

VEAZIE SCHOOL DEPARTMENT  
REQUEST FOR PROPOSALS  
STUDENT TRANSPORTATION SERVICES  
DECEMBER 19, 2018

**Table of Contents**

- I. General Instructions
- II. Form of Agreement, including Specifications
- III. Proposal Forms
  - Profile of Bidder and Employees
  - Statement of Experience and Ability to Perform
  - Proposal Cost Form
  - Good Faith Statement

VEAZIE SCHOOL DEPARTMENT  
REQUEST FOR PROPOSALS  
STUDENT TRANSPORTATION SERVICES

**General Instructions**

Veazie School Department (the “School Department”) requests proposals to provide student transportation services for a five (5) year period beginning July 1, 2019, and ending June 30, 2024.

The School Department provides public education in the Town of Veazie, Maine. The School Department seeks a company to provide safe and efficient transportation for students attending School Department schools, including daily bus routes and extra-curricular activities, as detailed in the Specifications of this RFP.

**Bidder registration; Questions; Amendment of RFP**

Parties interested in responding to this RFP are advised to register with the School Department in order to receive direct updates regarding the RFP. To register, send an email to [mcyr@veaziecs.org](mailto:mcyr@veaziecs.org) with the subject line “Veazie School Department Transportation RFP Registration.”

Any questions regarding this RFP shall be submitted by email to [mcyr@veaziecs.org](mailto:mcyr@veaziecs.org) not later than Wednesday January 16, 2019. The School Department, in its discretion, may respond to questions. All responses will include the original question and be distributed directly to registered parties by email and otherwise made publicly available. The School Department reserves the right to amend the RFP. Any responses to questions or amendments to the RFP will be issued not later Friday January 18, 2019.

**Specifications**

The specifications for this RFP are as provided in the Form of Agreement and exhibit(s) referenced therein. References to the “Contractor” in the Agreement shall mean the successful bidder.

**Submission of Proposals**

Proposals must be submitted on the Bid Forms included in this RFP or in a form substantially similar to the Bid Forms. Bidders must submit one (1) hardcopy of the proposal in a sealed envelope or package, which shall include a return mailing address and be plainly marked, “**Bus Bid, not to be opened until 2:15 P.M. on Friday January 25, 2019.**”

Proposals must be received at the following address not later than 2:15 P.M. on Friday January 25, 2019:

Superintendent of Schools  
Veazie School Department  
1040 School Street  
Veazie, ME 04401

Proposals received after this time and date will be returned to the sender unopened. Proposals sent by email or fax will not be accepted.

Shortly after 2:15 P.M. on Friday January 25, 2019, all proposals shall be opened by the Superintendent or a School Committee member designated by the School Committee Chair. If any members of the press or citizens who are not members of the School Committee or employees of the School Department are present, the Bid Cost Form of each proposal shall be read aloud or made available for examination.

All proposals shall be firm offers that may not be withdrawn for a period of forty-five (45) days from the submission due date. The School Department will not be responsible for any costs of preparing or submitting proposals.

### **Award**

The School Department anticipates awarding a contract to a bidder by February 4, 2019. The award will be made based on proposal price and the qualifications and experience of the bidder. The successful bidder shall enter into a contract with the School Department and submit all insurances required within 30 days of the award. The contract shall be substantially as set forth in the Form of Agreement.

The School Department shall have the right to perform interviews with selected bidder(s); seek clarifications from a bidder regarding its proposal; and conduct appropriate inquiries regarding a bidder's qualifications and prior experience.

The School Department reserves the right to reject any or all proposals; cancel the RFP; re-advertise for new proposals; negotiate with any bidder; exercise its judgment in evaluating proposals; waive any nonmaterial irregularities in a proposal; and award a contract to a bidder even though the proposal is not the lowest cost if such award is in the best interest of the School Department.

### **Timeline**

The timeline for this RFP is summarized as follows:

RFP Issue Date:	December 19, 2018
Written Questions Due:	Wednesday January 16, 2019
Last Date for Answers or Amendment:	Friday January 18, 2019
Submission Deadline for Proposals:	2:15 P.M. on Friday January 25, 2019
Public Opening of Proposals:	2:15 P.M. on Friday January 25, 2019
Anticipated Award Date:	February 4, 2019
Contract Start Date:	July 1, 2019

Veazie School Department  
 FORM OF AGREEMENT  
 STUDENT TRANSPORTATION SERVICES AGREEMENT

This Agreement, is made by and between Veazie School Department with a mailing address of 1040 School Street, Veazie, ME 04401 (the “School Department”) and \_\_\_\_\_ with a mailing address of \_\_\_\_\_ (the “Contractor”).

In consideration of the mutual covenants contained herein, the Parties agree as follows:

This Agreement incorporates by reference the School Department’s Request for Proposals, dated December 19, 2018, and the Contractor’s proposal submitted in response thereto. In the event of a conflict in provisions among these documents, this Agreement shall take precedence, followed by the Contractor’s submission and then the RFP.

1. **Term** This Agreement shall be effective from July 1, 2019 until June 30, 2024 unless terminated earlier as provided herein. The Parties may agree to extend the Contract for one year subject to approval by the Maine Commissioner of Education when such an extension would be beneficial to the School Department. (20-A M.R.S. § 54091(13).)
2. **Services** The Contractor agrees to transport and convey all pupils attending School Department schools. The transportation services shall include transportation (a) to and from students’ respective schools each day that school is in session; and (b) to and from all extra- and co-curricular activities, including without limitation athletic events, field trips, and other interscholastic activities.

The Contractor shall be required to transport students based upon a school year of one hundred seventy-five (175) minimum to one hundred eighty (180) maximum days within each school year. In the event, due to a change in State law or School Committee decision, the school year for pupils is extended to exceed one hundred eighty (180) days, the compensation for the Contractor shall be equitably adjusted. In addition, each school year shall include 15 school days for an extended school year summer program.

Contractor is providing services under this Agreement as an independent contractor. Nothing contained herein and no action taken by the Contractor under this Agreement shall be construed as constituting a contract as an employee, representative, or agent of the School Department for any purpose whatsoever.

3. **Mileage** The estimated mileage for the 2019-2020 school year is as follows:

Regular school runs	24,000
Athletics	1,500
Co-Curricular/Field Trips	1,500
Extended school year (including field trips)	1,000
Extra miles to cover any overages	1,000
Total miles:	29,000

4. **Compensation** Based on the rates shown on **Exhibit B**, attached hereto, and estimated mileage, the basic annual contract price shall be as follows.

School Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Regular Runs					
Athletics					
Co-Curricular/Field Trips					
Extended School Year					
Annual Contract Price					

The Contractor shall be paid 1/12 of the annual contract price on the 15<sup>th</sup> of each month, commencing in July of each school year. Prior to each monthly payment, the Contractor shall provide the School Department with an itemized statement of actual mileage for transportation services provided in the prior month. The monthly invoices shall be itemized as follows:

- Regular school run mileage
- Athletics mileage
- Co-curricular/field trips mileage
- Extended School Year/field trips mileage

In June of each year of this Agreement, the Contractor's compensation shall be adjusted based on the actual mileage for the school year at the applicable mileage rate. The Contractor shall be paid for any actual mileage in excess of the estimated mileage for the school year, and the School Department shall be credited to the extent that the actual mileage is less than the estimated mileage for the school year.

5. **Routes** The current bus routes and schedules are attached hereto as **Exhibit A**.

The Contractor shall undertake a review and study of all bus routes to ensure transportation efficiency and effectiveness. The Superintendent shall provide the Contractor with a preliminary list of each student, with grade level, classroom, address (street or location), phone number, and school, by July 1 of each contract year.

The Contractor shall assign students to individual buses and establish routes, including pick-up points, and turnarounds, and submit the routes to the Superintendent for approval. The Contractor shall also provide a breakdown of ridership of each bus (morning and afternoon) as follows:

- Pre-K – grade 3
- Grades 4 – 8
- Grades 9-12 (only to and from Orono High School)

The Contractor shall be responsible for obtaining any necessary permissions for access to turnarounds to be used in the bus routes. By July 30 of each contract year, the Contractor shall provide a final bus route schedule (similar in form to **Exhibit A**) to the Superintendent. Upon final approval by the Superintendent, the Contractor shall

publicize the bus routes and notify all parents of preK-12 students of the same by August 10 of each contract year.

The Parties recognize that routes, schedules, and bus stop locations may be adjusted from time to time during a school year. The Contractor shall make such adjustments as requested by the Superintendent. If the Contractor proposes an adjustment or change to bus route(s) during a school year, the Contractor must notify and obtain approval of the Superintendent.

Transportation provided under this Agreement shall not be provided to any person not authorized by the Superintendent; however, nothing herein shall restrict teachers and other persons responsible for supervising students or school activities from riding on buses as assigned by the Superintendent.

6. **Equipment** The Contractor shall provide all personnel and equipment to provide transportation services under this Agreement. All equipment furnished by the Contractor shall comply with the requirements of Federal and State law including all rules, regulations, and specifications governing school bus construction, equipment, and operation.

The buses required are as follows:

- Two (2) buses with minimum 72-passenger capacity
- One (1) spare bus (min. 72 passenger) for breakdowns and extra-curricular trips

The Contractor shall equip all buses with the following:

- Operable two-way radio communication systems capable of communicating from the furthest student drop off/pickup point to the dispatch center;
- Digital security cameras with audio/video recording capabilities;
- All full size buses shall be equipped with snow tires or automatic tire chains from November 1 to April 1; and
- All equipment/accessories required by state and federal law.

No bus utilized under this Agreement shall be more than eight (8) years old, No retread tires shall be used on any bus at any time. The Superintendent of Schools of the School Department or designee (the “Superintendent”) shall have the right in his/her sole discretion to reject any bus to be used for this Agreement.

The Contractor shall be responsible for all operational costs of buses (except fuel). The Contractor shall be responsible for maintenance of all vehicles and keep each vehicle in good working condition and furnish all necessary oil, grease, tires, etc. The Contractor shall maintain vehicle maintenance charts which shall be available to the School Department upon request. Buses must be repaired and serviced in a workmanlike manner by skilled mechanics. The buses must be kept clean and be mechanically sound at all times.

The Contractor shall have a bus maintenance facility within the Town of Veazie or within 20 miles of the Town, or arrange for repair and maintenance work to be performed within said area. The Contractor shall be responsible for providing parking and/or garaging of all buses.

7. **Fuel** The School Department shall provide fuel to be used in the performance of this Agreement. Fuel shall be provided at Contractor's location or a place mutually agreed within the Town of Veazie. Based on 6 miles per gallon, the School Department estimates consumption of 4,833 gallons of diesel fuel per school year.
8. **Drivers** The Contractor shall provide drivers licensed and trained in the operation of school buses in general and in the operation of the specific vehicles to which they are assigned. These drivers shall be employees of the Contractor, and shall not be considered to be agents, employees or representatives of the School Department for any purpose whatsoever. Such drivers shall be of good reputation and character, shall not have criminal records and shall have clean driving records. Such drivers shall be fully qualified as school bus drivers and shall have satisfied all applicable Federal, State and local laws relating to driving of school buses. Such drivers shall be responsible for maintaining order among the pupils on their buses at all times in accordance with regulations for pupil conduct on such buses, as promulgated by the School Department.

No drivers who have been disapproved by the School Department shall be used in providing services under this Agreement, and the Contractor shall promptly replace drivers who, in the opinion of the School Department, are unsuitable or are not in conformity with this Agreement. The Contractor shall not be allowed extra time or compensation for completion of the work by reason of such rejection. While operating with passengers within the terms of this Agreement, vehicles shall be driven at a speed that is reasonable and proper, etc., and within applicable established state limits. All drivers must be responsible adults at least twenty-one (21) years of age who are approved by the School Department.

Contractor shall employ a sufficient number of drivers and support personnel to ensure continuous and reliable service. Contractor shall take reasonable steps to prevent its employees from exposing any pupil to impropriety of word or conduct. Contractor shall not permit its drivers to violate applicable School Department policies, to smoke on the bus or School Department school property, or to drink any intoxicating beverage or be under the influence of drugs or alcohol while operating any bus. Contractor shall regulate the use of prescription and non-prescription drugs which impair the safe operation of the bus.

Contractor shall be responsible for hiring and discharging personnel employed by Contractor to perform its obligations hereunder; provided, however, that the School Department shall have the right to require Contractor to remove without cause from service under this Agreement any employee, and Contractor shall agree to remove such employee forthwith. The School Department, through the Superintendent of Schools,

reserves the right to determine whether the Contractor has complied with the requirement of this Section.

Contractor, at its own expense, shall have available at all times of service, a substitute driver who is familiar with applicable bus runs. No driver may be assigned to do a run who has not previously performed the run or at least, accompanied the regular driver during the run.

The Contractor shall submit to the Superintendent of Schools a list of regular and substitute bus drivers who may be employed by the Contractor. This list shall be submitted prior to the beginning of each school year and updated during the school year as necessary. The Contractor shall also submit to the School Department copies of valid Maine school bus operator's licenses, Maine Department of Education ("DOE") Criminal History Record Check, and State Police background checks for any prior convictions of all its bus drivers. The Contractor shall, at its own expense, have each bus driver undergo a physical examination annually prior to driving any bus. The results of said exam shall be made available to the School Department. All drivers are subject to all D.O.T. drug and alcohol testing as required by State and Federal law. The Contractor will be responsible for the costs of these tests, including time to and from the testing center.

In order that the Contractor provides professional drivers, evidence of a safety program that meets or exceeds the State requirement of ten (10) hours "in-service" training per driver per year must be provided to the School Department on an annual basis. This program shall be in compliance with all state and local transportation codes.

#### 9. **Coordination of Transportation Services**

The Contractor shall have a dispatch office located within the Town of Veazie or within 20 miles of the Town. The Contractor shall employ a representative, who may not be a regularly scheduled driver, knowledgeable of pupil transportation laws and regulations of the State of Maine who will coordinate pupil transportation routes, bus schedules, and other transportation services as requested by the Superintendent. This representative shall serve all management functions of the Contractor with respect to this Agreement and be available to meet with school officials and parents as needed to communicate, coordinate, and assist in planning for pupil transportation services. The representative shall be on call 24 hours/day during the school year. The School Department reserves the right to approve the individual hired for this position.

The Contractor shall notify the Superintendent's office and all school principals whenever buses are running late.

The Contractor shall periodically place a supervisor on buses to observe and evaluate overall bus operations. The Contractor shall be responsible for the costs of these supervisors. The supervisor shall provide Contractor with a written summary with evaluations, and such summary shall be provided to the Superintendent. The



Superintendent may, at the expense of the School Department, require the Contractor to place a supervisor on any bus route.

10. **Reports** The Contractor shall provide to the School Department all data necessary for completion of Maine Department of Education reports, specifically EF-T-21 and EF-T-24. Data shall include but not be limited to bus driver and student education information, bus accident information, annual mileage data including breakout of trip miles and home to school miles and bus inventory data. Reporting data shall be provided to School Department prior to July 15th of each year.

The Contractor will implement the DOE supplied routing software “TransFinder” (or equivalent program or methodology approved by the School Department) and support the School Department in its efforts to provide pupil transportation information available to DOE administrators and the public.

11. **Cancellations/Delays** The Contractor shall provide input relative to driving conditions regarding operation during inclement weather, but the decision to close school or change opening or closing times on any given day shall rest solely with the Superintendent. The Superintendent shall notify the Contractor’s representative of any change in transportation schedule.
12. **Safety** The Contractor shall assist the School Department in establishing and enforcing such rules of conduct as required ensuring the safe and orderly transportation of the pupils. The Contractor and its employees shall be responsible for the conduct, safety, and welfare of all students while transported under this Agreement. The Contractor shall provide the Superintendent with documentation of each driver’s training, including specific modules on maintaining discipline while transporting students. All drivers shall be responsible for providing basic first aid services, and Contractor shall provide training as needed.

The Contractor shall meet at least semi-annually with the Superintendent for the purpose of reviewing any concerns by either party regarding student conduct, disciplinary procedures, and safety or operational procedures. Additional meetings may be scheduled on an as-needed basis.

The Contractor shall conduct training sessions for pupils in such areas as safety, conduct, good riding habits, emergency procedures, etc. The School Department shall provide classroom space and time for these training sessions. The Contractor shall hold at least one informational meeting at the school for all parents. Notices of the informational meeting will be distributed to each student by the Contractor, and the School Department shall publicize the meeting on the School Department webpage and in school newsletters. A separate notification and meeting for kindergarten parents will also be held.

The Contractor shall report to the appropriate principal any student who fails to conduct him or herself in accordance with the rules of conduct or whose behavior endangers the safe operation of the Contractor's buses. The Contractor and its drivers shall not

administer bodily punishment to any student and shall not discharge any student from a bus other than at the student's designated stops or deprive any student of transportation except that the Contractor shall have the right with the approval of the Superintendent of Schools to withhold transportation services to any student who fails to conduct himself or herself in accordance with regulations for pupil conduct as promulgated by the School Department or whose behavior endangers the safe operation of the Contractor's buses.

In the event of any accident involving a bus under this Agreement, the driver shall stop the bus as soon as is safe and practicable and take steps to ensure the welfare of the pupils. The driver shall (i) notify the proper authorities (e.g., the police) and the Superintendent of the accident; (ii) report any injury to a pupil to the Superintendent and school principal; and (iii) accurately complete a written report of the accident on a form to be provided by the Contractor. The Contractor shall provide the completed accident report to the Superintendent within two (2) calendar days of the accident.

13. **Insurance** The Contractor shall procure and maintain for each school year under this Agreement insurance as will protect the Contractor and the School Department and its School Committee from claims or damages because of bodily injury, including death, and for claims for damages to property, that may arise out of, or result from, the Contractor's operations under the Contract. The minimum coverages shall be as follows:

Commercial Motor Vehicle As required by law in the State of Maine. (29-A M.R.S. § 1611.)  
Currently the minimum insurance requirements are:  
\$1,000,000 combined single limit for school buses with 31 or more passengers, and  
\$500,000 combined single limit for school buses with up to 30 passengers.

Workers' Compensation As required by law in the State of Maine.

Commercial General Liability: \$1,000,000

For vehicles (other than school buses, as defined in 29-A M.R.S. § 2301(5)) that will transport students outside of the State of Maine, the minimum insurance coverage is a combined single limit of:

- (1) For vehicles with 15 or fewer passengers, \$1,500,000; and
- (2) For vehicles with 16 or more passengers, \$5,000,000.

Certificates of such insurance coverages must be provided to the Superintendent prior to commencing service under the Contract and prior to July 1 for each succeeding year of the term of the Contract. Such certificate(s) shall specify that the School Department and the School Committee are named in the insurance policies as additional insureds and shall guarantee thirty (30) days' notice to the School Committee of termination of the insurance.

14. **Liquidated Damages** The Parties acknowledge that Contractor's failure to perform its obligations under this Agreement will impact the School Department's ability to effectively administer and provide public education and that measuring losses associated with this impact is inherently difficult. The Parties agree that the Contractor shall pay to the School Department as liquidated damages as follows. For each instance that the Contractor fails to make a scheduled trip, liquidated damages of \$1,000 shall be assessed. For each instance that a bus causes students to be more than 5 minutes late for school, except in cases where delay is caused by weather or other hazardous driving conditions, liquidated damages of \$100 shall be assessed. These amounts do not constitute a penalty, but are a reasonable approximation of damages that the School Department will incur. The School Department shall inform the Contractor within 3 business days of its intent to assess liquidated damages and apply such liquidated damages to the next available invoice.
15. **Indemnification/Hold Harmless Clause** The Contractor shall agree to obey all laws, rules, and regulations pertaining to the transportation of pupils including, but not limited to, State and municipal motor vehicle laws. The Contractor agrees to indemnify and hold harmless the School Department, all of its past, present and future School Committee members, officers, agents and employees in their individual and official capacities (hereinafter individually and collectively "Indemnitees") from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description (including without limitation those based on, asserting or arising out of negligence of Indemnitees) (hereinafter in this paragraph referred to as "Claims"), including without limitation claims for property damage or bodily injury (including death), resulting from or arising out of the performance of this Agreement by the Contractor, its employees, its agents, or subcontractors. Claims to which this provision applies include, without limitation, the following: (i) Claims made or asserted by any driver, contractor, subcontractor, laborer, and any other person, firm, corporation or other legal entity (hereinafter in this paragraph referred to as "person") providing work, services, materials, equipment or supplies in connection with the performance of this Contract; (ii) Claims made or asserted by any other person who may be injured or damaged by the performance of Contractor under this Contract; (iii) all legal costs and other expenses incurred by Indemnitees in connection with any asserted claims to which this provisions applies; and (iv) legal costs and expenses incurred by Indemnitees in enforcing this provision. This indemnification/hold harmless provision shall apply, without limitation, to all claims made by employees of the Contractor or of any supplier or subcontractor, in contractual privity with the Contractor regardless of any provisions of the applicable Workers' Compensation laws, and in particular regardless of the exclusive remedy and/or employer immunity provisions of those laws, all of which are expressly waived. This indemnification/hold harmless provision shall survive termination of this Agreement.
16. **Termination** This Agreement can be terminated upon any of the following conditions:
- a. Mutual agreement of the parties;

- b. Failure of the Contractor to comply with any of the terms or conditions set forth in this Agreement, or determination by the School Department, in its sole discretion, that the Contractor is unfit, unqualified, or unable to perform the transportation needs of the School Department under this Agreement, or that the Contractor is in breach of this Agreement, including without limitation, arriving late at pick up or drop off locations or failing to make scheduled or extra-curricular runs. Under such circumstances, upon fourteen (14) days' written notice to the Contractor and subsequent failure of the Contractor to cure such circumstances or breach within the 14 day period, the School Department may terminate this Agreement and seek other relief to which it may be entitled.
- c. The School Department may terminate this Agreement in the event of dissolution, termination of existence, or insolvency of the Contractor, or the assignment for the benefit of creditors, or the commencement by or against the contractor of any proceeding in or for bankruptcy, receivership, reorganization, insolvency, or dissolution of the Contractor.
- d. If in the judgment of the School Department, local or State funding is insufficient in any year due to voter disapproval of or reduction to the School Department's operating budget or due to a change in the state school funding laws, the School Department may terminate the transportation services contract not later than 30 days after commencement of the applicable fiscal year without penalty to the School Department. Upon such termination, neither party shall have any further obligation to the other under this Agreement.
- e. The School Department may terminate this Agreement without cause upon 120 days' written notice.

Upon any termination of this Agreement for any reason not attributable to default or other failure of performance by the Contractor, the Contractor shall be paid in full for any services actually rendered to date in accordance with the terms of this Agreement.

## **17. Miscellaneous**

This Agreement, including the RFP and the Contractor's proposal in response to and in conformity with the RFP, contains the entire agreement between the Parties in relation to its subject matter, and there are no other agreements or understandings, oral or otherwise, between the parties at the time of execution of this Agreement.

This Agreement may only be amended by mutual written agreement of the Contractor and the School Department.

The Contractor will not subcontract or assign any portion of rights or obligations under this Agreement without prior written approval of the School Department.

This Agreement shall be interpreted, governed, construed, and enforced in accordance with the laws of State of Maine, without regard to any of its conflict of laws principles.

If any provision(s) of this Agreement is determined to be invalid or unenforceable in whole or in part for any reason, such provision(s) shall be severed and the Parties shall negotiate in good faith to amend this Agreement so as to effect the original intent of the Parties as closely as possible. The remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect to the full extent permitted by law.

The headings and subheadings of the sections and paragraphs of this Agreement are inserted for convenience of reference only and shall not control or affect the meaning or construction of any of the agreements, terms, covenants and conditions of this Agreement in any manner.

This Agreement may be executed in counterparts, each of which shall be deemed an original, but together shall constitute one and the same agreement.

In witness whereof, the duly authorized representatives of each Party hereto has set his/her hand on the date(s) set forth below.

**CONTRACTOR**

Dated: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

**VEAZIE SCHOOL DEPARTMENT**

Dated: \_\_\_\_\_

Print name: \_\_\_\_\_  
Superintendent of Schools

VEAZIE SCHOOL DEPARTMENT  
FORM OF AGREEMENT  
STUDENT TRANSPORTATION SERVICES AGREEMENT

EXHIBIT A  
CURRENT BUS ROUTES

**VEAZIE COMMUNITY SCHOOL BUS ROUTES 2018-2019**

Transportation is provided only for students living beyond a 1/2 mile (one half mile) of the school.

**MORNING BUS RUNS:**

Thompson/Village/State St. Bus Run (a.m.):

This bus run will begin on Thompson Rd. with a swing through Randolph Drive, back down Thompson Rd. to School St., and Oak Grove St., then Olive St. to Main St., up Main St. to State St. and the Orono-Veazie town line, down State Street to Highview Terrace, Ridgeview Lane, Ridgeview, down State St. to Greystone Trailer Park, onward to Riverview St., back up State St. to Hobson Ave. and Arbor Dr., down Arbor Dr., up State St. to School St., and down School St. to the Veazie Community School at 8:00a.m.

Chase Rd. Area Bus Run (a.m.):

This bus run will go up lower Chase Rd and Chickadee Drive. It will stop at Silver's Trailer Park, go up Chase Rd., swing through Silver Ridge and Hillside Dr., go up Jackson Dr. and through Buck Hill, (occasional Stillwater Ave/American concrete) return down Chase Rd., down Longmeadow Dr., (Ballymote Development), down Chase Rd. onto Sunset Drive and around Davis Dr., back onto lower Chase Road, and back to the Veazie Community School by 8:00 a.m.

The bus generally picks students up on the same side of the road as the bus. In order to lessen the amount of time students spend on the bus, please encourage your child to wait with other children at neighborhood bus stops if possible. Reasonable adjustments in pickup/drop-off spots or changes in routes are made as necessary. At the start of the school year, please be patient as bus routines are developed.

At 7:50 a.m., one bus will transport high school students from Veazie Community School to Orono High School.

**AFTERNOON BUS RUNS:**

Both bus runs will leave the school shortly after at 2:35 p. m.

Thompson/Village/State St. Bus Run (p.m.):

This bus contains the students who were transported on the morning Thompson/Village/Ridgeview/State St. bus run. It leaves the school, goes left down School St. to Thompson, Oak Grove, Olive and Main St., goes past the town office and on to Route 2 to the Orono/Veazie line. It turns back down State St. toward Bangor and follows the same route (State St./Highview/ Ridgeview/Veazie Variety/Arbor Dr./School St.) as the morning pick up.

Thompson Rd./Chase Rd. Bus Run (p.m.)

This bus contains the students who live in the Chase Rd. areas. It goes up Chase Rd., (Ballymote developemnt) down Longmeadow Dr., up Chase Rd. to Silver's Trailer Park, Silver Ridge, Hillside Dr., Buck Hill, ocaasional Stillwater Ave./American concrete and completes the run.

At 2:20 p.m., one bus will transport high school students from Orono High School to Veazie Community School.

VEAZIE SCHOOL DEPARTMENT  
 STUDENT TRANSPORTATION SERVICES RFP  
**PROFILE OF BIDDER AND EMPLOYEES**

**Bidder Information**

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Contact person and title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website (if applicable): \_\_\_\_\_

**Employee Information**

<b><u>Position</u></b>	<b><u>Employee Name</u></b>	<b><u># of Years Employed</u></b>
Transportation Coordinator		
Office Staff		
Office Staff		
Office Staff		
Driver		
Driver		
Driver		
Driver		
Driver		

VEAZIE SCHOOL DEPARTMENT  
STUDENT TRANSPORTATION SERVICES RFP  
**STATEMENT OF EXPERIENCE AND ABILITY TO PERFORM**

Name of Bidder: \_\_\_\_\_

1. How long has this company been in the School Bus Transportation business? \_\_\_\_\_
2. How many school buses does the company currently own? \_\_\_\_\_  
Attach a current inventory of buses that are available for this Agreement, including make, model, passenger capacity, year, and mileage.  
Can the company meet the needs of School Department as described in the RFP and Form of Agreement? Yes / No
3. Names of school systems to which this company has been or is currently under contract with number of buses and school years covered by contract (attach separate document, if needed):
  - a. \_\_\_\_\_ No. of Buses: \_\_\_\_\_ Years of contract: \_\_\_\_\_
  - b. \_\_\_\_\_ No. of Buses: \_\_\_\_\_ Years of contract: \_\_\_\_\_
  - c. \_\_\_\_\_ No. of Buses: \_\_\_\_\_ Years of contract: \_\_\_\_\_
4. Attach a list of three (3) additional references with contact names, addresses, phone numbers and email addresses.
5. List current insurance coverages and insurance carriers:

Commercial General Liability: _____	Insurer: _____
Motor Vehicle Liability: _____	Insurer: _____
Property Damages/Bodily Injury: _____	Insurer: _____
Workers' compensation: _____	Insurer: _____
Other: _____	Insurer: _____
Other: _____	Insurer: _____
6. Attach a description and location of the company's plan for parking/garaging of vehicles used to provide transportation services.
7. Attach a description and location of the company's maintenance facility that will be used to service and maintain vehicles for the School Department.
8. Attach a description and location of the company's dispatch office that will be used to administer and coordinate transportation services for the School Department.
9. Attach a description of the company's safety training plans for students and drivers that you propose to implement.
10. (Optional) Provide any additional information about the company and/or its employees that may help inform the School Department about the company's relevant experience and ability to perform the services described in the Specifications of this RFP.



VEAZIE SCHOOL DEPARTMENT  
STUDENT TRANSPORTATION SERVICES RFP  
**PROPOSAL COST FORM**

Name of Bidder: \_\_\_\_\_

The rates quoted herein are based on estimated mileage for the 2019-2020 school year, which are as follows:

Regular school runs	24,000 miles
Extended school year, including field trips	1,000 miles
Athletics	1,500 miles
Co-Curricular/Field Trips/Late Buses	1,500 miles
Extra miles to cover any overages	1,000 miles
Total miles:	29,000 miles

**Base Mileage Rates (\$/mile)**

School Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Regular Runs					
Athletics					
Co-Curricular/Field Trips					
Extended school year					
Extra miles					

VEAZIE SCHOOL DEPARTMENT  
STUDENT TRANSPORTATION SERVICES RFP  
**GOOD FAITH STATEMENT**

To: Superintendent of Schools  
Veazie School Department

Dear Superintendent:

The undersigned represents that this proposal is made in good faith, without fraud, collusion or connection of any kind with any other bidder for the same work; that this company is duly informed with respect to the specifications contained in the RFP issued December 19, 2018, for furnishing student transportation services to School Department, and that examinations and estimates have been made based upon these specifications.

The undersigned understands that School Department reserves the right to reject any or all proposals; cancel the RFP; re-advertise for new proposals; negotiate with any bidder; exercise its judgment in evaluating proposal; waive any nonmaterial irregularities in a proposal; and award a contract to a bidder even though the proposal is not the lowest cost if such award is in the best interest of the School Department.

The undersigned certifies that the prices contained in this proposal have been arrived at independently without consultation, communication or agreement with any other bidder, and that the prices in the proposal have not been and will not be disclosed by the bidder, directly or indirectly, to any other bidder before proposal opening or contract award unless otherwise required by law.

With the above understanding, the undersigned proposes to furnish to School Department with student transportation services, and to comply in all respects with the specifications provided for the sums stated in the Proposal Cost Form.

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_