

The Collegiate Charter School of Lowell is seeking proposals for the transportation of its Students.

Bid Specifications  
for School Bus Transportation



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**The Collegiate Charter School of Lowell (CCSL) Board of Trustees (BOT) is seeking Price Proposals for the transportation of our students both in the Morning Drop Off and the Afternoon Pick-up.**

The CCSL is seeking proposals for supplying conveyance and transportation of our School Students of CCSL. The Board of Trustees is seeking a three year contract with two additional one year extensions at the sole discretion of the BOT.

**The Contract Period would be:**

School Year 2022 through 2023 = Year One of the Three Year Contract

School Year 2023 through 2024 = Year Two of the Three Year Contract

School Year 2024 through 2025 = Year Three of the Three Year Contract

**Two (2) One-Year Extensions:**

School Year 2025 through 2026 = Year Four of the Contract

School year 2026 through 2027 = Year Five of the Contract

**Proposal Packages may be obtained** at the Main Office of the Collegiate Charter School of Lowell located at 1857 Middlesex Street, Lowell, Ma 01851. Questions regarding bus transportation RFP can be directed to Collegiate Charter School of Lowell Director Laurie Hodgdon:

[lhodgdon@lowell.sabis.net](mailto:lhodgdon@lowell.sabis.net)

Proposal will be available on January 15, 2022

Proposals are due on March 15, 2022

## **About Collegiate Charter School of Lowell:**

The Collegiate Charter School of Lowell opened its doors to students in September of 2013. CCSL serves 1200 students within Kindergarten through Twelfth Grade. SABIS® Educational Systems manages our school which utilizes a college preparatory curriculum. Bus Transportation will be provided only to grades kindergarten through eighth grade.

## **Personnel**

All transportation personnel shall be employees of the Contractor and shall be the Contractor's responsibility. All supervisory personnel, drivers, and mechanics must meet all legal and regulatory requirements for holding their respective positions, and shall in all respects be in compliance with all requirements of law, ordinance or regulation of the Department of Motor Vehicles, including all required driving, licensing, training and certification. In addition, the Contractor will be responsible for fulfilling the fingerprinting requirements, background check requirements, and drug and alcohol testing requirements pursuant to all Federal Department of Transportation, State Department of Education, State Department of Motor Vehicles regulations, State law, Lowell Police Department and Collegiate Charter School of Lowell Board of Trustees.

The responsibility for hiring and discharging personnel with respect to all obligations arising from the Contract shall rest entirely upon the Contractor, and the Contractor agrees not to enter into any agreement or arrangement with any employee, person, group or organization which will in any way interfere with the ability to comply with this requirement, except as otherwise required or permitted by law. The Contractor further agrees that the CCSL, solely in its discretion, shall have the right to remove, reject or direct replacement of any manager, dispatcher or bus driver. The Board reserves the right, in the exercise of its sound discretion, to reject managers, dispatchers or bus drivers or to direct that they be replaced, without being limited to considerations of health and driving records.

All office staff and drivers provided by the Contractor pursuant to the Contract shall be properly dressed. These same employees shall be expected to maintain a positive attitude about their work, and shall endeavor to represent the Contractor and CCSL in a positive way. All bus drivers shall carry photo identification while working whenever they come in contact with children or school building personnel while working at their assigned tasks. As a part of the submission required with this bid, the Bidder shall submit to the CCSL a copy of its dress code applicable to drivers.

The Contractor must comply with all Local, State, Federal laws and regulations, and Regulations of the Department of Motor Vehicles regarding school bus driver, bus aide employment and bus operation, and Board of Trustees policies and regulations.

The physical examinations of drivers shall be at the driver's or the Contractor's expense. All exams will be completed as required by regulations of the Registry of Motor Vehicles. All drivers must also comply with any Federal drug and alcohol testing requirements which compliance will be solely at the Contractor's expense, and any physical ability tests that may be mandated during the term of this Contract.

Each driver performing services pursuant to the Contract must undergo a physical examination.

All employees of the Contractor will be drug-tested at the Contractor's expense prior to employment and randomly thereafter in compliance with all Federal and State laws and regulations

The Contractor shall submit to the District no later than 21 calendar days prior to the beginning of each Contract year a list of the names and addresses of all regular and substitute drivers, employed to provide the services required hereunder, and said list shall be updated by the Contractor by adding or deleting such information regarding any such driver hired or terminated after that date. Said updated notice shall be provided to the District within 24 hours of employment or termination, and/or otherwise consistent with the policies and procedures of the CCSL.

The Contractor shall at all times have an adequate number of stand-by drivers and vehicles to provide the services which are required.

The Contractor shall be responsible for providing practice and instruction to the drivers with regard to the location, use and operation of emergency door(s), fire extinguisher(s), first aid equipment, windows and roof hatches as means of escape in case of accident. Similar drills for students may be held under the general supervision of the CCSL at such times and in such fashion as may be required by the applicable regulations of this State or the law. Contractor shall also provide all employees with mandated training, including but not limited to blood borne pathogen exposure control training.

The Contractor will inform all personnel providing services under the Contract that changes in routes, stops or schedules may be made only with the prior approval of the Director of the CCSL. Additionally, prior to the opening of schools and throughout the year(s), all drivers shall travel their assigned routes until they become familiar with all stops and roads. Stand-by and substitute drivers shall also become familiar with the routes to ensure efficient operation of the system in the event that the assigned driver is not available to operate the route.

The Contractor, along with the respective Driver, will be responsible for the safety and supervision of the children transported under the contract, No K-2<sup>nd</sup> graders are to be

released without supervision. If there is no one there to meet the child, the child is to be kept on the bus and CCSL is to be notified immediately.

No alcoholic beverages or illegal intoxicants may be brought to or consumed upon the District's premises or buses utilized pursuant to the Contract by any employee of the Contractor, nor shall any employee be under the influence of or impaired by any alcoholic beverages, illegal intoxicants or prescription drugs, nor shall any employee transfer, sell or provide intoxicants, drugs or tobacco products to students or vehicle occupants.

Additionally, no smoking is allowed on the buses, or on school property, by the Contractor's employees prior to or during the provision of services to the District's students. The Contractor is required to fully inform its employees of this provision. No alcoholic beverages or illegal intoxicants shall be allowed at the bus terminal. The Collegiate Charter School of Lowell has a "drug free zone" policy on school property.

## **Vehicles**

All vehicles will be equipped with two-way radios of at least 30 watt capacity, business band sufficient to reach all vehicles in operation from the most distant point to the dispatching station, which shall be maintained in operable condition at all times by the Contractor. It shall be the responsibility of the contractor to register the radios to establish their warranties and to maintain them; it is the responsibility of the contractor to maintain the radios in operating condition at all times during the life of this contract at no additional expense to CCSL.

Buses used to transport students shall not display any advertisement, political or otherwise, either inside or outside of the vehicle without the expressed written consent of CCSL. All buses must be maintained in a neat and clean condition, both inside and out, at all times that weather permits.

Buses transporting students are restricted to the transportation of students and/or authorized personnel only. However, with the prior knowledge and approval of CCSL, drivers may transport up to two (2) of their own pre-school children. All such transportation must be consistent with State regulations. The cost of any equipment (seat belts; car seats) required shall be the responsibility of the Contractor. CCSL reserves the right to withdraw approval if the driver benefit interferes with the provision of safe and effective services to CCSL students. Such determination rests solely with the CCSL Executive Director.

All Type I buses will be equipped with 3 digital cameras mounted in the front, rear and facing external of the bus. DVCR and cameras must be operable at all times. The Contractor is responsible for maintaining a sufficient number of spare cameras to replace

any inoperable units. In addition, the Contractor shall also supply CCSL the with necessary viewing equipment and/or software. Camera output must be retained for a minimum of 30 days. The contractor will be responsible for warranty and out of warranty service on the cameras and supporting devices at no additional expense to the district.

The Contractor shall provide a GPS system which will enable the district to determine the location of buses in real time.

Bus interiors will be swept daily, the bus interior (floor, seats, and panels) and driver compartment thoroughly cleaned monthly, and the interior and exterior power washed three (3) times a year (before school, at Christmas, and April vacations). Proposers will include in their proposals an explanation of how this will occur and who will provide this service. It is important to the district that children and parents see the buses as clean and safe. The Contractor will notify the district when the buses will be available for inspection, by district personnel, after they have been cleaned.

### **General Contract Provisions**

Vehicles used in performance of this Contract to transport pupils of the District shall not be used to display, either inside or outside, of the vehicle, any advertisement (commercial, political, or other) without the prior written authorization of the Executive Director of CCSL.

The contractor shall procure all applicable permits, licenses, and approval necessary for the performance of these contract services

### **Compliance with Title IX Regulations**

In compliance with Title IX, Education Amendments of 1972 (prohibiting sex discrimination in education), CCSL requires any person, organization, group or other entity with which it contracts, sub-contracts, or otherwise arranges to provide services or benefits (including proposals) to comply fully with Title IX.

Title IX states: “No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”

In compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, (prohibiting discrimination against any person who is qualified with a disability), the District requires that any person, organization, group, or other entity with which it contracts, subcontracts, or otherwise arranges to provide services or benefits (including proposals) to comply fully.

### **Driver Training and Additional Training**

All bus drivers must receive and participate in required safety instruction as outlined in State of Massachusetts laws and regulations. The cost of such instruction shall be paid by the Contractor.

### **Emergency Bus Drill**

The Contractor shall be responsible for providing practice and instruction to the drivers with regard to the location, use and operation of emergency door, fire extinguisher, first aid equipment, and windows as a means of escape in case of fire or accident. Such drills shall be held at such times and in such fashion as may be required by law. The Contractor shall, when requested, provide a bus and driver for student emergency bus evacuation drills, as well as new student bus safety indoctrination held in late summer or early fall. Such services shall be provided at no additional cost to the District. All training must meet or exceed the mandates included in the policies of the Collegiate Charter Public Schools.

### **Emergency Closings**

The Contractor will be required to consult with the CCSL Executive Director or his/her designee, during times of inclement weather, about road conditions and the potential of closing school. The Contractor shall be responsible for providing the regularly scheduled buses in the event that schools are closed early in any school day due to weather conditions or other emergency declared by the Executive Director of the CCSL. It is understood that time is of the essence in providing such buses, and that such buses will be provided as soon as possible, but in no event will the arrival of the buses at the designated locations be more than one (1) hour after notification is given to the Contractor by CCSL Executive Director.

### **Bus Accidents**

In addition to monthly reports, in the event of any accident involving the operation of a school bus, CCSL's designated liaison must be notified immediately. Any written reports which may be necessary will be completed by Contractor in a timely fashion. The contractor must also comply with all Federal, State, and/or District regulations or policies relative to accident reporting, investigations and reviews. CCSL reserves the right to actively participate in any accident review of a vehicle in which its students are being transported.

### **Student Discipline Matters**

In addition to monthly reports, in the event of any student discipline matter involving CCSL students, the Contractor shall immediately notify the Executive Director of CCSL.

**Collegiate Charter School of Lowell reserves the right to reject any and/or all bids, waive any minor informality in bidding, and to select a bidder who is the lowest responsive and responsible bidder as it deems in the best interest of the Collegiate Charter School of Lowell.**

**FORM 1 COMPANY INFORMATION**

**Company Name:** \_\_\_\_\_

**Company Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:**

\_\_\_\_\_

**Federal ID# (or SS#):**

\_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative Signature**

\_\_\_\_\_  
**Print Name and Title**



**FORM 2 CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

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**Authorized Representative Signature**

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**Date**

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**Print Name**

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**Print Title**

**FORM 3 - Option A – Grade KG – Grade 8  
REGULAR DAY TRANSPORTATION RATE**

Collegiate Charter School of Lowell - Regular Day Transportation - Per Bus

**OPTION A: Transportation for students KG – Grade 8** (Approximately 800 students)

Grade KG – Grade 5 (500 Students) Arrival 8:15 – 8:30 / Dismissal 3:35

Grade 6 – Grade 8 (300 Students) Arrival 7:20 – 7:35 / Dismissal 2:40

<b>Daily bus rate with 2-hour AM and 2-hour PM minimum</b>	2022-2023	2023-2024	2024-2025	<b>Ext Year 1</b> 2025-2026	<b>Ext Year 2</b> 2026-2027
Big Bus AM/PM Rate					
Mini Bus AM/PM Rate					
Wheelchair Bus AM/PM					
7-D Minivan AM/PM Rate					
Monitor Rate AM/PM Rate (if requested)					
Late Run Rate					
<b>Field Trip / Athletic Trip</b>					
Driver Rate per hour					
Waiting Rate per hour					
Rate per Mile					

**FORM 4 - Option A: Grade KG – Grade 8: SCHOOL BUS TRANSPORTATION**  
**CONTRACT: Three-Year Contract with Two (2) One-Year Extensions**

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**2022/2023 School Year**

**Regular Route Buses:** *Estimated need:* **8** buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**2023/2024 School Year**

**Regular Route Buses:** *Estimated need:* **8** buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**2024-2025 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* **8** buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**YEAR 1 EXTENSION: 2025-2026 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* **8** buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**YEAR 2 EXTENSION: 2026-2027 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* **8** buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

**FORM 5 - Option B: Grade 6 – Grade 8  
REGULAR DAY TRANSPORTATION RATE**

Collegiate Charter School of Lowell - Regular Day Transportation - Per Bus

**OPTION B: Transportation for students Grade 6 – Grade 8** (Approximately 300 students)

Grade 6 – Grade 8 (300 Students) Arrival 7:20 – 7:35 / Dismissal 2:40

<b>Daily bus rate with 2-hour AM and 2-hour PM minimum</b>	2022-2023	2023-2024	2024-2025	<b>Ext Year 1</b> 2025-2026	<b>Ext Year 2</b> 2026-2027
Big Bus AM/PM Rate					
Mini Bus AM/PM Rate					
Wheelchair Bus AM/PM					
7-D Minivan AM/PM Rate					
Monitor Rate AM/PM Rate (if requested)					
Late Run Rate					
<b>Field Trip / Athletic Trip</b>					
Driver Rate per hour					
Waiting Rate per hour					
Rate per Mile					

**FORM 6 – Option B: Grade 6 – Grade 8: SCHOOL BUS TRANSPORTATION  
CONTRACT: Three-Year Contract with Two (2) One-Year Extensions**

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**2022/2023 School Year**

**Regular Route Buses:** *Estimated need:* 5 buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**2023/2024 School Year**

**Regular Route Buses:** *Estimated need:* 5 buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**2024-2025 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* 5 buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**YEAR 1 EXTENSION: 2025-2026 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* 5 buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

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**YEAR 2 EXTENSION: 2026-2027 School Year Regular Route Buses:**

**Regular Route Buses:** *Estimated need:* 5 buses for 180 days per year

Price per bus per day: \_\_\_\_\_ x \_\_\_\_\_ buses = \_\_\_\_\_ Annual cost

**Field Trips & Athletic Events Buses:**

Price per mile: \_\_\_\_\_ Price per hour of waiting time: \_\_\_\_\_

**FORM 7 BUSINESS EXPERIENCE FORM**

This Form must be completed and submitted with the bid as required in General Specifications and is part of the Form of Proposal.

1. How long has your company/corporation been in the school bus transportation business?  
Years\_\_\_\_\_
2. Number of Buses owned or leased by the company or corporation\_\_\_\_\_
3. Number of 71 Student Passenger Conventional Buses\_\_\_\_\_
4. Number of 71 Student Passenger Forward Control Buses\_\_\_\_\_
5. Does your company operate lease buses? \_\_\_\_\_
6. How many school buses are leased at present? \_\_\_\_\_
7. Does this bid propose using leased buses? \_\_\_\_\_
8. Does your company operate buses? \_\_\_\_\_
9. How many school buses are owned at present? \_\_\_\_\_
10. Did this bid propose using owned buses? \_\_\_\_\_
11. What School Department(s) in Massachusetts are you now under contract?\_\_\_\_\_

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School Department(s) in Massachusetts\_\_\_\_\_

Address\_\_\_\_\_

Town \_\_\_\_\_

Business Manager\_\_\_\_\_ Telephone # \_\_\_\_\_

Other pertinent information may be attached

I swear under penalty of perjury that the information contained herein is true, and I hereby grant permission for the Collegiate Charter School of Lowell to investigate my statements contained on this Business Experience Form. I understand that any false statements on this form are sufficient reason for disqualifying my bid and/or subsequent contract.

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**Authorized Representative Signature**

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**Date**

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**Print Name**

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**Print Title**