterfield Rd
7:17	120 Brattleboro Rd	7:20	Jeff & Hastings		198 Old Chesterfield Rd
7:18	291 Monument Rd		465 Plain Rd		190 Old Chesterfield Rd
	223 Monument Rd		432 Plain Rd	7:33	Jackson Drive
7:21	106 Oak Hill Rd		Fox Run	7:35	Citizens Bank
7:22	79 Meetinghouse Rd	7:27	Carpenter Drive	7:38	Arr Hinsdale High
	N. Hinsdale Church		259 Plain Rd		
7:26	Eden Trail	7:31	Freedom Acres		
	176 Meetinghouse Rd		151 Plain Rd		
7:28	227 Meetinghouse Rd	7:35	Arr Hinsdale High		
7:38	Arr Hinsdale High				

Hinsdale Elementary – AM Schedule

H-1		H-2		H-3	
7:54	Thicket Hill	7 :50	34 Plain Rd	7:54	Rte 63 & Snow Ave
	Starting Gate		146 Plain Rd		Northfield Rd as needed
	816 Brattleboro Rd		228 Plain Rd		Tower & Depot
7:59	Breezy Knoll	7 :53	434 Plain Rd	7:58	Depot & Main
8:01	16 Old Brattleboro Rd		677 Plain Rd		Kilburn
8:06	N. Hinsdale Church		705 Plain Rd		279 Chesterfield Rd
	194 Meetinghouse	7:56	762 Plain Rd	8:00	292 Chesterfield Rd
8:08	Emerson Drive	8:04	Middle Oxbow & Ox Bow		Brook Drive
8:12	306 Monument	8:11	Oak Hill		Tara Hill Rd
8:15	Paddock		53 Monument Rd	8:09	Pisgah Park
	819 Brattleboro Rd	8:15	Rosemont & Hastings	8:17	Jackson Drive
8:25	Arr Hinsdale Elem	8:19	301 Plain Rd		25 Old Chesterfield Rd
			Yeaw Rd	8:20	23 Canal St
			219 Plain Rd		43 Canal St
		8:21	Freedom Acres	8:22	Citizens Bank
			179 Plain Rd	8:25	Arr Hinsdale Elem
		8:25	Arr Hinsdale Elem		

**APPENDIX A
2013-2014 SCHOOL YEAR BUS ROUTES**

Hinsdale Middle/High School – PM Schedule

H-1		H-2		H-3	
	Lv Hinsdale High	2:40	Lv Hinsdale High		Lv Hinsdale High
			151 Plain Rd		
			Freedom Acres		
			228 Plain Rd		
			259 Plain Rd		
			Carpenter Drive		
			315 Plain Rd		
			Fox Run		
			432 Plain Rd		
			465 Plain Rd		
			Pine Ridge Rd		
			654 Plain Rd		
			762 Plain Rd		
			821 Plain Rd		
			712 Oxbow Rd		
			690 Oxbow Rd		
			Middle Oxbow Rd		
			283 Oxbow Rd		
			184 Oxbow Rd		
			176 Oxbow Rd		
			158 Oxbow Rd		
			133 Oxbow Rd		
			83 Oxbow Rd		
			56 Oxbow Rd		
			Return to school		

APPENDIX A
2013-2014 SCHOOL YEAR BUS ROUTES

Hinsdale Elementary – PM Schedule

H-1	H-2	H-3
Lv Hinsdale Elem	3:15	Lv Hinsdale Elem
		Thicket Hill
		Starting Gate
		662 Brattleboro Rd
		792 Brattleboro Rd
		Pierce Rd
		816 Brattleboro Rd
		Breezy Knoll
		144/146 Old Bratt Rd
		Meetinghouse&Revere
		N Hinsdale Church
		188 Meetinghouse Rd
		194 Meetinghouse Rd
		Emerson Drive
		306 Monument Rd
		25 Charles Drive
		Paddock
		819 Brattleboro Rd
		Return to base

APPENDIX B

SPORTS BUSES

A total of 131 bus trips are needed for the Sports teams for the school year. This number includes scrimmages and potential playoff games.

Fall Sports 42

Winter Sports 50

Spring Sports 39

Athletic busing is as follows (distance listed as round trip miles):

60 trips	0-50 miles
24 trips	51-100 miles
10 trips	101-150 miles
25 trips	151-250 miles
12 trips	Out of state ranging from 50 – 300 miles

Trips over 2 hours' drive time require a Coach Bus; post season buses are included in above numbers but will only be scheduled as needed.

Typically, two teams will travel on one bus to the same destination (for example, the varsity boys and girls soccer teams will travel together to Wilton, NH). This arrangement will vary from time to time due to scheduling.

APPENDIX C

OUT OF DISTRICT BUSING

Hinsdale – Winchester School (85 Parker Street, Winchester, NH)

Hinsdale - Brattleboro Retreat (Anna Marsh Lane, Brattleboro, VT) (2 students)

Hinsdale - Kindle Farm (708 Vermont RT 30, Newfane, VT)

Hinsdale – Community House (135 High Street, Brattleboro, VT)

APPENDIX D

FIELD TRIPS

The following is a representative sample of field trips. Specific trips will be scheduled annually.

Hinsdale Elementary

	Colonial Theater	Keene, NH	Fall semester
	Manchester Monarchs	Manchester, NH	Fall semester
K	Colonial Theater	Keene, NH	Spring semester
Grade 1	Montshire Museum	Norwich, VT	Spring semester
Grade 2	Harris Education Center	Keene, NH	Spring semester
Grade 3	Childrens Museum	Keene, NH	Spring semester
Grade 4	Fort #4	Charlestown, NH	Spring semester
Grade 5	Deerfield Village	Deerfield, MA	Spring semester
AfterSch	Possible 10 trips/ school year	< 50mi RT	

Hinsdale Middle/High School

Class trips	2-4 per year	Recent destinations: UNH Durham, Keene, Jaffrey
NH Scholars	2 per year	KSC Keene, Manchester, NH
Senior trips	2 per year	Boston, MA
Extended Learning	6-10 Special Ed, 2-3 trips/wk	Hinsdale, Brattleboro and/or Winchester

APPENDIX E

MINIBUS PRESCHOOL AND EXTENDED SCHOOL YEAR

Maximum preschool enrollment is 18 students per session.
Three year olds meet Tuesday, Wednesday and Thursday in the morning.
Four year olds meet Monday through Friday in the afternoon.

Transportation is provided for special needs extended school year students. Summer session is located on campus four mornings (M-Th) per week for four weeks.

APPENDIX F

SCHOOL YEAR LATE BUS

Commencing Fall 2017, it is anticipated a new late bus schedule will be added. Initial plans are for a 4:30PM school to home route, 3 or 4 days per week with limited stops.