

**NOTICE TO BIDDERS
FOR SCHOOL BUS ROUTES FOR
SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION**

Southwest Parke Community School Corporation hereby invites all interested persons to submit sealed, written bids for a term of four (4) years beginning in July of 2023. Said bids shall be submitted on a bid form entitled **Student Transportation Bid Form**, addressed to Philip T. Harrison, Ph.D., Superintendent of Schools, Southwest Parke Community School Corporation, and delivered to the Central Administration Office, 4851 South Coxville Road, Montezuma, IN 47862, on or before ***1:00 p.m. on Wednesday, October 5, 2022***. Said bids will be publicly opened and read aloud at the Central Administration Building at 1:00 p.m. on Wednesday, October 5, 2022. Bids will be presented to the Board of School Trustees for their consideration at the October 12, 2022 Board meeting.

A bidder may bid on one (1) or more of the designated school bus routes, which are described in more detail in the description section of the **SCHOOL BUS ROUTE BID SPECIFICATIONS** document. Each bid shall be submitted pursuant to and in compliance with this notice, the specifications, and Indiana State Statutes pertaining to **ELEMENTARY AND SECONDARY PUPIL TRANSPORTATION** Indiana Code Title 20, Article 27. The specifications are on file at the Central Administration Office. Said specifications are open for public inspection during regular office hours and will be furnished to all persons interested in submitting a bid. Each bid shall be accompanied by a fully executed **non-collusion affidavit**.

The school corporation may reject any or all bids or it may award a fleet contract or contracts and/or a transportation contract to the lowest and most responsible bidder or bidders or it may refuse to award the contract or contracts to the lowest and most responsible bidder or bidders if the amount is, or the amounts are not satisfactory to the Board of School Trustees. Should the Board of School Trustees choose to reject any or all bids the Board reserve the right to enter into negotiations with individual bidder or bidders to establish an agreed bid.

DJ Harkrider, Secretary
Southwest Parke Community School Corporation
Board of Trustees

Please publish 2 times: August 24, 2022 and September 7, 2022

**SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
4851 South Coxville Road
Montezuma, IN 47862**

**SCHOOL BUS ROUTE BID SPECIFICATIONS
FOR
SCHOOL YEAR 2023-2024 THROUGH SCHOOL YEAR 2026-2027**

BY

BOARD OF SCHOOL TRUSTEES

**BIDS RECEIVED UNTIL
1:00 P.M. (LOCAL TIME)
WEDNESDAY, OCTOBER 5, 2022**

SUBMIT BIDS TO:

**PHILIP T. HARRISON, Ph.D., SUPERINTENDENT
SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
4851 SOUTH COXVILLE ROAD
MONTEZUMA, IN 47862**

**765-569-2073 (PHONE)
765-569-0309 (FAX)**

INSTRUCTIONS TO BIDDERS

The materials found in this bid package are provided for your use to prepare your bid(s) and to perform transportation services to the corporation if awarded a transportation contract. Each bidder is expected to comply with the enclosed instructions and transportation laws under Indiana Code 20-27-5-1-33. Bids will be accepted at the Central Administration Office until 1:00 p.m. Wednesday, October 5, 2022. Bids will be opened and read aloud at that time. It is the intent of the Board to award the transportation contracts at the October 12, 2022 Board meeting. The bidders are invited to attend both the bid opening and the presentation to the Board. Enclosed you will find:

1. School bus route contract specifications
2. Route maps and descriptions
3. Completed CDL physical form for each driver
4. Bid form and Non-Collusion Affidavit
5. Limited Criminal History background check release form
6. Check off sheet (list of items to be submitted with bid)
7. A copy of Indiana Code 20-27 will be made available if requested

To be valid, your bid must contain all the items listed on the check-off sheet except items 10, 11, and 13 when submitted. If the bid is submitted and has anything from the check off sheet omitted, the bid will be declared invalid for that route and not considered by the Board.

Each bidder shall have the following information clearly written on the outside of the sealed envelope containing his/her bid:

1. Name
2. Address
3. Telephone Number – Home and/or Business

Bids received after 1:00 p.m. on Wednesday, October 5, 2022 shall be returned to the bidder unopened.

All bids shall be valid for a period of sixty (60) days after the public opening.

Bidders are encouraged to contact the superintendent should they have questions concerning the route(s), the transportation laws, or bidding process.

Philip T. Harrison, Ph.D.
Superintendent

**SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
SCHOOL BUS ROUTE SPECIFICATIONS
2023-2024 to 2026-2027**

1. DEFINITIONS:

- A. Bid – a proposal to provide services and equipment pursuant to these specifications.
- B. Contract – the agreement between the Southwest Parke Community School Corporation and the lowest and most responsible bidder to furnish the labor, equipment, materials, supplies, and services necessary for the transportation of students.
- C. Contractor – the person, firm or organization agreeing to provide the labor, equipment, materials, supplies, and services necessary for the transportation of students.
- D. Driver – the individual driving the bus for the contractor pursuant to the contract. (Note: driver and contractor may be the same individual).
- E. School Term – number of days for which students are scheduled to attend classes in their respective schools as designated by state law.
- F. School Corporation or Corporation – The Southwest Parke Community School Corporation.
- G. Board - The governing body of the Southwest Parke Community School Corporation.
- H. Average Tank Wagon Price – The sum of the tank wagon price on the first of each month from three (3) major oil suppliers divided by three (3) equals the average tank wagon price (average tank wagon price will be rounded to the nearest whole cent).

2. Description of Services:

The work considered under these specifications includes the furnishing of all Labor and complete equipment including chassis and bus body, and all supplies, materials, and necessary repair, in order to provide transportation to elementary and/or junior/senior high school students living along or adjacent to the route as specified, or who may be along, adjacent to, or within the area circumscribed by said route during the term of the contract.

3. Terms of Contract:

The contract pursuant to these specifications shall be for a four (4) year period beginning on July 1, 2023 and concluding on June 30, 2027, unless cancelled by a vote of the Board of School Trustees pursuant to Indiana Code 20-27-5-22. Upon the award of the bid, these specifications herein stated become a part of the regular transportation contract entered into by the Southwest Parke Community School Corporation and the contractor.

4. Routes and Route Alterations:

- A. Bidders are advised that they are bidding the area shown on route maps attached to these specifications. The bidder is responsible for all students residing upon any passable roads within the specified area for the four (4) year period. The mileage shown and the number of students for each route are approximations and are subject to increases and decreases within the area for the four (4) year contractual period. The Board reserves the right to change, alter, and/or extend the given route during the term of the contract as it deems necessary or advisable. Miles in a route are computed from the first student pick-up in the morning to school and in the evening from school to the last student drop-off.
- B. A driver may be assigned to pick up students living along roads located between the drivers home or where the bus is stored and the first pick-up point on his/her assigned route without additional compensation even though these dead-heading roads are outside his/her specified area.
- C. The Board also reserves the right to designate stops for any route on an incoming road to an elementary school or the junior-senior high school without increasing compensation to the driver (such stops would require no additional mileage).
- D. If the route is changed, altered, and/or extended and the modified route necessitates driving more than five (5) total miles per day above the distance specified on the route description on the route map, the contractor for the route shall be paid for each additional mile, rounded to the nearest one-half (1/2) mile, in excess of five (5) total miles per day. The additional compensation or reduction in compensation shall be paid at the flat rate of **\$2.50** per mile based on the number of miles listed on the route description provided in Addendum B of these specifications, times the number of miles driven above the first five (5) total miles per day. Should the route change and a decrease of 5 or more miles occur, then a decrease in compensation will occur as well. ***Additional mileage for an extension of a route shall be made in writing and submitted to the Superintendent within one week (five (5) school days) of the route change.*** Should the contractor fail to provide this written notification to the Superintendent

within the five (5) school days, ***NO*** additional compensation will be paid to the contractor for the extension. ***A reduction of 5 or more miles must be reported by the bus contractor immediately or a penalty of \$100.00 per day will be imposed.***

5. Compensation:

- A. The school corporation shall pay the contractor on a per diem basis for the full school term. Compensation shall be divided and paid over twenty-one (21) equal pays during the regular full school term. If for poor mechanical condition of the equipment, or at the direction of law enforcement officials for safety violations, or if the driver is unavailable for any reason and the route cannot be run by the driver/contractor, he/she shall receive no pay for that day.
- B. Drivers shall be paid one (1) day's per diem to attend the annual mandatory state safety meeting. If a driver or contractor fails to attend the annual safety meeting as directed, the Board will deduct the amount of the driver's per diem for the day. No additional compensation shall be paid for safety or in-service meeting attendance except as previously noted.
- C. If drivers are required to transport students more than the 180 days, they will be paid a per diem rate for every day over and above the 180 days.
- D. Bus drivers may, at the discretion of the Board, be required to make up emergency days with no additional compensation.

6. Changes in Compensation:

- A. The Board may modify a route in any manner during the term of the contract. If the modification results in an increase or decrease in the length of the route, the contractor's compensation shall be adjusted proportionately pursuant to Section 4 (D) of these specifications.

7. Equipment:

- A. Each bidder shall certify and provide a school bus that at a minimum:
 - 1. was manufactured after October 2011;
 - 2. provides a seat for each student on the route bid with a minimum capacity of 66 passengers unless specifically stated otherwise on the route specifications;

3. contains at least two (2) heaters adequate to maintain an interior temperature of at least 60 degrees Fahrenheit when the outside temperature is 0 degrees Fahrenheit;
 4. has at least an eight (8) light warning system and a roof mounted strobe light mounted between four (4) feet and eight (8) feet from the rear at the center of the bus;
 5. is properly equipped to accommodate typical winter conditions and winter road conditions and potential hazards;
 6. displays on each side of the bus in distinctive lettering the words, "Southwest Parke Community School Corporation" and the contractor's name and route number and display the capacity of the bus on the right side of the bus just to the rear of the service door (the size, the amount of lettering, and the placement of the lettering shall conform to state regulations); and
 7. displays all lettering which complies with federal and state requirements.
 8. has a contractor owned video camera system mounted to the bus. Recorded media are to be provided to the contractor by the school corporation, said tapes become the property of the corporation. Video monitoring systems are the property of the contractor and will be maintained by the contractor.
- B. It is understood that all equipment furnished during the term of the contract shall comply with all statutes, school bus specifications, and safety regulations in force.
- C. If any equipment owned by the contractor is condemned in whole or part during the term of the contract, it shall be replaced by the contractor without expense to the corporation and without claims for adjustment in per diem compensation.
- D. Each contractor shall furnish an annual inspection report on the brake system by an individual qualified to certify the inspection. The entire bus must also be inspected and certified by the Indiana State Police that no defective parts exist. Inspection reports shall be filed with the Superintendent of Schools prior to the start of each school year during the term of the contract. The Board reserves the right to require as many inspections as is necessary in order to ensure the safe transportation of students.

- E. All school bus models must meet the minimum or better of the Indiana School Bus Specifications according to the year the bus was manufactured.
- F. Each bid must state the make, model, chassis, and manufacturer, year of manufacture of chassis and engine, passenger capacity, and wheelbase for all buses to be used. If the bus has ever been damaged and repaired, the bid shall state the date of the damage, the components damaged, and the person/company making the repairs.
- G. The Board may require that the contractor provide equipment with a greater seating capacity during the term of the contract pursuant to Indiana Code 20-27-5-16. Where meeting this new requirement results in additional expense to the contractor, the Board shall allow the contractor to submit a new bid for the balance of the contract period, the Board shall have the option to open the bidding process and solicit new bids for the balance of the contract period.
- H. Each bus shall be equipped with a Universal Clean-Up kit for handling body fluid spills.
- I. Each bus shall be equipped with mud/snow or all-weather tires on the rear equivalent to a Goodyear 164 tire.
- J. Each bus shall be equipped with a seat belt cutter and a First Aid kit which meet the regulations established by the State School Bus Committee.

8. Driver:

- A. Each bid must state the proposed driver's full name and any aliases, nicknames, or maiden name, date of birth, resident address, resident telephone number, and driver's license number.
- B. Each contractor shall also designate the primary driver for each route.
- C. The contractor must certify under penalty of perjury that each driver:
 - 1. is at least twenty-one (21) years of age;
 - 2. is capable of safely operating the bus under all road, weather, and lighting conditions at all times;
 - 3. is a good role model for students;

4. does not use alcohol to excess at any time and can comply with all state and federal laws and regulations concerning the use of alcohol and drugs;
5. has not been convicted of a felony or misdemeanor or infraction involving the use of alcohol or drugs, reckless behavior, or the mistreatment of a child or other dependent persons;
6. All drivers and contractors are required to immediately report convictions in Indiana and other jurisdictions of the crimes listed below to the Superintendent:
 - a. Murder
 - b. Causing Suicide
 - c. Assisting Suicide
 - d. Voluntary manslaughter
 - e. Reckless homicide
 - f. Battery unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - g. Aggravated battery
 - h. Kidnapping
 - i. Criminal confinement
 - j. Sex offenses under I.C. 35-42-4
 - k. Carjacking
 - l. Arson unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - m. Incest
 - n. Neglect of a dependent unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - o. Child selling
 - p. Contributing to the delinquency of a minor unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - q. An offense involving a weapon under I.C. 35-47 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - r. An offense relating to controlled substances under I.D. 35-48-4 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - s. An offense relating to material or a performance that is harmful to minors or obscene under I.D. 35-42-44 unless ten (10) years

- have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- t. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
 - u. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction
7. Holds a valid Commercial Driver's License issued by the State of Indiana.
- a. Each driver shall meet these conditions at all times during the contract period and shall cooperate with the Superintendent as he/she directs in order to determine the driver's continuing compliance with these conditions.
 - b. Each driver shall furnish a certificate of health issued by a licensed medical doctor upon a physical examination in compliance with state statutes certifying that he/she is in good physical and mental health, free from communicable diseases, and without any physical or mental conditions that would impair his/her ability to safely operate the bus. Each driver must submit to and pass the physical examination required by the **State of Indiana and the Department of Transportation**. The physical examination must be taken and passed according to the timelines prescribed in state statute for the driver to continue to drive a bus for the school corporation. The cost of the physical examination will be borne by the contractor.
 - c. The Board may also require the driver to submit to a physical examination by a licensed physician selected by the School Corporation at other times. The cost of the additional physical examinations will be paid by the School Corporation.
 - d. All drivers shall be subject to pre-employment, random, post-accident, and reasonable-suspicion drug and alcohol testing. The Corporation shall pay for a single base-line test for pre-employment testing. All other testing for drugs and alcohol shall be paid by the contractor.
 - e. When a driver is prescribed prescription medication or plans to take non-prescription medication which may impair one's ability to operate a school bus, the driver must notify the Superintendent in writing prior to the first dose of medication

being taken. The name of the medication and the prescribed dosage shall be included on the written notification to the Superintendent. The Superintendent shall make the determination as to whether or not a substitute will be used.

- f. All contractors shall provide to the Superintendent a list of substitute drivers. There shall be at least one substitute driver listed for each route bid.
- g. Substitute drivers shall meet all the qualifications for the regular driver and shall be approved by the Board before the substitute drives the route. Substitute drivers will be approved to drive for the regularly-appointed driver only for the following:
 - 1. illness
 - 2. jury duty
 - 3. military leave
 - 4. illness or death in the driver's family
 - 5. service in the Indiana General Assembly
 - 6. service in the Indiana State Association of School Bus Drivers
 - 7. attendance at meeting of the Indiana School Bus Committee
 - 8. emergencies as determined by the Superintendent
 - 9. or up to seven (7) days of personal business leave per school year

Abuse of the use of personal business days can be considered grounds for cancellation of contract.

- h. Driver shall notify the Superintendent or his designee prior to employing a substitute driver for the route. In emergency situations, the superintendent shall be notified as soon as possible.
- i. Except for illness and emergency situations, the driver shall notify the Superintendent in writing of his/her intent to use a substitute driver at least forty-eight (48) hours in advance. The written notifications shall include the dates the substitute shall be used, the name of the substitute, and the reason for using the substitute.
- j. The Corporation shall request from the Indiana Department of Motor Vehicles a driving history for at least seven (7) years prior to the bid for each bidder. The award of the bid to a contractor shall be dependent upon a clean driving record.

- k. Each bid must also include a limited criminal history including information from the Nation Crime Information Center obtained from the Indiana State Police obtained pursuant to Board Policy.
- l. It is to be understood that the school bus driver shall neither sell nor assign his/her route to any other individual or other legal entity during the term of this contract without approval of the Board. If approved by the Board, the sale of the route shall be by written agreement entered into by both parties to the original contract, and signed by both the assignee and purchaser of the contract.
- m. Each driver shall comply with the Board's policy on **Alcohol and Controlled Substance Testing**.
- n. The driver shall not smoke, possess, or use tobacco products of any kind while on school property or in the school bus while transporting students.
- o. Contractors/Drivers under these specifications are not considered employees within the terms of Workman's Compensation laws, Social Security, Medicare, Unemployment, or state and federal tax withholding laws.
- p. The driver shall at all times keep himself clean and presentable and keep his bus in a clean and sanitary condition.
- q. No contractor, driver, or substitute driver shall be permitted to operate a bus unless he/she meets all the standards required under I.C. 20-27-8-1 and has been approved by the Board or Superintendent.

9. **Escalator/De-Escalator Clauses:**

This section shall be in effect for the four (4) year period of the 2023-2027 contracts for which bids are to be received. The provisions on gasoline and number 2 diesel fuel will be applied commencing with the 2023-2024 school year of the contract and applied in a likewise manner for the subsequent three (3) school years of the four (4) year contract.

- A. In addition to all other sums to be paid to the contractor under the terms of the contract, the Corporation shall determine the tank wagon price of

regular unleaded gasoline and number 2 diesel fuel from three (3) major oil companies on a quarterly basis. Price quotes to be taken on or about the first of January, April, July, and October annually with such records to be retained in the Central Administrative Office. When the price of regular unleaded gasoline exceeds the price of \$3.40 per gallon, and the price of number 2 diesel fuel exceeds the price of \$3.50 per gallon (**said prices are to be quoted without taxes**), the contractor shall receive additional compensation computed as follows:

1. Regular Unleaded Gasoline:
 - a. Current Price of fuel, five (5) miles per gallon = price per mile.
 - b. Base price of \$3.40 per gallon divided by five (5) miles per gallon = price per mile.
 - c. Difference between current price per mile and base price per mile = Difference in price per mile.
 - d. Difference in price per mile times the number of round trip miles per day (as established by the annual "Bus Driver's Report" (Form 32) = the amount to be added to the daily rate paid to the contractor.

EXAMPLE:

Step 1. Current fuel price goes to \$4.00 per gallon divided by five (5) miles per gallon = \$.80 per mile.

Step 2. Base price of \$3.40 per gallon divided by five (5) miles per gallon = \$.68 per mile

Step 3. \$.80 per mile (minus) - \$.68 per mile = \$.12 per mile

Step 4. \$.12 per mile times round trip miles as recorded on annual Form 32 = new mileage rate to be paid to contractor.

2. Number 2 Diesel Fuel:
 - a. Current price of fuel divided by eight (8) miles per gallon = price per mile
 - b. Base price of \$3.50 per gallon divided by eight (8) miles per gallon = price per mile
 - c. Difference between current price per mile and base price per mile = difference in price per mile.
 - d. Difference in price per mile times the number of round trip miles per day as established by the annual "Bus Driver's Report" (Form 32) = amount to be added to the daily rate paid to the contractor.

EXAMPLE:

Step 1. Current fuel price goes to \$4.00 per gallon divided by eight (8) miles per gallon = \$.50 per mile

Step 2. Base price of \$3.50 per gallon divided by eight (8) miles per gallon = \$.44 per mile

Step 3. \$.50 per mile minus \$.44 per mile = \$.06 per mile

Step 4. \$.06 per mile times round trip miles as recorded on annual Form 32 = new mileage rate to be paid to the contractor

- B. Additional compensation for escalated fuel cost will be paid in addition to the regular daily rate on a quarterly basis during the contract.
- C. If fuel prices fall back below the base prices of \$3.40 per gallon for regular unleaded gasoline and \$3.50 per gallon for number 2 diesel fuel, the additional compensation shall be dropped. The Corporation reserves the right to make adjustments to fuel price escalations and de-escalations as conditions warrant. The Corporation also reserves the right to monitor fuel prices on a more frequent basis than listed elsewhere in the bid specifications. Contractors are guaranteed that in no event shall daily compensation fall below the original daily bid rate.
- D. The School Corporation may discuss additional changes to the fuel compensation model should there be a significant increase or decrease in local, state, or federal taxes relative to fuel use and/or road use.
- E. However, in the event that school is dismissed due to inclement weather, road conditions, or any other cause, the conditions of this escalator clause shall not apply. It shall not apply when drivers are ordered by the Superintendent to drive snow routes or anytime the Superintendent orders a shortened route be driven. For such days, the contractor shall receive his base bid daily compensation.

10. **Insurance**

A. Liability Insurance

1. The contractor shall purchase and maintain at his/her expense during the life of the contract sufficient public liability and property damage insurance to protect him/her, any substitute, and the School Corporation and its officers and employees from all claims of damage for personal injury, including accidental death, property damage, and other claims which may arise as a result of the operation of the bus under the contract including claims under federal, state and local civil rights laws.

- a. The minimum amount of insurance coverage shall be as follows:
 - 1. Automobile Liability
 - a. \$1,000,000 combined single limit
 - 2. Un-Insured
 - a. \$1,000,000

3. Under-Insured
 - a. \$1,000,000
4. No Fault Medical Insurance Pay
 - a. \$5,000 each person
5. Umbrella
 - a. \$1,000,000

B. Workman's Compensation

1. Each contractor will be required to provide coverage for potentially hired or substitute drivers.

C. The above insurance policies issued by a company licensed to do business in the State of Indiana providing coverage for at least the amounts listed above and naming the Southwest Parke Community School Corporation as an additional insured together with a receipt for payment in full of the premium for the first school year of the contract, and each subsequent school year of the contract, shall be file with the Superintendent not later than two (2) weeks prior to the first day of school in each school year of the contract. Failure to comply with this provision in any respect shall be considered a material breach of the contract and shall be grounds to terminate the contract immediately.

F. Surety Performance Bond:

1. The contractor shall furnish a corporate surety performance bond or an approved equivalent form of surety for at least \$20,000 for the full term of four (4) years of the contract (pursuant to these specifications). One single bond is all that is required regardless of the number of routes bid.
 - r. The surety bond shall be conditioned on the faithful performance of all duties necessary in carrying out the contract for transporting school children as set out in these specifications.
 - s. The bond must be for the full four (4) year term of the contract and not a yearly bond.
 - t. Proof of purchase of this surety performance bond must be submitted prior to the first day of school.

- u. The bond shall be sufficient to protect the Southwest Parke Community School Corporation from default on the contract at any time during the term of the contract.
- v. A certified check for \$100 shall be submitted with each bid. When the bidder has submitted proof of the surety performance bond to the Corporation, the certified check for \$100 shall be returned to the bidder. Checks will be returned to all unsuccessful bidders.

11. Schedule

- a. The driver and the contractor shall cooperate with the School Board, Superintendent, principals, and teachers in the operation of the route in order to create a satisfactory transportation schedule. The pupils must be delivered within ten (10) minutes of the established arrival times at each facility in the morning.
- b. The morning arrival time shall be established by the Superintendent, building level principals, and/or their designees. The driver and bus must be at school at least five (5) minutes prior to the dismissal time for students to transport the students home at a time established by the Superintendent.
- c. If school is dismissed early for any reason, the driver shall be at school to transport the student's home at the time established by the Superintendent or his/her designee. The driver shall provide and maintain a current emergency telephone number at which he/she can be reached during the school day. If the driver will be unavailable during the day, he/she shall provide the Superintendent with the name and phone number of an approved substitute who will have access to his/her bus and who will be prepared to respond to an emergency requiring transportation at a time earlier than the end of the normal school day.
- d. It is the driver's responsibility to deliver all students home safely. In an emergency, a driver may deliver the student to a pre-arranged site, other than the normal drop-off point if mutually agreed upon in advance with the parent/legal guardian. At **NO** time is a driver allowed to drop-off a student at any point other than their delivery point, unless the drop-off point has been mutually agreed upon with the parent/legal guardian.

- e. In the event that a parent/legal guardian is not at the pre-arranged, mutually agreed upon drop-off point, the driver shall return the child/children to their respective school and attempt to notify the parent/legal guardian as to the location of the child/children. The driver shall notify the superintendent if the parent/legal guardian cannot be located. No additional payments will be made for such situations.
- f. The driver shall set up a time schedule of his/her route showing the time of arrival at each stop and adhere faithfully to the schedule except where safety requires otherwise. This schedule shall be submitted by the contractor to the Superintendent in writing before the first day of school each of the contracted years and shall be subject to the superintendent's approval and/or modification.
- g. Current emergency telephone number for driver or name of substitute and their telephone numbers if driver is not available.

12. **Fleet Contract:**

- A. Bidders may bid any and all routes subject to bids and may be awarded a fleet contract to provide for the services of two (2) or more buses for the contracted period. Successful fleet contract bidders will be required to meet all specifications as described herein for each bus route bid.
- B. The driver shall be on his/her bus prior to dismissal of students from school and at all times while students are on the bus.

13. **Spare Buses:**

The Corporation owned bus may be available to the contractors in the event that the contractor's bus is out of service. The Board shall establish a policy governing the establishment of rental rates, availability, etc. of the bus.

14. **Discipline and Supervision:**

- 1. Discipline of students by a driver shall be consistent with Board Policy and the direction of the Superintendent. The driver shall use the **Corporation Bus Discipline** forms and keep written records as directed by the Superintendent or his/her designee.

2. The driver shall be on his/her bus prior to dismissal of students from school and at all times while students are on the bus.

15. Compliance with Board Transportation Policy and Directives of the Superintendent:

Compliance with all aspects of the Board's Transportation Policy shall be a term of the contract pursuant to these specifications. Failure to comply with any provision of the Board's Transportation Policy or a directive of the Superintendent shall be considered a breach of the contract pursuant to these specifications sufficient to terminate the contract pursuant to Indiana Codes 20-27-5-2-33, and 20-27-8-1-16.

16. Miscellaneous:

1. Bidders may bid on more than one route if they choose; however, compliance with specifications is understood on each and every bid.
2. For purposes of estimation, the bidder may refer to the map and route description of each of the routes (Addendum B). These maps and descriptions contain the approximate number of students to be transported in the 2022-2023 school year, the approximate number of miles per day for the 2022-2023 school year, the area to be covered, and the passenger capacity of the equipment required.
3. All routes include all unoccupied residences and all public roads encompassed within the confines of each of the described routes. However, drivers will not be required to drive on those roads where children do not live at present, unless students move into homes located on those roads. If additional mileage is required, adjustments will be made as per Section 4 (D) of these specifications.
4. The Superintendent shall determine which bus will pick up those students who move into residences not currently assigned to a route.
5. Kindergarten and Pre-School children shall be considered as regular students for transportation purposes.
6. The Board reserves the right to reject any or all of the bids or proposals made by bidders and further reserves the right to negotiate any bid with any bidder or other interested parties without further advertisement. Final decision as to award of contracts will rest with the Board and will be made on the basis of the best and most responsible bid or best negotiated bid by a responsible bidder. The

Board may consider a contractor's performance under prior contracts in determining if he/she is responsible.

7. If no bid is received for an advertised route, the Board reserves the right to negotiate a contract without further advertisement.
8. The Board will receive bids on the advertised date. The bids will be opened at the specified time and place, checked to see if they are legal bids meeting all specifications. Bids failing to meet the requirements shall be disallowed.
9. Each bid is to be made independent of all other routes bid. Bids received with route bid in various combinations shall be rejected.
10. Failure to comply with any and/or all of the above-stated specifications and/or regulations will result in termination of the contract. Successful bidders shall comply with the provisions of Indiana Code 20-27-5 entitled Transportation Contracts.
11. All items included in the above bid specifications are intended to be in compliance with all Indiana Codes as referenced in the current edition and supplements, all Indiana School Bus Safety Committee mandates, Board Policy, and all applicable federal laws.

17. Timelines for Bidder Process:

1. Wednesday, August 24, 2022 – First Advertisement of “Notice to Bidders”
2. Wednesday, September 7, 2022 – Second Advertisement of “Notice to Bidders”
3. Wednesday, October 5, 2022 at 1:00 p.m. local time – Deadline to Accept Bids.
4. Wednesday, October 5, 2022 at 1:00 p.m. local time –
Public Bid Opening
5. Bids Awarded at October 12, 2022 School Board meeting

Judy Robertson
Dept. of Local Government Finance
Budget Division Field Rep.
100 N. Senate
IGCN Room N1058
Indianapolis, IN 46204

18. Questions About Bidding Process:

Questions and requests for information about a particular route or the bidding process may be directed to:

Philip T. Harrison, Ph.D., Superintendent
Southwest Parke Community School Corporation
4851 South Coxville Road
Montezuma, IN 47862

Phone: 765-569-2073

BUS ROUTE BID FORM

NOTE: The bidder must use a separate **BUS ROUTE BID FORM** for each route bid. Any bids received on any form other than the **BUS ROUTE BID FORM** will be rejected. Please add NO attachments to this form unless granted permission to do so by the Superintendent.

TO: SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION
4851 SOUTH COXVILLE ROAD
MONTEZUMA, IN 47862

FROM: _____
FULL NAME OF BIDDER

ALIASES, NICKNAMES, MAIDEN NAME

ADDRESS

CITY AND STATE

HOME TELEPHONE NUMBER

CELL PHONE NUMBER

FULL NAME OF PRIMARY DRIVER FOR ROUTE

DRIVER'S DATE OF BIRTH

A. BRIEF DESCRIPTION OF BUS

CHASSIS

MAKE _____
MODEL _____
MANUFACTURER _____
YEAR _____

BODY

MAKE _____
MODEL _____
MANUFACTURER _____
YEAR _____

WHEEL BASE

ENGINE

MAKE _____
MODEL _____
HORSEPOWER _____

PASSENGER CAPACITY

B. IF THE BUS HAS EVER BEEN DAMAGED AND REPAIRED, PLEASE PROVIDE THE FOLLOWING INFORMATION:

DATE OF DAMAGE: _____

COMPONENTS DAMAGED: _____

PERSON/COMPANY MAKING REPAIRS _____

THE UNDERSIGNED OFFERS TO PROVIDE STUDENT TRANSPORTATION AND ALL THE NECESSARY AND REQUIRED EQUIPMENT FOR FOUR (4) YEARS BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2023, FOR THE PER DIEM AMOUNT ON THE ROUTE SET FORTH BELOW, TO WIT:

ROUTE NUMBER _____
AMOUNT BID PER DAY _____

NOTE: Each bid is to be made independent of all other routes bid. Bids received with routes bid in any combination with other routes shall be rejected (Section 16 – Item 7 of Route Specifications).

I have read the bus bid specifications and will adhere to all aspects of said specifications. It is understood that failure to comply with any and all of the stated provisions and/or regulations will result in termination of contract.

Date

Signature

CHECK OFF SHEET
(Items to be Submitted with Bid)

1. Number of Route(s) being Bid and Daily Rate being Bid for each Route
 2. Description of Facilities for Housing Bus
 3. Non-Collusion Affidavit - Form 95
 4. Names of **ALL Regular Drivers** and **Substitutes** Who will be driving the Bid Routes
 5. Copies of all Driver's CDL License
 6. Equipment Bid (Bid Specification - Section 7. F):
 - Make of Chassis and Body
 - Model of Chassis and Body
 - Year of Manufacture for Chassis and Engine
 - Year of Manufacture for Body
 - Wheelbase
 - Passenger Capacity
- If bus has been damaged, please include the Following:**
- Date of Damage
 - Components Damaged
 - Person/Company Making the Repairs
7. Driver's (Bid Specification - Sections 8. A & B):
 - Full Name plus any Aliases, Nicknames, or Maiden Name
 - Date of Birth
 - Resident Address
 - Resident Telephone Number
 - Mobile Telephone Number
 - Driver's License Number
 - Name of Primary Driver for the Route if Different from the Contractor
 8. CDL Health Certificate (Bid Specifications - Sections 8. B & C)
 9. Limited Criminal History Report (Bid Specification - Section 8 L)
 - *10. Proof of Insurance Liability and Workman's Compensation - **Due within 2 Weeks of the Start of the School Each Year of the Contract from each Successful Bidder** - (Bid Specifications -Sections 10. A & B)
 - *11. \$20,000 Surety Performance Bond due prior to the first day of school (Bid Specifications – Section 10 E)
 12. \$100 Certified Check (Bid Specifications - Section 10 V)

- *13. Time Schedule for Route - **Due prior to the first day of School Each Year of the Contract from each Successful Bidder** - (Bid Specification - Section 11. F)
- 14. Current Emergency Telephone Number for driver or Name of Substitute and Substitute's Telephone Number if Driver not available (Bid Specification - Section 11 G)

* **NOTE:** These items are to be submitted by successful Bidders ONLY and do not have to be submitted with the bid. All other items must be included with your bid.

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)

)
_____ COUNTY)

THE UNDERSIGNED OFFEROR OR AGENT, BEING DULY SWORN ON OATH, SAYS THAT HE HAS NOT NOR HAS ANY OTHER MEMBER, REPRESENTATIVE, OR AGENT OF THE FIRM, COMPANY, CORPORATION, OR PARTNERSHIP REPRESENTED BY HIM, ENTERED INTO ANY COMBINATION, COLLUSION OR AGREEMENT WITH ANY PERSON RELATIVE TO THE PRICE TO BE OFFERED BY ANY PERSON NOR TO PREVENT ANY PERSON FROM MAKING AN OFFER NOR TO INDUCE ANYONE TO REFRAIN FROM MAKING AN OFFER AND THAT THIS OFFER IS MADE WITHOUT REFERENCE TO ANY OTHER OFFER.

OFFEROR (FIRM)

SIGNATURE OF OFFEROR OR AGENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 2014.

MY COMMISSION EXPIRES: _____

COUNTY OF RESIDENCE: _____

NOTARY PUBLIC: _____
(SIGNATURE)

(NAME – TYPED OR PRINTED)

Route 1 Description

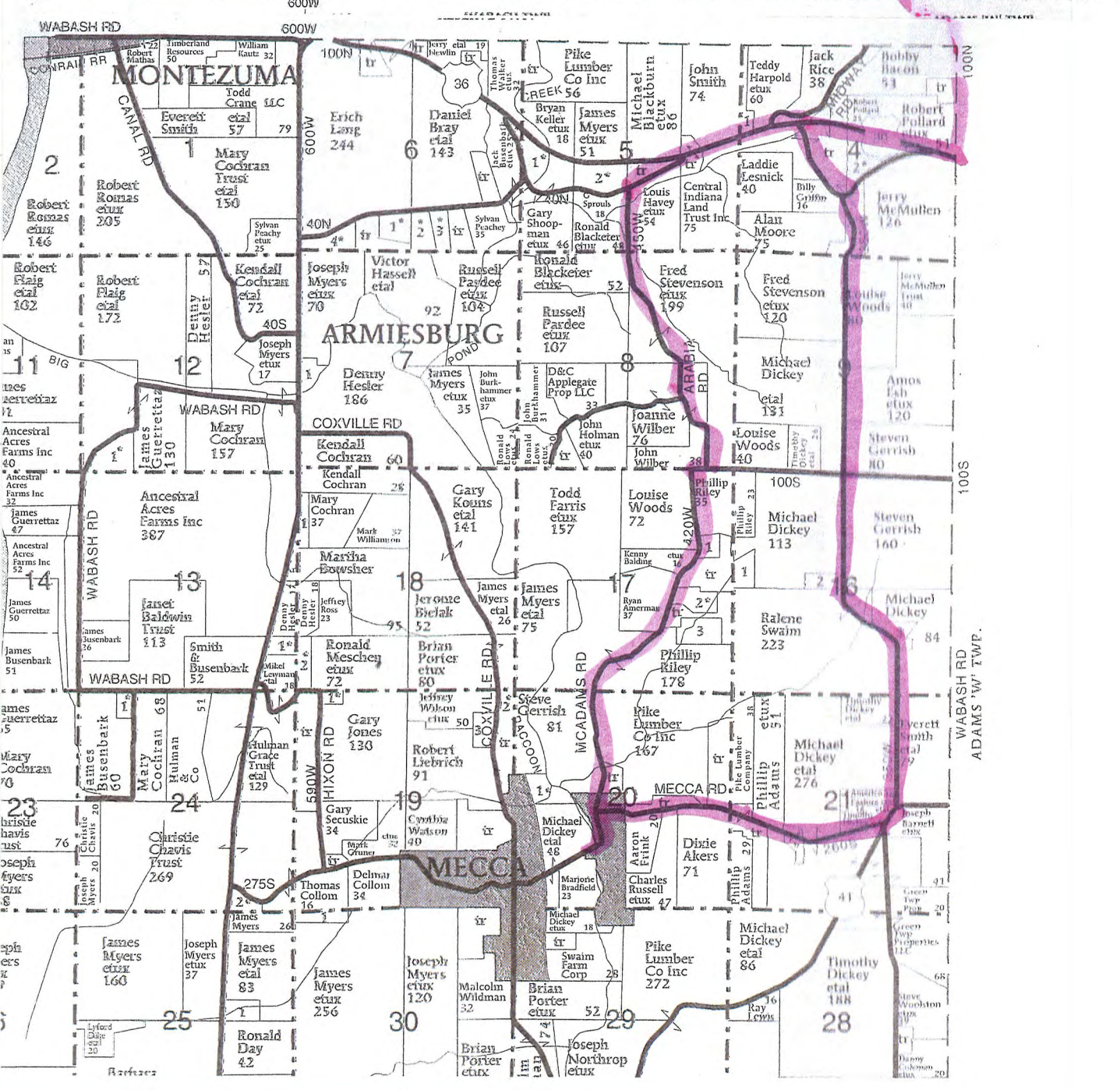
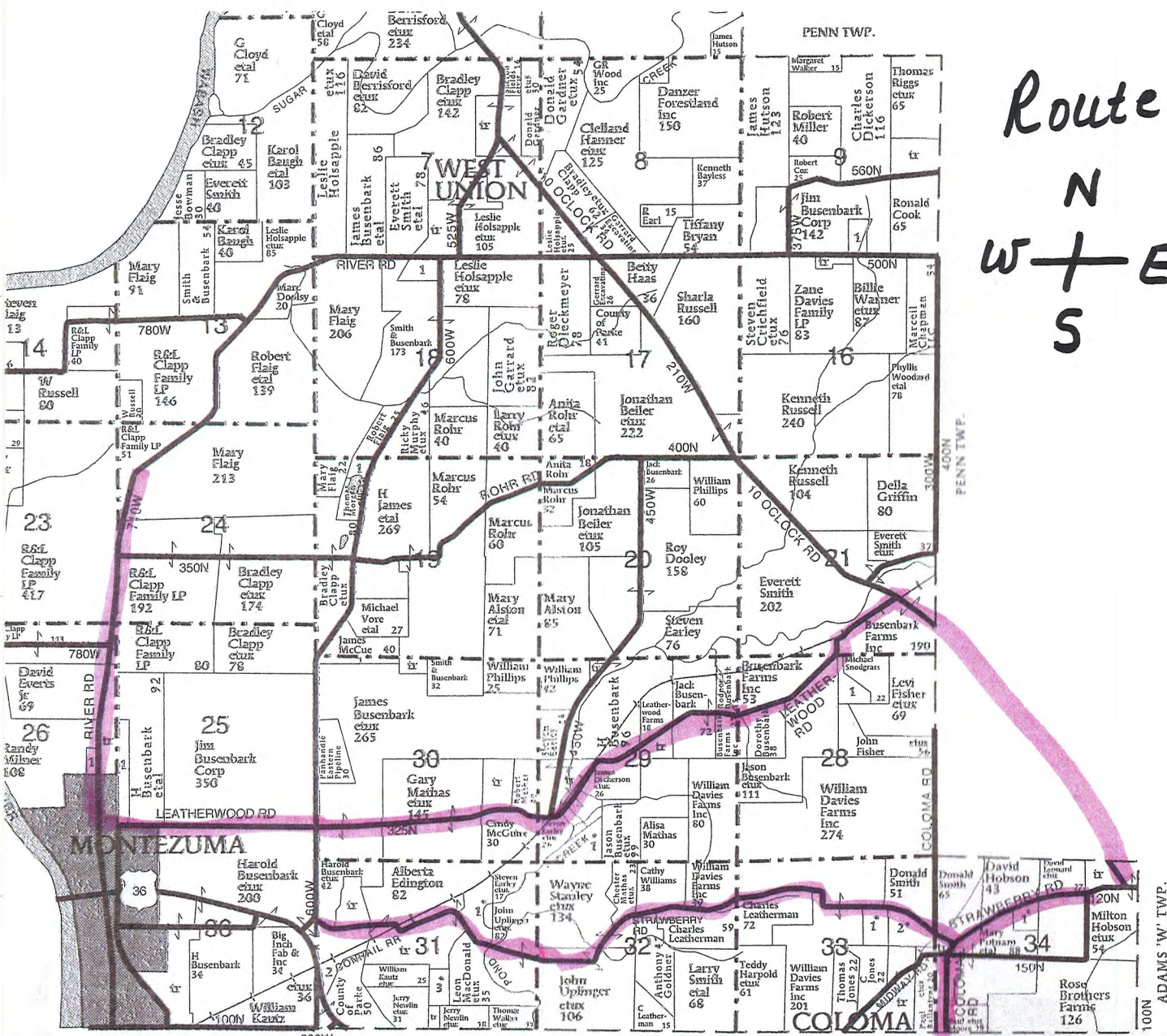
This route is responsible for all elementary students from East and North of the Mecca covered bridge to the Reserve Township line east of Coloma to an including Strawberry Road and Leatherwood Roads. This route also includes elementary students living near Montezuma on River Road.

This route may be subject to a transfer point.

This route transports to Montezuma Elementary.

Approximately 60 miles per day, 25 students and 2 hours to run per day.

Route 1
N
W + E
S



Route 2 Description

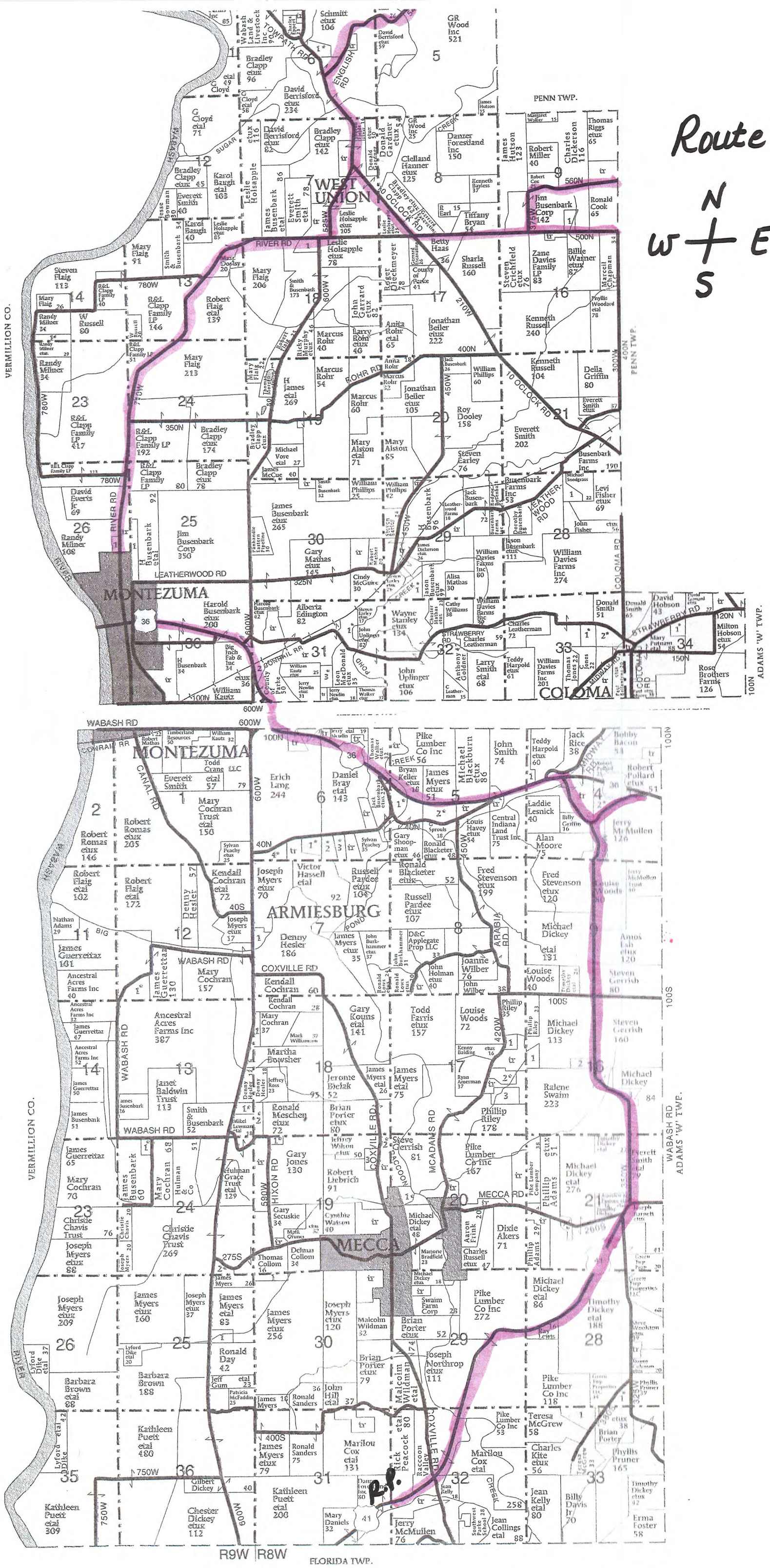
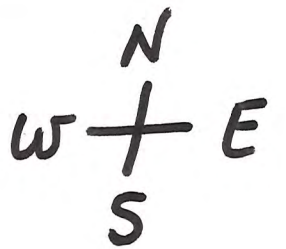
This route is responsible for all high school students North of US 36 to the North and East of the Reserve Township line.

This route may be subject to a transfer point.

This route transports to Riverton Parke Jr/Sr High School.

Distance approximately 60 miles, 50 students and 2 hours to run per day.

Route 2



Route 3 Description

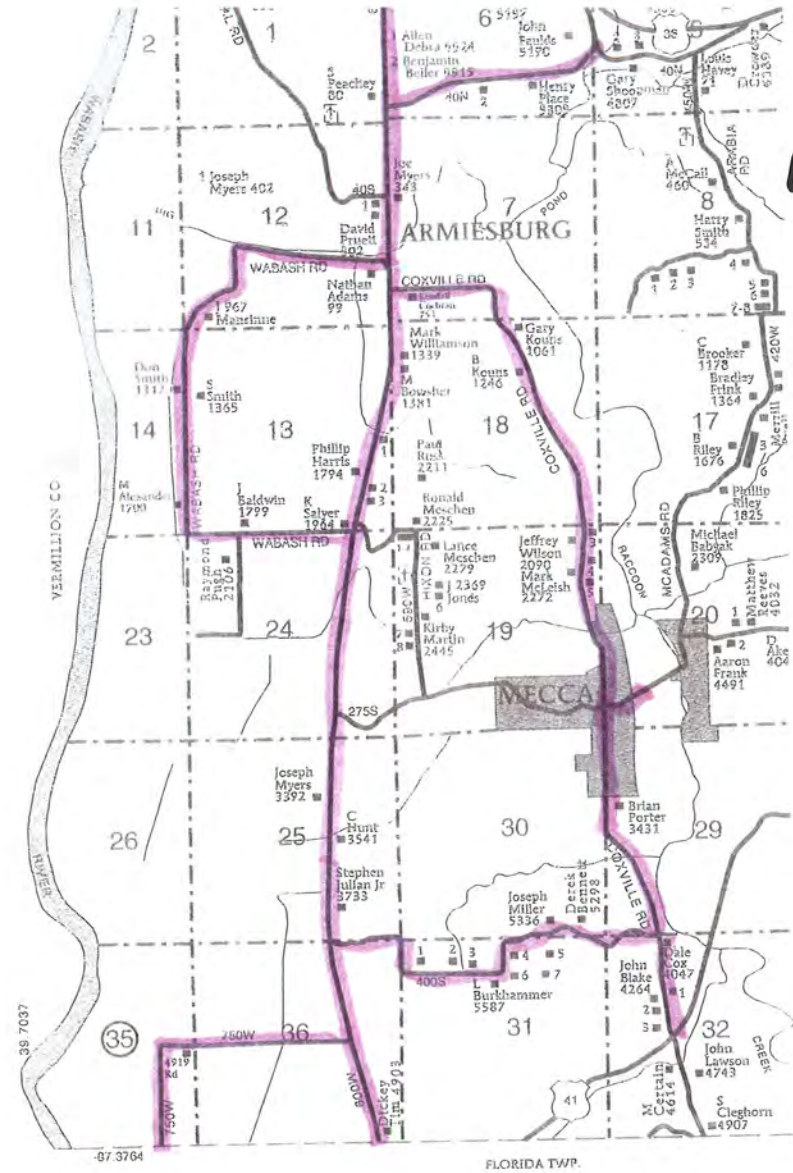
This route is responsible for all elementary students north of the South Wabash Township line over to the west side of Raccoon Creek and North to US 36. This route includes the Town of Mecca.

This route may be subject to a transfer point.

This route transports to Montezuma Elementary.

Approximate distance 40 miles per day, 50 students, 90 minutes per day.

Route 3



Route 4 Description

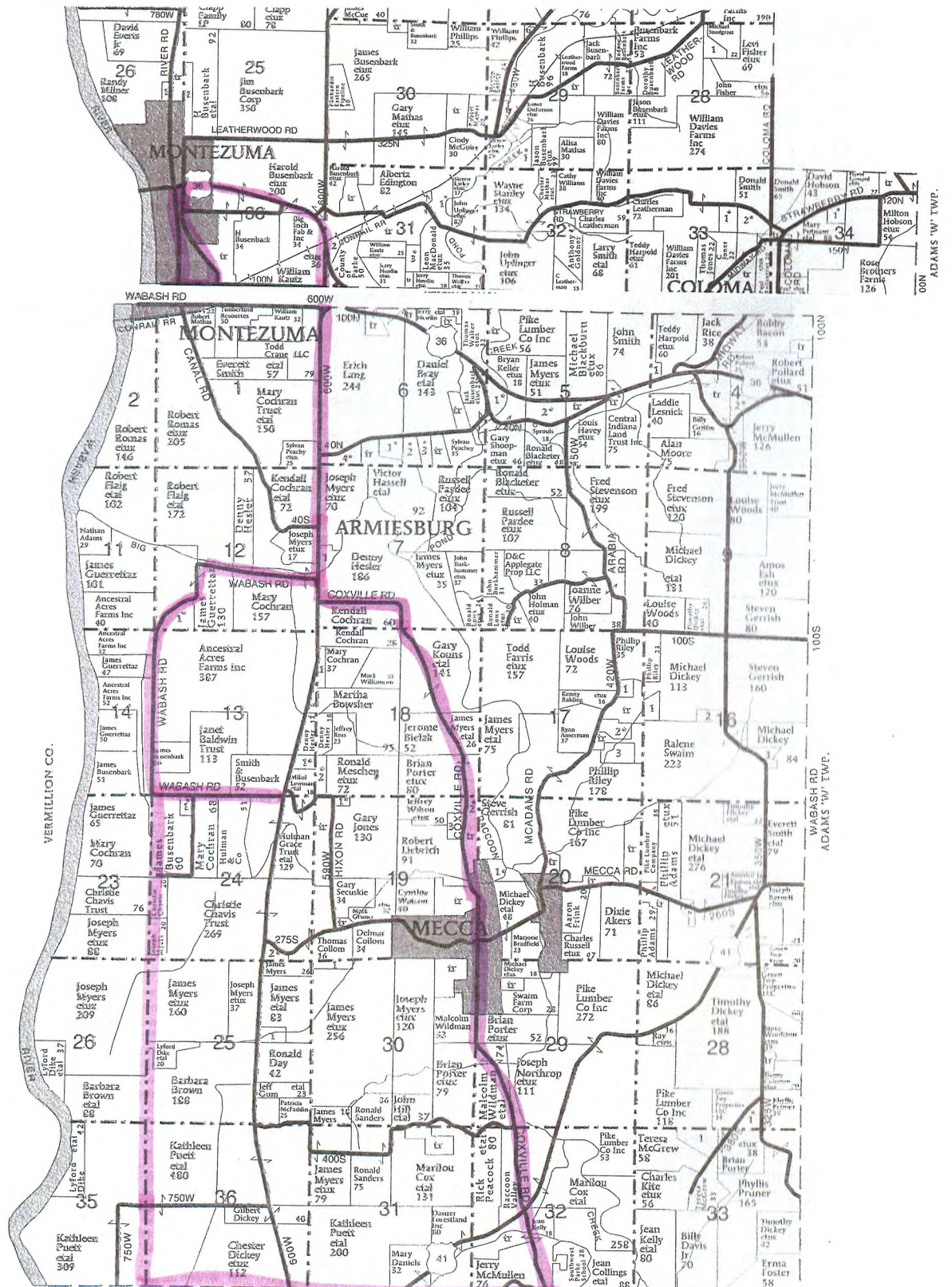
This route is responsible for all high school students south of US 36 in Montezuma to the south Wabash Township line. This route includes the Town of Mecca.

This route may be subject to a transfer point.

This route transports to Riverton Parke Jr/Sr High School.

Approximate distance 50 miles per day, 48 students and 2 hours to run per day.

Route 4 W T E



Route 5 Description

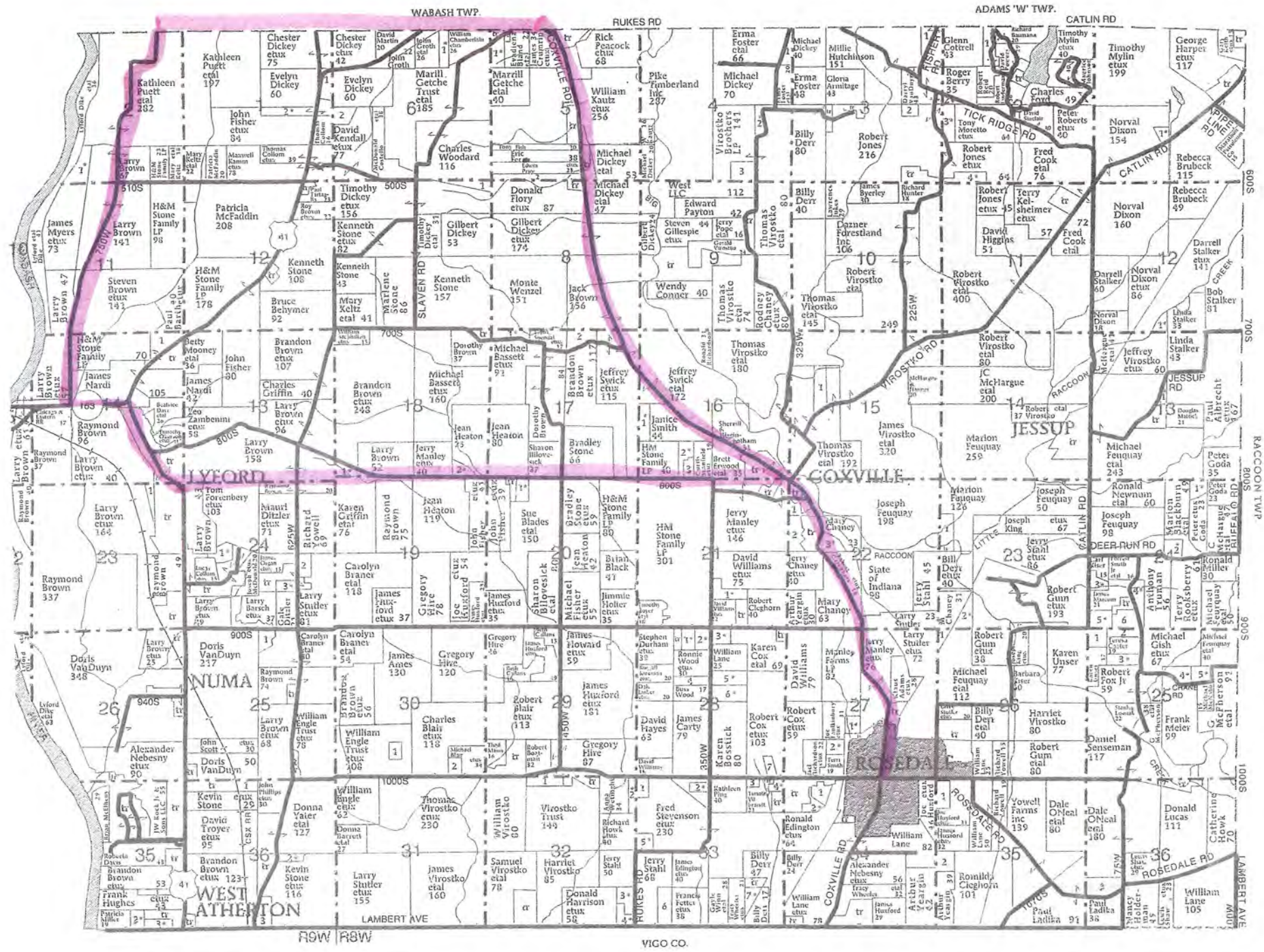
This route is responsible for all elementary students from south of the “S” curve south of Lyford, west to Florida Township line and then north to the Wabash Township line then east to Coxville Road then onto Rosedale Elementary.

This route may be subject to a transfer point.

This route transports to Rosedale Elementary.

Approximate distance 60 miles, 64 students and 120 minutes to run.

Route 5 $\begin{matrix} N \\ W \text{---} E \\ S \end{matrix}$



R9W R8W

VIGO CO.

Route 6 Description

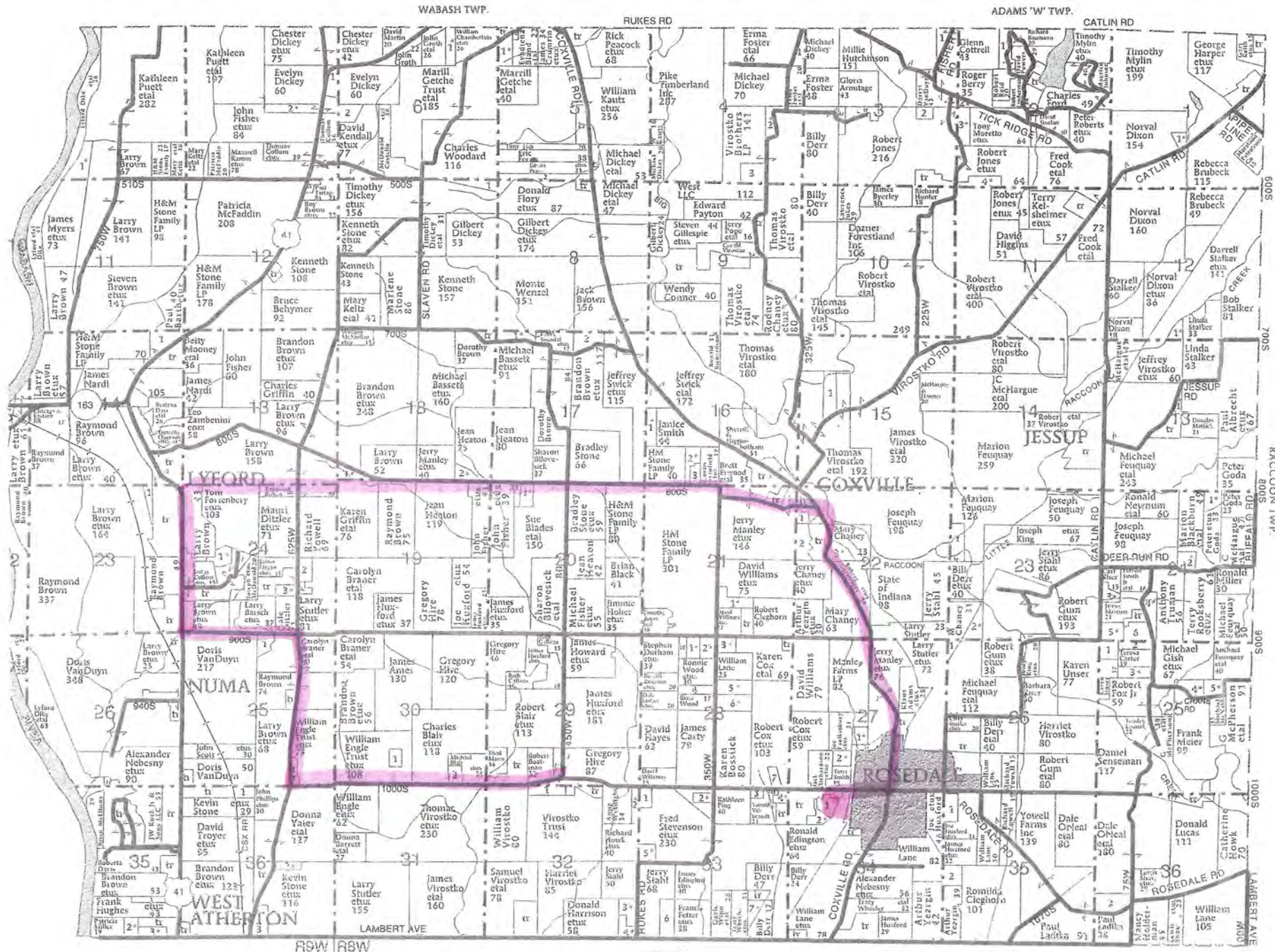
This route is responsible for all elementary students from 450 West and 1000 South then west to US 41. North to “S” curve south of Lyford and then east to Coxville Road. This also includes students in the West Hill Subdivision.

This route may be subject to a transfer point.

This route transports to Rosedale Elementary.

Approximate distance 40 miles per day, 60 students and 100 minutes to run per day.

Route 6



RSW RSW

VIGO CO.

Route 7 Description

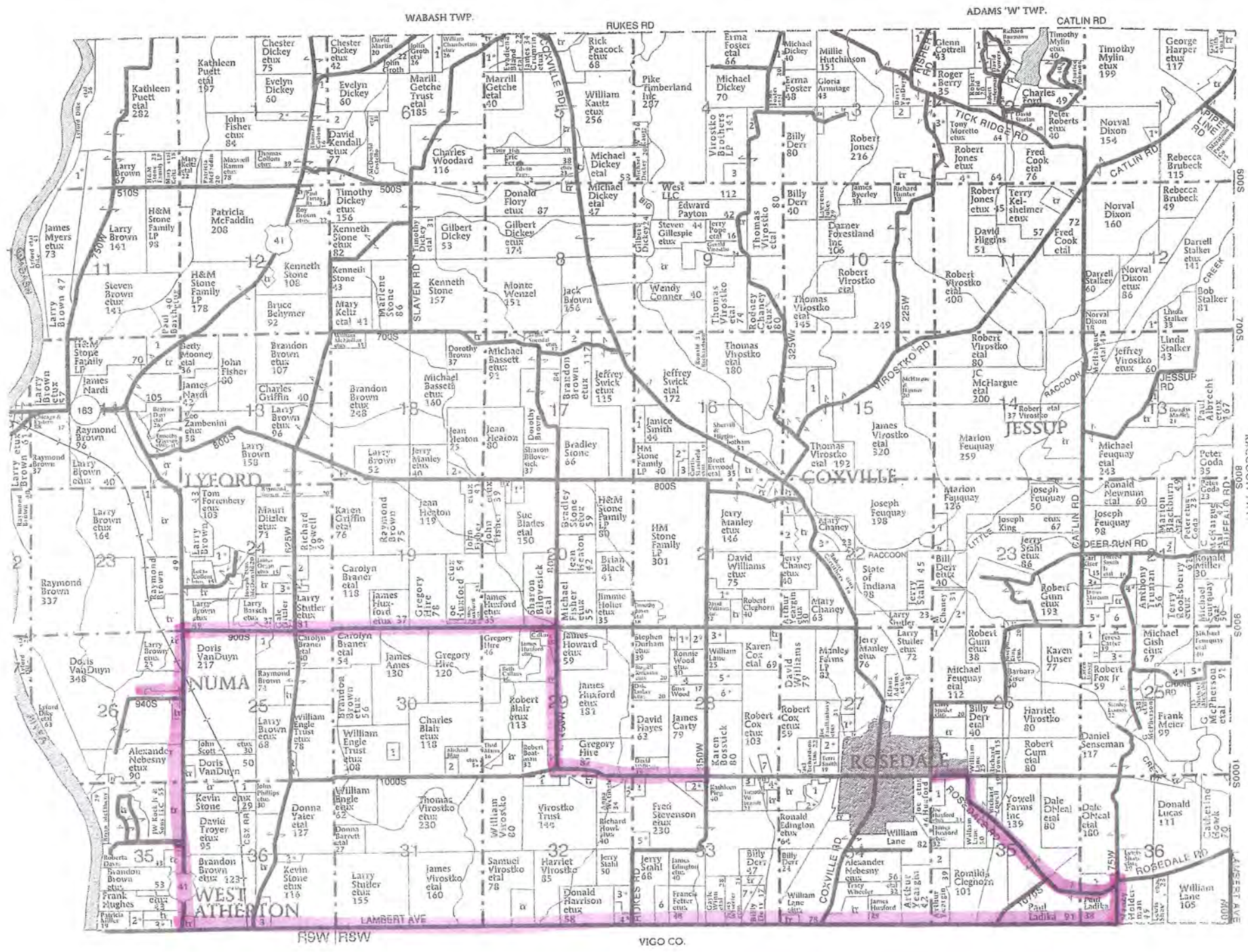
This route is responsible for all elementary students from 1000 South & 350 West to US 41 and south to Lambert Avenue then north to 1000 South and East to Rosedale Elementary.

This route may be subject to a transfer point.

This route transports to Rosedale Elementary.

Approximate distance 34 miles, 50 students and 110 minutes to run.

Route 7 $\begin{matrix} W & N \\ + & \\ S & E \end{matrix}$



RSW | RSW

VIGO CO.

Route 8 Description

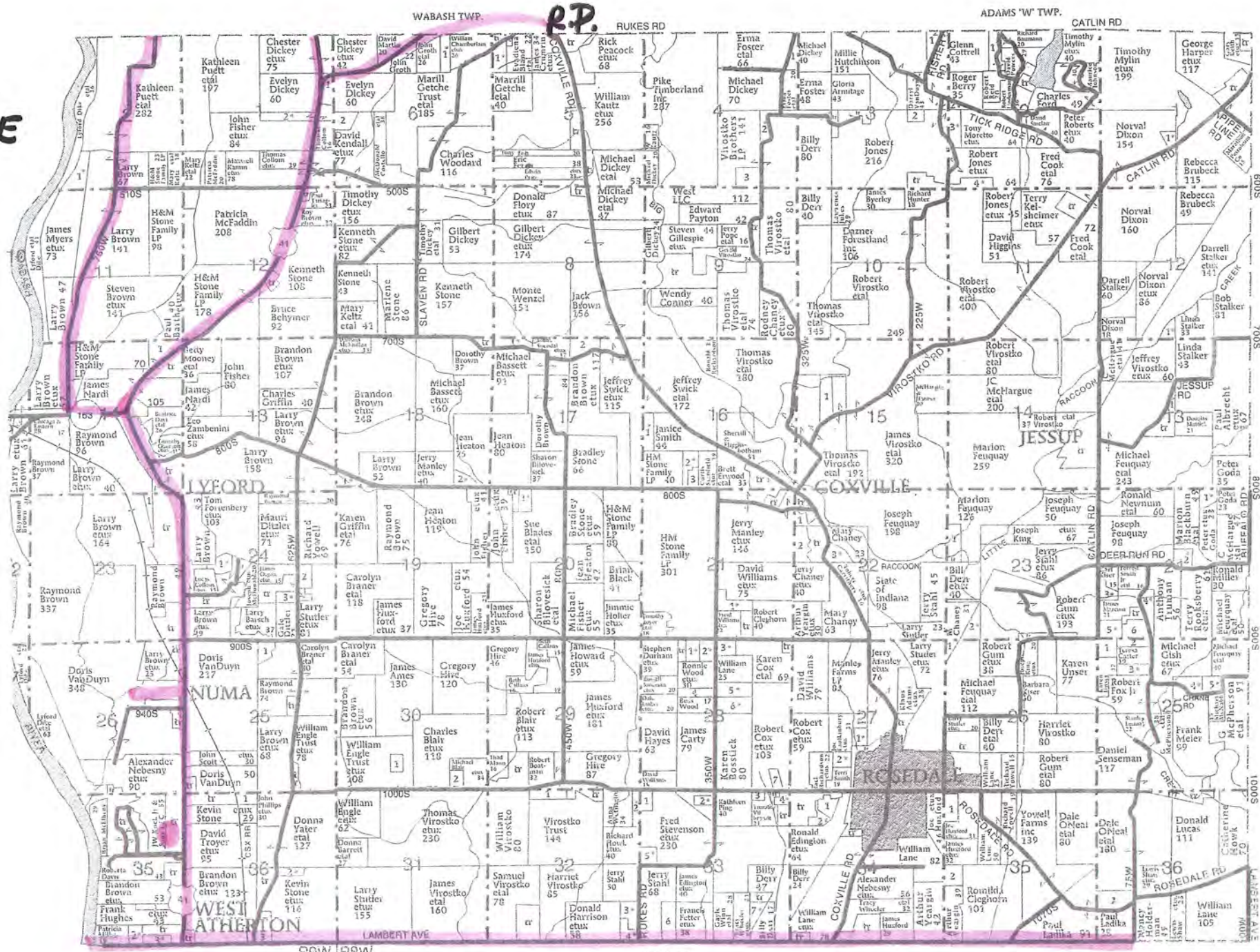
This route is responsible for all high school students beginning at 75 West and Lambert Avenue. Then west to Sandridge Road then north to Wabash Township line then East to Coxville Road.

This route may be subject to a transfer point.

This route transports to Riverton Parke Jr/Sr High School.

Approximate distance 43 miles per day, 72 students, 110 minutes per day.

Route 8 W/E S



RSW | RSW

VIGO CO.

Route 9 Description

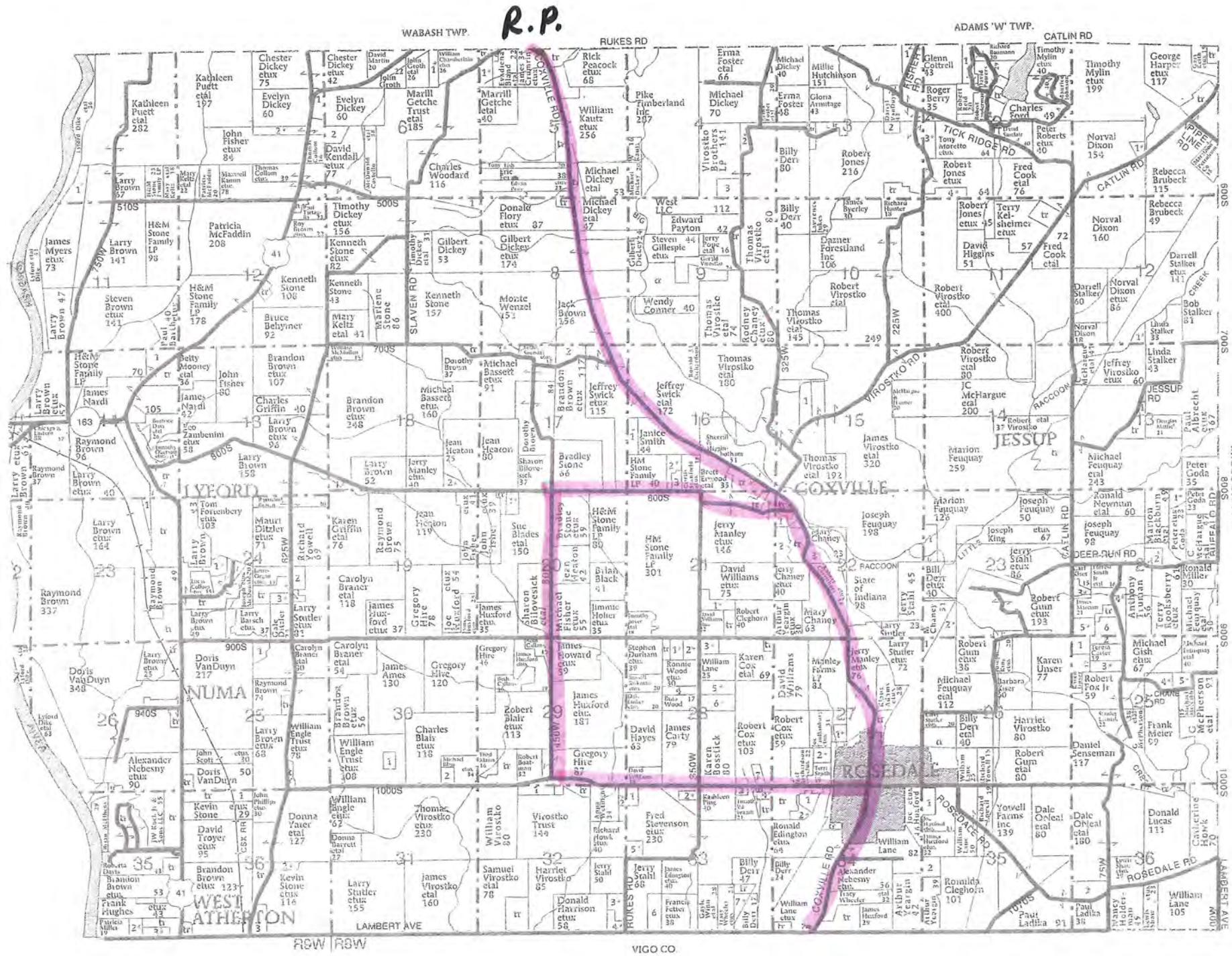
This route is responsible for all high school students beginning at Lambert Avenue & Coxville Road to Rosedale then west to 450 West and North to 800 South then onto Coxville Road. This route includes West Hill Subdivision.

This route may be subject to a transfer point.

This route transports to Riverton Parke Jr/Sr High School.

Approximate distance 38 miles per day, 54 students, 90 minutes per day.

Route 9 $\begin{matrix} N \\ W/E \\ S \end{matrix}$



RSW RSW

VIGO CO.

Route 10 Description

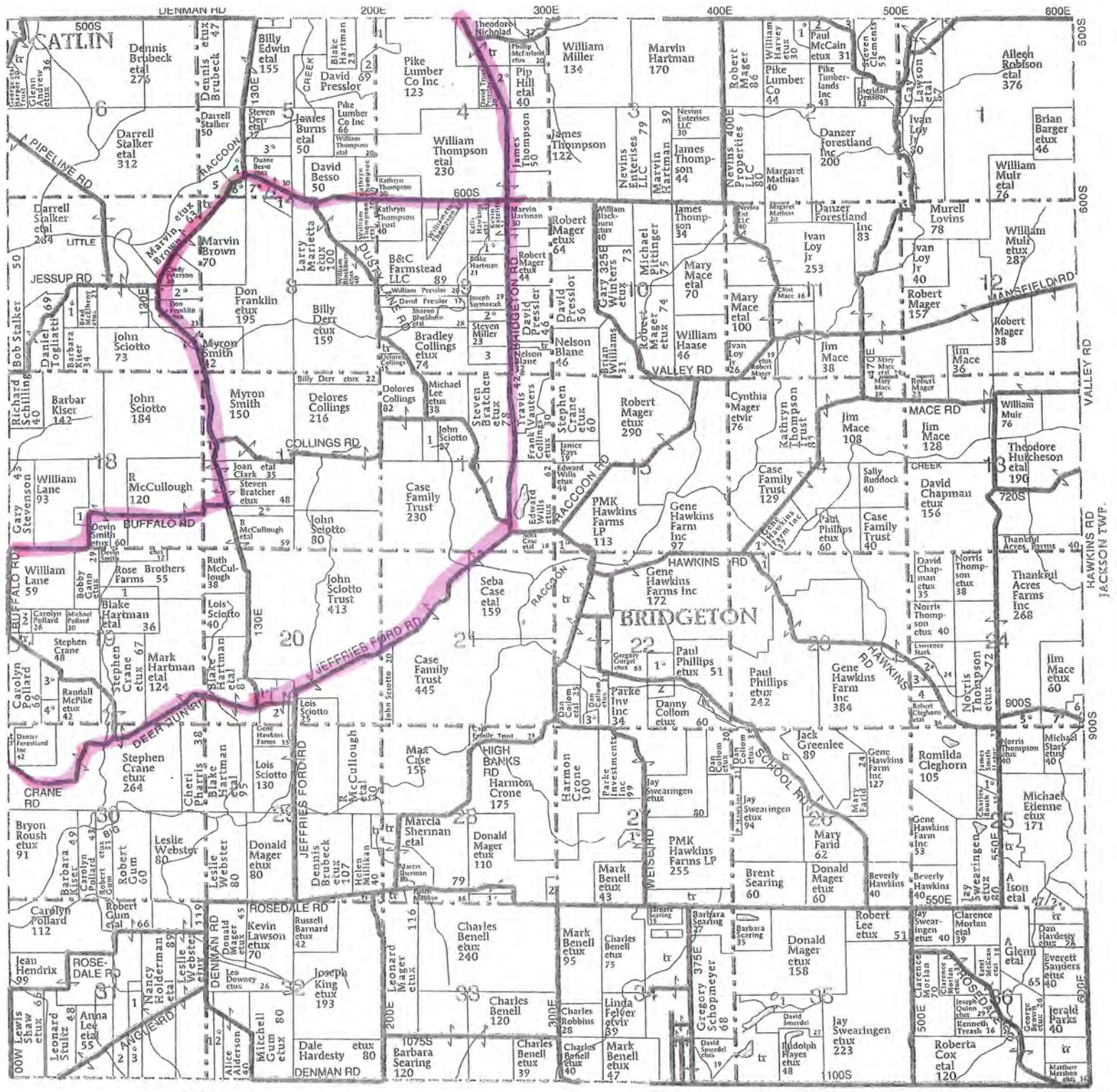
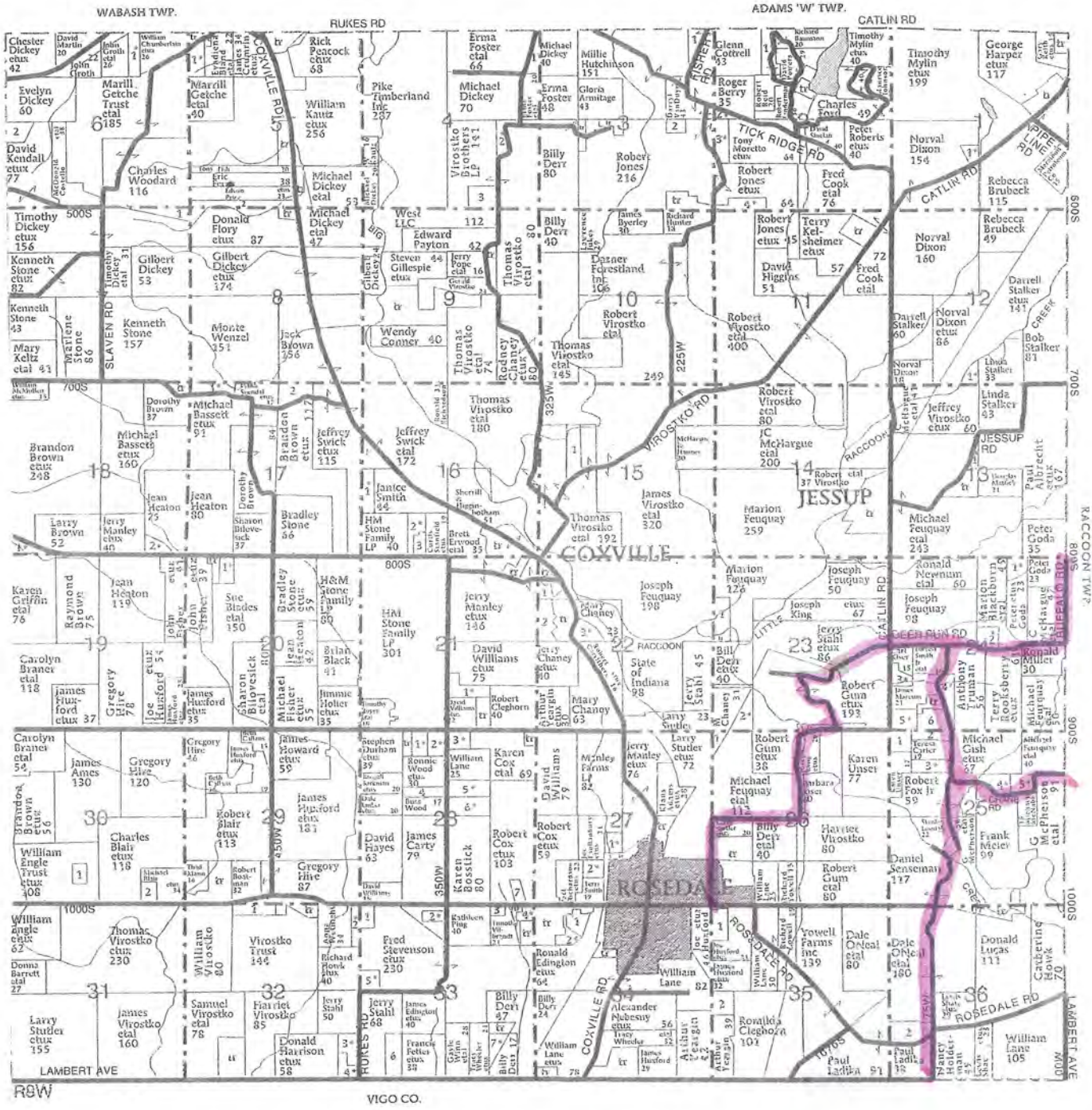
This route is responsible for all high school and elementary students beginning at Cemetery Street north to Deer Run Road then east to 600 South and Bridgeton Road. Then north to Adams Township line and then south to Deer Run Road and west to Crane Road to 75 West and south to Dead End and then return to Deer Run Road.

This route may be subject to a transfer point.

This route transports to Rosedale Elementary.

Approximate distance 50 miles per day, 30 students, 110 minutes per day.

Route
10
N
W
E
S



VIGO CO.

CLAY CO.

Route 11 Description

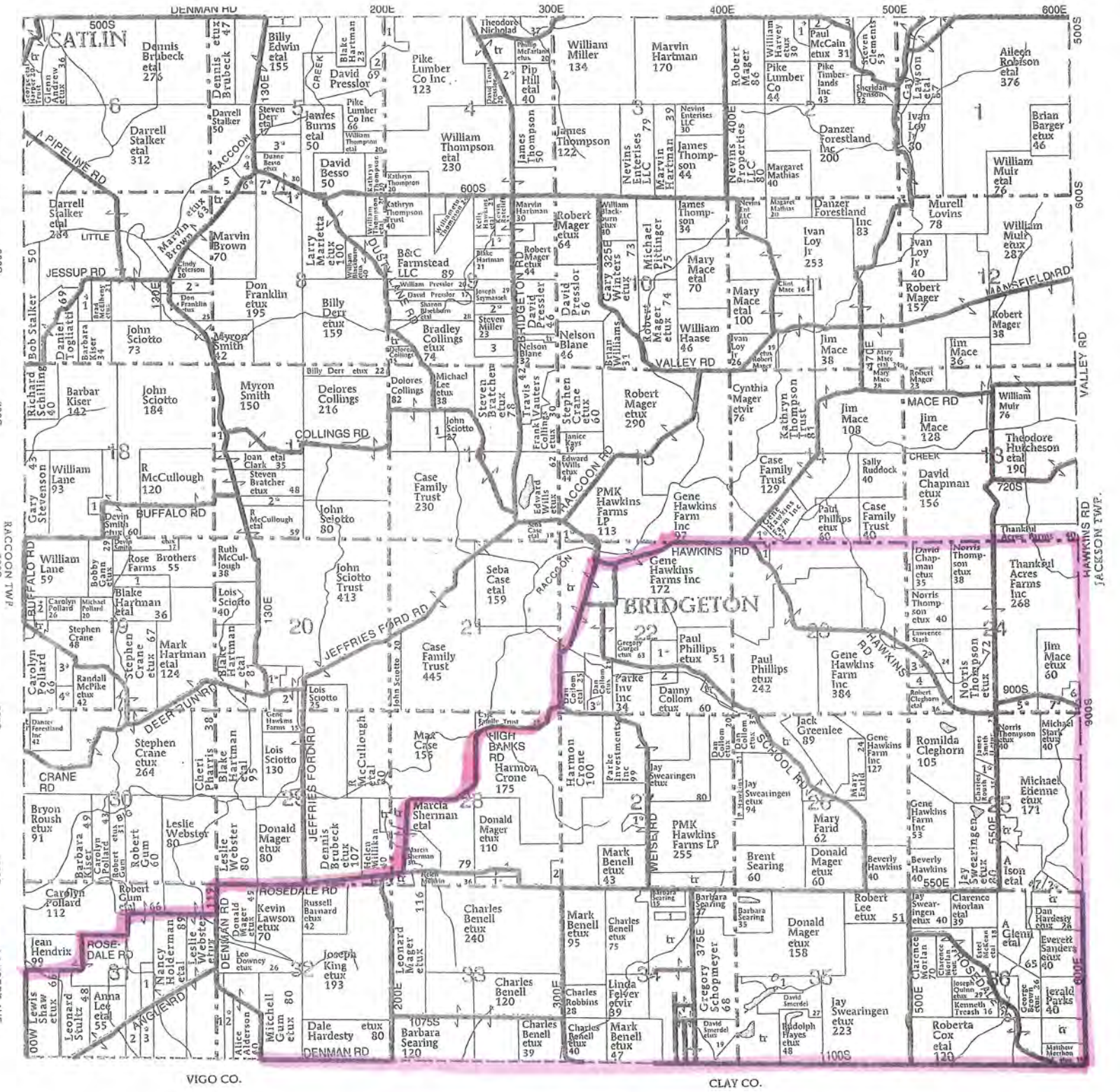
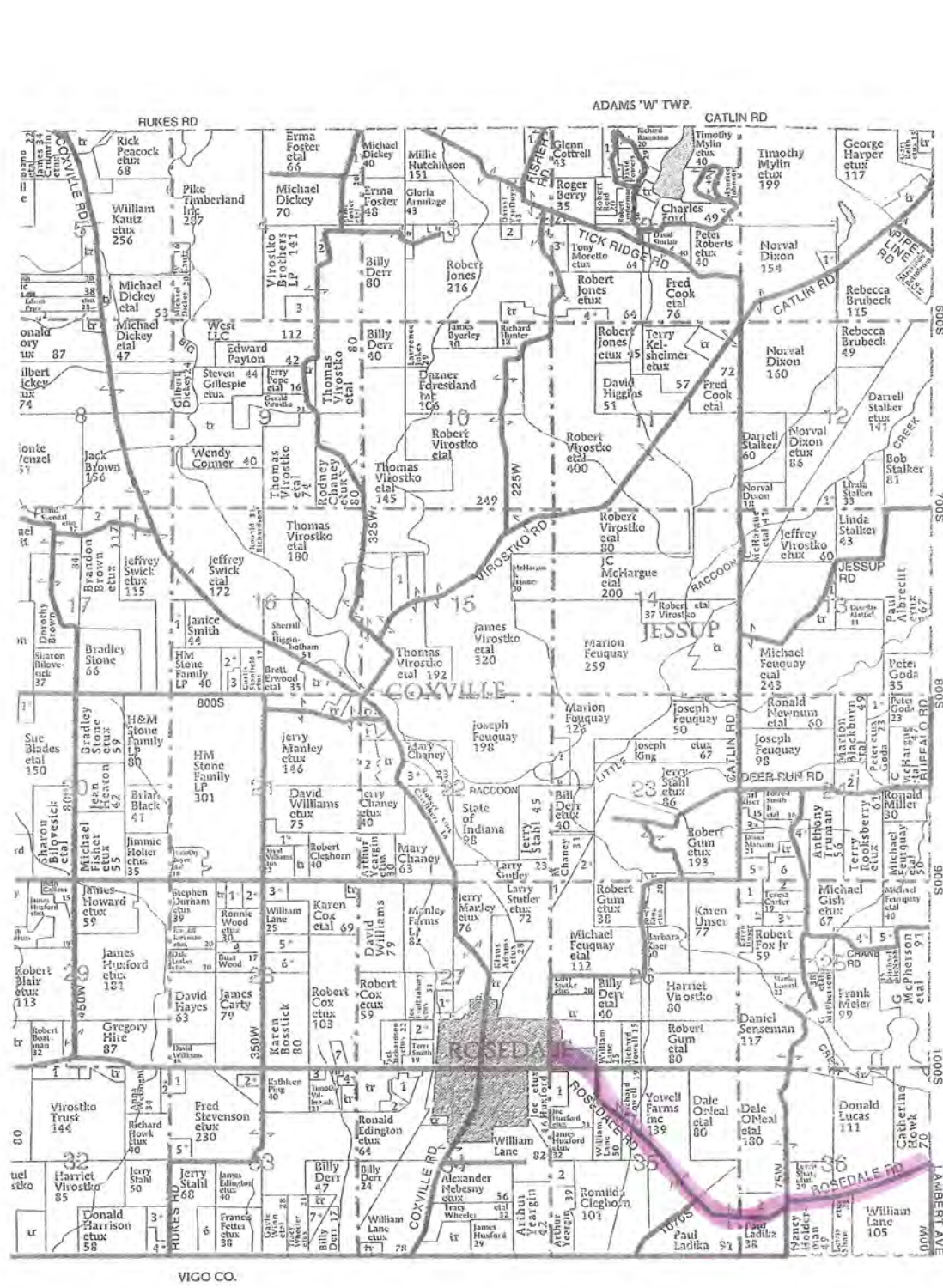
This route is responsible for all high school and elementary students beginning at south boundary of Raccoon Township (Coal Bluff Road) then east to Raccoon Township line and north to Bridgeton. Pick up kids in Bridgeton and then go west on Rosedale Road to Rosedale Elementary.

This route may be subject to a transfer point.

This route transports to Rosedale Elementary.

Approximate distance 50 miles per day, 45 students, 120 minutes per day.

Route
11
N
W + E
S



Route 12 Description

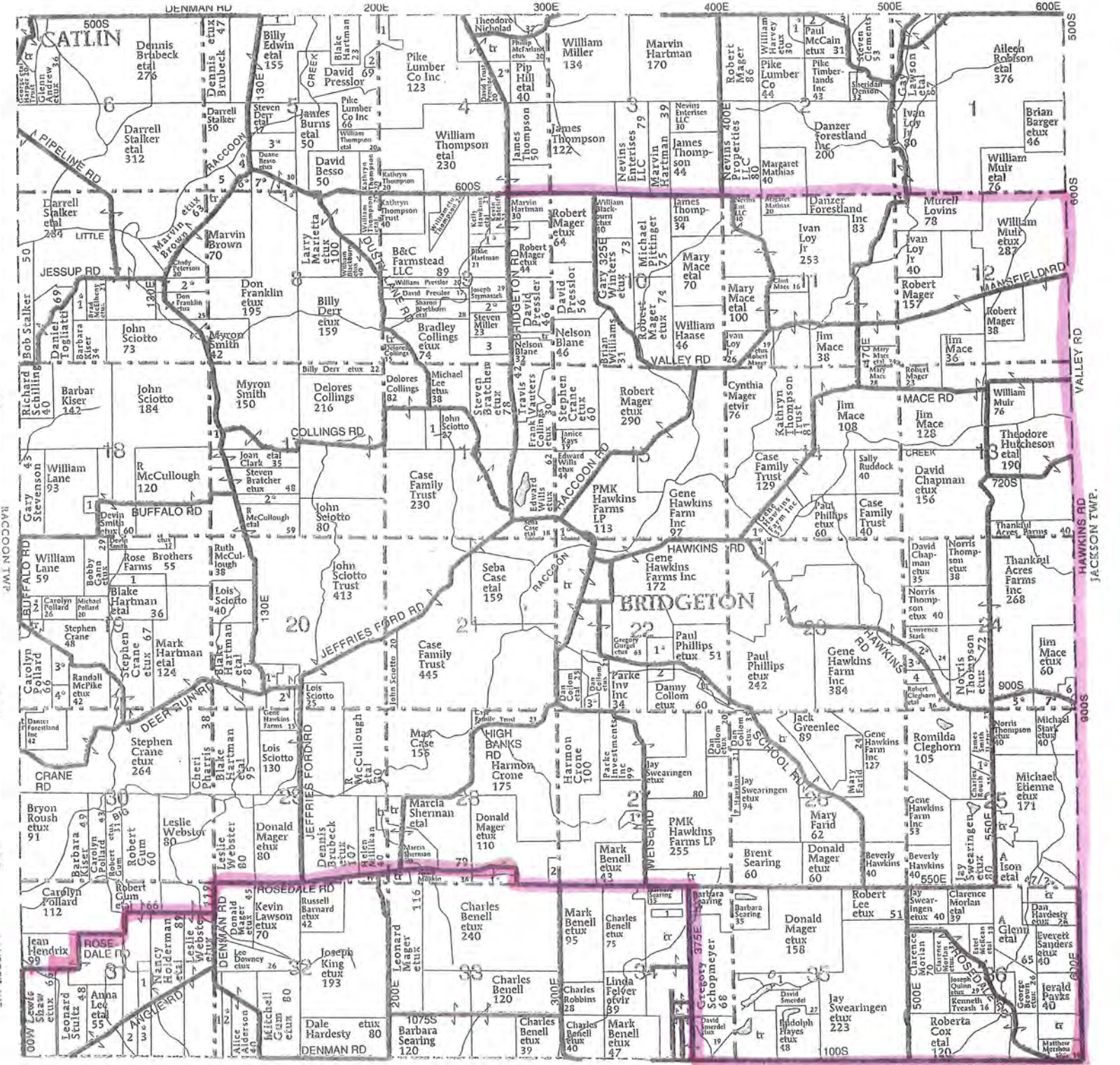
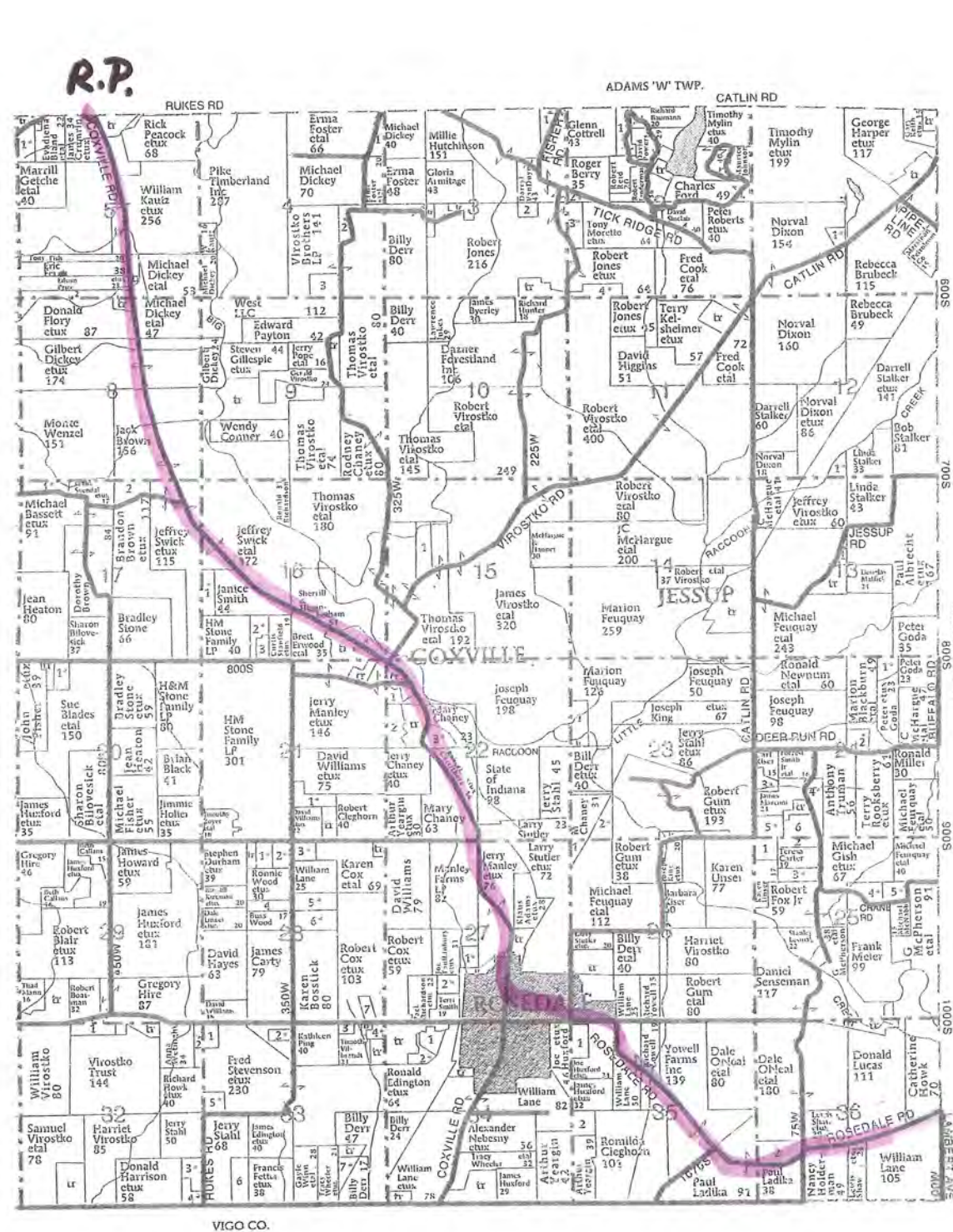
This route is responsible for all high school and elementary students north to 600 South then east to Raccoon Township line. Then south to Coal Bluff Road (Raccoon Township line) then west to Rosedale to Middle Street and then to Riverton Parke Jr/Sr High School. This route is responsible for 2 stops in Rosedale.

This route may be subject to a transfer point.

This route transports to Riverton Parke Jr/Sr High School.

Approximate distance 65 miles per day, 55 students, 2.5 hours per day.

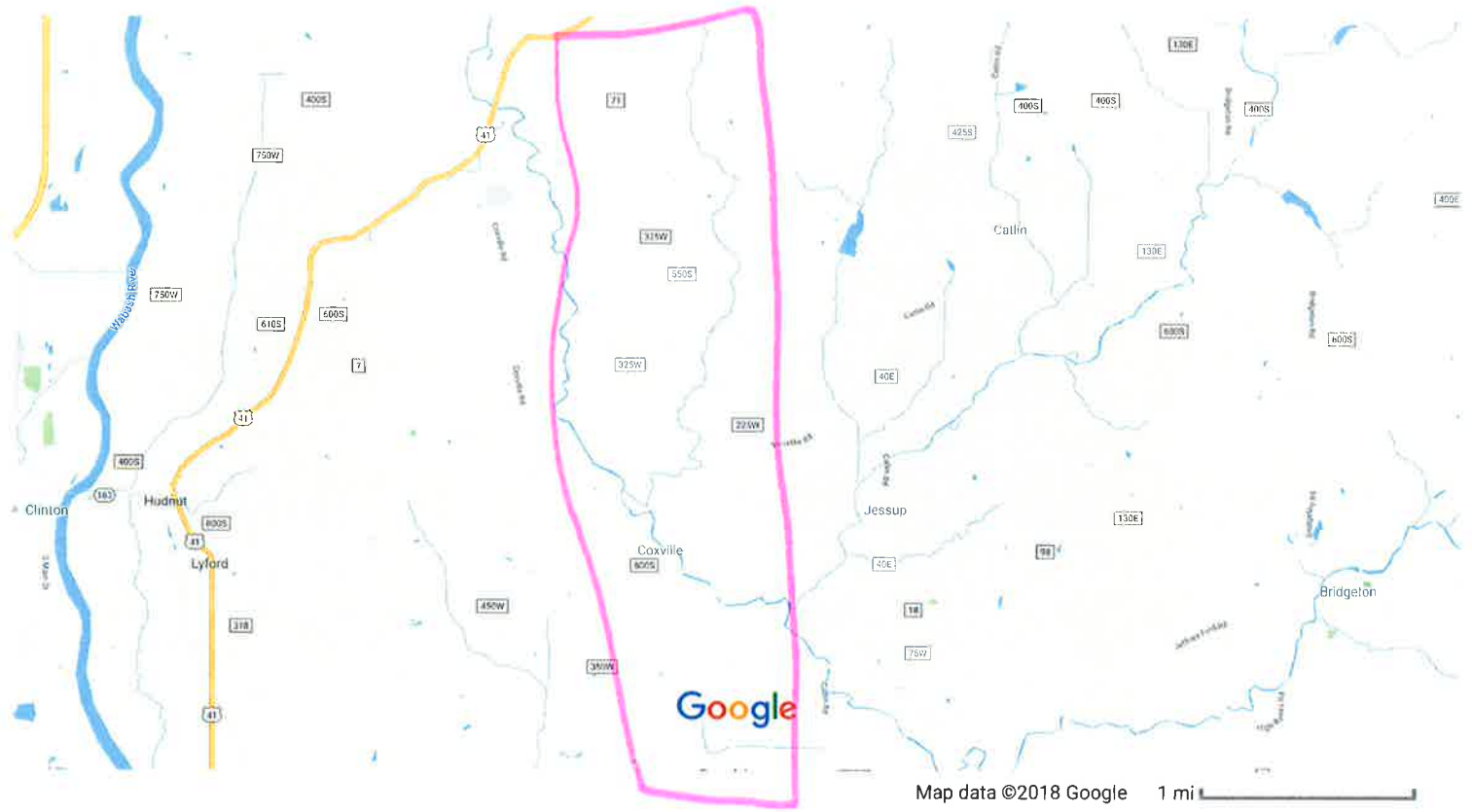
Route 12
N
W E
S



Route 14 Description

Route 14 provides transportation for students on 325 West south of US 41. The route includes elementary students and junior/senior high school students. The route includes stops at Rosedale Elementary School and Riverton Parke Junior-Senior High School.

Route 14 runs approximately 50 miles per day serving approximately 40 students per day at a total duration of approximately 1.5. hours.



DESCRIPTION OF BUS ROUTE 15

The special education route 15 does not have a map but is described below.

ROUTE #15 (SPECIAL EDUCATION) – The special education bus must have at least a 42 passenger body. The bus is to be equipped with a wheelchair lift and have the capacity to haul no fewer than sixteen (16) students, plus two (2) wheelchair passengers. Net carrying capacity of the bus is at least twenty (20) passengers. The bus must also be equipped with heavy-duty seat frames to be used with seat belts, safety-harnesses, and/or child safety seats. The bus will be used to transport students within the Wabash River Special Services Cooperative. Approximate number of miles is up to 100 (Additional mileage will be negotiated); approximate number of students – twenty (20) per trip; and time – about 5hrs per day.