

**NORTH PROVIDENCE PUBLIC SCHOOLS  
REQUEST FOR PROPOSAL**

**SCHOOL BUS TRANSPORTATION**

**SEPTEMBER 1, 2024**

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## School Bus Transportation Bid Schedule

Advertisement/Solicitation Date	Tuesday, August 27, 2024
Bid Specifications Release Date	Wednesday, September 11, 2024
Bidders' Meeting North Providence School Administration Bldg. 2040 Mineral Spring Ave. North Providence, RI 02911	Monday, September 16, 2024 10:00 A.M.
Public Bid Opening North Providence School Administration Bldg. 2040 Mineral Spring Ave. North Providence, RI 02911	Wednesday, October 9, 2024 10:00 A.M.
Bid Award School Committee	Wednesday, October 23, 2024

Legal Notice  
North Providence School Department  
Invitation to Bid  
School Bus Transportation

The North Providence School Department is accepting sealed proposals for **School Bus Transportation**. Proposals are due at the North Providence School Administration Building, 2240 Mineral Spring Avenue, North Providence, RI, 02911 on Wednesday, October 9, 2024, at 10:00 a.m. local time, at which time they will be publicly opened and read.

Proposals received after that time will be returned, unopened, to the sender. Proposals for **School Bus Transportation** must be placed in a sealed envelope and labeled as “School Bus Transportation.”

A pre-bid conference will be held on Monday, September 16, 2024 at 10:00 a.m. at the North Providence School Administration Building, 2240 Mineral Spring Ave., North Providence, RI 02911. Attendance at the pre-bid conference, while highly recommended and advisable, is not mandatory.

Specifications and Proposal Forms may be obtained electronically or hard copy at the North Providence School Department Administration Building, Phone: 401-233-1104, Fax: 401-233-1106, Email: [financedirector@npsd.k12.ri.us](mailto:financedirector@npsd.k12.ri.us) or [comptroller@npsd.k12.ri.us](mailto:comptroller@npsd.k12.ri.us)

Minority business enterprises will be afforded full opportunity to submit proposals and are encouraged to do so. The North Providence School Department is an Affirmative Action/E.O.E entity.

The North Providence School Committee reserves the right to accept or reject any and all bids, in part or in whole, to waive any irregularities in any proposal or to accept any bid or proposal deemed in the best interest of the North Providence School Department.

Lisa Casinelli  
Director of Finance

## **Request for Proposals General Information**

The North Providence School Department (NPSD) is requesting Proposals from qualified individuals to provide student transportation services, in accordance with the terms of this solicitation.

### Instructions and Notifications to Bidders:

- Potential bidders are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the bidder. NPSD assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other locations or which are otherwise not present at the time of opening for any cause will be determined to be late and will be returned to the vendor, unopened.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder.*
- Bidders are advised that all materials submitted for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the bidder's proposal, and the subcontractor(s) proposed to be used are identified in the proposal. The Contractor, however, shall remain fully responsible for all aspects of these specifications and contract performance, even if performed by the subcontractor.

- During the life of this contract the North Providence School Department (hereinafter “NPSD”) reserves the right to solicit separately for selected initiatives within this scope of work.
- The North Providence School Committee reserves the right to accept or reject any or all options, bids, proposals or portions thereof, to award on the basis of cost alone, and to act in its best interest.
- At any point during the review process, any proposal found to be substantially non-responsive will be eliminated from further consideration.
- NPSD may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

## North Providence School Department Transportation Requirements Overview

Current Number of School Days	180
Fuel provided by contractor? Yes/No	Yes
Requirement that Buses be housed within the School District (Yes/No)	No
Bus Equipment Required (Yes/No):	
External P.A. System	Yes
Crossing Gates	Yes
Video Cameras	Yes
Inside Bus	Yes
Outside Bus	Yes
Global Positioning System (GPS)	Yes
AVS	Yes
Parent Bus Location App	Yes
Student Rider Attendance System	Optional
Seat Belts- Lap Belt Only	Optional
Three (3) Point (Lap and Shoulder) Seat Belts	Optional
Retractable Seat Belts	Optional
Other:	
Number of Current Buses Required for Regular and Special Education Transportation	
71 Passenger	15
35 Passenger	0
19-20 Passenger	2
4 Passenger Van	0
Wheelchair Bus	5
Other (Describe): Out of district special education transportation	



# SCHOOL BUS TRANSPORTATION CONTRACT SPECIFICATIONS

## **Background & Description**

### **1. Proposal**

The goal of any student transportation service is that the students must be transported to and from school regularly, promptly, safely and without interruption or incident. When this responsibility is contractually assigned to a Contractor, the primary obligation of the Contractor is to conduct its affairs, specifically the day-to-day management of the transportation contract, so that the School District will be assured of continuous, safe and reliable service. Upon the award of a contract to provide transportation services, the School District places, and the Contractor accepts, full responsibility for meeting those criteria according to the highest industry standards. Under the proposed contract, the Contractor shall be fully responsible for all aspects of providing the student transportation services subject to the terms and conditions stated herein.

The bidder, for the furnishing of scheduled transportation for all designated school children of the NPSD, shall include the furnishing of all services necessary and required, consisting of the following: Drivers, Monitors/Bus Aides, fuel, transportation equipment, maintenance of equipment, operation, supervision, inspection, registration, licensing. Insurance and conformance to all applicable laws, rules, and regulations of the State of Rhode Island, Department of Motor Vehicles, Department of Public Utilities and the North Providence School Committee.

The NPSD anticipates awarding the bid based upon the first year cost to the lowest responsive and responsible bidder. That cost will then be adjusted annually for each subsequent year based upon the calculated Cost of Living index (All Urban Consumers), as determined by the Bureau of Labor Statistics (See Section 14). In addition, the cost of fuel (diesel and gasoline) will be adjusted quarterly during the term of the contract. This methodology allows the NPSD to share the future economic conditions with the prospective bidder. The Bidder therefore is not required to forecast these future economic conditions in order to protect their cost and build their “worst case scenario” into their fixed prices. This methodology has proven to be mutually beneficial to both the Bidder and School Districts. This process will result in initial lower cost to the NPSD while providing some economic protection to the Contractor.

NPSD anticipates awarding the contract to the bidder who has fully complied with the requirements set forth herein; whose past performance, reputation, financial capability is acceptable; and who has offered the most advantageous terms, inclusive of, but not limited to, pricing. Bidders submitting bids for School Bus Transportation must provide a complete bid package. A minimum of three (3) original hard copies plus one copy in electronic format.

A pre-bid conference will be held for all interested bidders on Monday, September 16, 2024, at 10:00 a.m., at the North Providence School Administration Building, 2240 Mineral Spring Ave., North Providence, RI 02911

Bidder attendance while highly recommended and advisable, is not mandatory.

The current school information is contained in the Appendices. While the route configurations may change, the same numbers and configuration of vehicles are currently anticipated for the term of this contract.

## 2. General

The contract shall be for the initial period of three (3) years, beginning July 1, 2025 and ending June 30, 2028, plus two (2) individual option years. Payment and performance obligations are subject to annual appropriation and availability of funds. Any amendment or agreement beyond the contract's original terms shall be in writing, signed by the parties and shall be in accordance with the provisions of applicable State procurement laws and regulations.

The contract periods contained within these specifications are as follows:

Year	#1	July 1, 2025 to June 30, 2026
	#2	July 1, 2026 to June 30, 2027
	#3	July 1, 2027 to June 30, 2028
Option Years:	#4	July 1, 2028 to June 30, 2029
	#5	July 1, 2029 to June 30, 2030

The North Providence School Committee reserves the right to accept or reject any and all bids, in part or in whole, at the School Committee's sole discretion, without any advance notification or discussion with any prospective bidder(s). The decision of the School Committee, in whole or in part, shall be final and binding on all bidders, without recourse.

The NPSD reserves the right to require additional services during the term of this contract. The Bidder/Contractor agrees to provide such services at the then current cost, as identified on Bid Submittal Form or according to any subsequent adjustments.

Routes and schedules are to be compatible with class schedules which shall be determined solely by the NPSD, in cooperation with the successful bidder,

The School Committee reserves the right to rearrange, reassign, or adjust routes and schedules when it is in the interest of the NPSD to do so, at no additional cost to the District. All changes in routes are to be made by NPSD administrators. In the event that the NPSD revises school starting and ending times or extends the school year, the Contractor agrees to work cooperatively with the NPSD to minimize the cost impact of such changes.

The successful bidder must provide a telephone connection through which the NPSD may make quick contact with the bidder or their agent from 5:00 a.m. to 5:30 p.m. on days when schools are in operation. In addition, an emergency telephone number must be provided for emergency communication on other days or at other times. The bidder or their agent must be willing to appear for conferences with the School Committee, Superintendent, or their designee, as necessary and when requested.

The bidder shall provide written reports of bus counts showing the number of riders on each bus and each round trip and these are to be supplied when requested. These reports are to be compiled by the bidder and turned into the Superintendents or designees in charge of transportation within two days of the request.

The bidder shall designate a particular staff member, i.e. Manager, who shall be assigned to coordinate transportation arrangements for the NPSD under the contract and to carry out instructions submitted by the NPSD from time to time.

The Manager, if not known at the time of the bid, may be left as “to be designated” but must be provided prior to the signing of the contract. This person must have at least five years’ experience managing a school bus operation similar in size and be located at the bus garage/parking area or school location on each and every school day from 5:00 a.m. to 5:30 p.m. He/she shall be responsible for the day-to-day coordination of such transportation. Whether known at the time of bid or unknown, the NPSD shall have the right of approval of the Manager. Proposers must include a resume for the manager, if known, with their submission.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days after notice of the award is given to the successful bidder, the amount so received from such bidder through his certified bid security check shall become the property of the NPSD as liquidated damages for such failures.

The contractor may elect to house the vehicles utilized in the performance of this contract outside of the School District. All vehicles used in the performance of this contract shall be garaged so they are available within thirty (30) minutes in the event of inclement weather or emergency situations.

### 3. Definition of Terms

- 3.1 Awarding Authority - refers to the North Providence School Committee.
- 3.2 Contractor/Vendor/Conveyor - refers to the successful bidder(s) and collectively to the legal entity, its officer(s) and/or representative(s), which are legally bound to the bid and resulting contracts.
- 3.3 Mileage - the term mileage for the purpose of the bid and contract(s) shall mean the total miles traveled daily by the Contractor's vehicles in providing transportation for those students so authorized by the District, to and from the public schools located in the School District, or in the case of Athletic or Field Trips to other locations as designated. However, mileage shall not include any mileage incurred in traveling without student passengers from the end of one route to the beginning of another route, or in traveling from the Contractor's garage to the beginning of a route, or, from the end of a route to the Contractor's garage. Said miles shall be referred to as "Live Miles".
- 3.4 Travel Time - for the purpose of the bid and contract(s) travel time shall mean the total hours or fraction thereof, for student travel encompassing the period between student pickup and drop off.
- 3.5 Bus Driver - shall refer to the properly licensed operator of any vehicle used by the Contractor under the contract, including spare drivers.
- 3.6 Bidder - Each proposal shall contain the name of every person, firm, or corporation interested in the bid, and in the case of a corporation, shall state the name and title of the official or officials of the corporation by whom the Contract can legally be signed. If an agent submits the bid, his/her authority to contract must be clarified by attaching a copy of the existing Power of Attorney.
- 3.7 Bid Price Figures - Care should be exercised to insure that all dollar figures are as intended by the bidder.
- 3.8 Receipt of Bids - Bids submitted prior to the date and time set for the opening may, upon written request signed by the bidder, be withdrawn, and if resubmitted they shall fully comply with all other conditions and requirements.

Bids received prior to the time established for the receipt of bids will be securely kept, unopened. The Director of Finance or his designee, whose duty it is to receive all bids, will decide when the specific time has arrived for the opening of bids, which shall be at the time, date and place so specified.

No bid received by the Director of Finance or his designee after the time and date established herein for the opening of bids will be considered, regardless of the cause for delay in the receipt of any such bids. Bids received after the time and date for receipt of bids will be returned to the Proposer unopened.

- 3.9 Bid Period - After public opening no bidder may withdraw their bid prior to the execution and delivery of the contract unless no award has been made at the expiration of ninety (90) business days after the opening of bids.

- 3.10 Incomplete Documents - The North Providence School Committee does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete bid documents, to include addenda.
- 3.11 Document Interpretation/Correction - Questions arising from the Bid Specifications should be directed to:

Lisa Casinelli  
Director of Finance  
North Providence School Department  
2040 Mineral Spring Ave. North Providence, RI 02911  
Phone: 401-233-1104  
Fax: 401-233-1106  
Email: [financedirector@npsd.k12.ri.us](mailto:financedirector@npsd.k12.ri.us) or [comptroller@npsd.k12.ri.us](mailto:comptroller@npsd.k12.ri.us)

Written answers will be provided to all prospective bidders. Oral answers are provided only for the purposes of clarification and should be viewed as clarification rather than superseding the bid specifications. Corrections and/or additions to the bid document will be made by written addendum and distributed electronically to all prospective bidders. All other corrections, interpretations, or changes made to the bid document in any manner will not be binding. Questions must be submitted no later than Monday, September 23, 2024.

- 3.12 Addenda - Addenda will be issued by email to all known bid recipients. No addenda will be issued within the immediate three (3) business day period prior to the date of receipt set for such bids, except an addendum which withdraws or otherwise postpones the date of the bid opening. The official notice of withdrawal or postponement shall be the reading of record at the time and date set for receipt of such bids.

Bid Envelopes/Packages - Bid documents submitted by bidders shall be by sealed envelope/package clearly marked with "BID DOCUMENTS: SCHOOL BUS TRANSPORTATION". Also, the date and time of the bid opening, as indicated on the "Invitation to Bid", should appear on the envelope/package. The NPSD, its officials, or employees shall not be liable for premature opening of a bid not properly addressed and identified.

Please deliver bids to:  
Lisa Casinelli  
Director of Finance  
North Providence School Department  
2240 Mineral Spring Ave.  
North Providence, RI 02911

## 4. Equipment

- 4.1 Failure to properly maintain buses in a manner satisfactory to the NPSD as directed below may result in termination of the contract. The bidder agrees to use only buses which have been carefully maintained and are in satisfactory operating condition, and to keep the buses in good working condition at all times, and to furnish all necessary fuel, oil, grease, tires, maintenance, and repairs throughout the entire period of this contract.
- 4.2 All buses shall be constructed, maintained, operated, and inspected in conformance with all applicable laws, regulations, and rules of the RI State Police, RI Department of Motor Vehicles and/or RI Department of Public Utilities. Inspection reports must be forwarded annually to the NPSD Superintendent or designee in charge of transportation.
- 4.3 No bus shall be used which does not have a sign bearing the words "School Bus" attached to the front and rear of the vehicle, as required by State law.
- 4.4 There shall be no substitution of buses without permission of the North Providence School Department Superintendent or designee in charge of transportation for the duration of the contract period, except in the case of emergency breakdown, and then only for a period not to exceed one week. All substitute buses shall be subject to all contract requirements.
- 4.5 All new buses will be equipped with stop arms, referred to as crossing gates.
- 4.6 Buses will be equipped with video cameras with audio capability. Videotapes/recordings will be maintained by the contractor for a minimum of fourteen (14) days and will be available to school personnel during that period. Videotape/recording copies will be provided to school personnel upon request. Digital recording devices are preferred and shall satisfy this requirement. Any new buses purchased shall be equipped with digital video recording capability. A video and audio recording warning notice shall be prominently displayed in all buses.
- 4.7 NPSD reserves the right and the Contractor agrees to install, at NPSD expense, an outside stop sign camera system capable of recording drivers who pass a school bus with lights flashing and stop arm activated.
- 4.8 The bidder shall furnish buses which must meet the following requirements:
  - a. All vehicles available for use at time of the bid, or which are to be available for use and added to the fleet after submission and anytime during the length of the contract, must have minimum seating capacity conforming to the standard specifications. Chassis and body must conform to all federal standards and fully meet or exceed all requirements of the State of Rhode Island.

- b. Vehicles furnished must comply with the General Laws of the State of Rhode Island and the rules and regulations of the RI State Police, RI Department of Motor Vehicles and the RI Department of Public Utilities relating to the transportation of public school children.
- c. During the term of this contract, including the option years, no vehicle used in the execution of the contract shall be more than ten (10) years old or have in excess of 150,000 miles. All buses used in the performance of this contract, exclusive of coach buses for athletic and field trips, will be type A, B, C, or D and have a minimum seating capacity as defined by State and Federal regulation. Any exception to this requirement will be with direct approval of the NPSD Superintendent or Designee in charge of transportation.
- d. The bidder shall see that all buses are kept at all times in a condition of cleanliness, interior and exterior, satisfactory to the Superintendent or Designee in charge of transportation.
- e. Each bid shall contain a detailed description of each bus to be used, including the year of manufacture, model number, present mileage, and make of body, make of bus, seating capacity, and present condition. The NPSD reserves the right to reject any unacceptable vehicle at any time during the term of this contract.
- f. In the event that the successful bidder does not have a fleet currently available to meet requirements, documentation satisfactory to NPSD, as specified in the requirements, must be delivered to the Director of Finance within ten business days after notice of acceptance of the proposal is given to the bidder. The bidder **MUST** state that the vehicles to be utilized under this contract will meet the minimum specifications stated.
- g. The bidder must submit with bid data documentation identifying the composition of the bus fleet to be used during each of the years of the contract, and must give clear evidence of a commitment to replacing or updating the fleet to be used during the contract. The fleet used must have annual approval of the NPSD.
- h. Written reports of conditions of buses, as determined at the time of inspection, shall be presented to the NPSD Superintendent or Designee in charge of transportation no later than ten (10) calendar days following the date of inspection.
- i. The North Providence name shall appear in large (6 inch) letters on both the driver and passenger sides of all buses used in the performance of this contract, including buses used for athletics and field trips (exclusive of coach buses). Route numbers, as required by the District shall also be prominently displayed on each vehicle.
- j. The NPSD reserves the right to require a certificate at any time from a garage of its choosing that the buses under contract are in good order with respect to brakes, lights, horn, mufflers, steering gear, windshield cleaners, doors, tires, windows, bodies, and any other safety related items.
- k. In carrying out the performance of the contract, the bidder shall guarantee a 10 percent reserve fleet (spare vehicles housed at the terminal, at no cost to NPSD). Such fleet shall comply with all provisions of the specifications.
- l. The total number of buses required under this contract requires adequate spare buses, plus a minimum of two (2) buses required for athletics and field trip.

- m. The School District expressly reserves the right to acquire transportation for athletic, field trips, and/or other school activities from sources other than the Contractor, as may be in their best public interest.
- n. All vehicles utilized during the term of this contract shall meet or exceed any and all State and federal requirements and emission standards for heavy-duty highway diesel engines and vehicles. Information listing the emissions control devices and particulate filters on the buses to be utilized under this contract shall be provided in the equipment description section of the proposal.
- o. There shall be no idling of school buses on school grounds, other than that allowed by State or local regulation or policy.
- p. **Seatbelts:** The Contractor shall comply with all Rhode Island requirements regarding the installation and use of seat belts by students on buses. In addition, all special education and special education-wheelchair buses shall be equipped with seat belts. Drivers shall ensure that all students wear their seat belts at all times. All students riding in wheelchairs shall be properly restrained to minimize injury in the event of an accident. Wheelchair locking devices shall be of the forward-facing type only.
- q. **Car Seats:** Students who are under 4 years old and under 40 pounds in weight must have a car seat for the student's bus ride. The vendor is responsible for providing, installing and monitoring these car seats. Drivers or monitors/aides, if applicable, are expected to secure the student in the car seat via an approved seatbelt. An annual inspection shall be conducted by the Contractor and the District to evaluate the condition of each seat.
- r. **Wheelchair Lifts:** All hydraulic, electrical, or mechanical wheelchair lifts or ramps used by the Contractor are subject to the continuous approval of the School District. Drivers assigned to operate wheelchair equipped buses shall be trained in the proper operation of the lifts.
- s. **Wireless or Radio Communications:** The Contractor shall provide each bus and spare bus with a two way radio to maintain continuous contact with the bus dispatcher. Radios shall have an individual distinct frequency, discrete private channel, discrete private carrier, or coded squelch. UHF radios must have a minimum power output of twenty-five (25) watts with 800 MHz or fifteen (15) watts with 900 MHz. The Contractor shall also provide at his own expense whatever electronic devices are necessary in order to provide radio coverage within the vehicle's area of operation.
- t. **First Aid Kits:** Each vehicle shall be equipped with an approved first aid kit, blood borne pathogen kit, bodily fluid spill kit, and approved equipment for artificial airway insertion. Kits are to be inspected and supplies replenished on a systematic basis by the Contractor.
- u. **Equipment Required by Law or Regulation:** Contractor shall supply and ensure that all of the vehicles have all such equipment, not otherwise specifically mentioned in these specifications, which is required by federal, state or local laws, rules or regulations, including equipment required by the by regulations adopted by the Rhode Island State Police.
- v. **Cameras:** All existing school buses will be equipped with a single camera digital video camera. Any new buses purchased during the term of the contract, including option years, shall be equipped



with a three (3) camera system. Recordings will be maintained by the Contractor and will be available to school personnel during that period.

- w. **Specialized Equipment:** The School District requires a Global Positioning System (GPS) and Automated Vehicle Locating System (AVS)(Zonar or equivalent) and with a parent app for live time location of buses (First View or equivalent). The Contractor shall be responsible for the cost of procurement and installation of the system (hardware and software). Subsequent repair, maintenance and hardware replacement costs shall also be borne by the Contractor, the cost of which shall be included in the cost per day per bus as identified on the Bid Submittal Form.
- x. **Air Conditioning:** All special education buses utilized to provide summer transportation will be air conditioned.
- y. **Advertising:** The North Providence School Committee reserves the right, during the term of this agreement, to adopt a policy regarding advertising outside or inside of the school buses utilized in the performance of this contract. The successful contractor shall cooperate with the NPSD in the implementation of such policy. Any revenue generated as a result of such policy will accrue to and benefit NPSD. The contractor shall be reimbursed for any reasonable costs associated with the implementation of such policy, provided that such reimbursement shall not exceed 25 percent of the total revenue generated as a result of this policy.

4.10 School transportation services covered under this contract shall be under the complete authority and control of the Superintendent of Schools and the North Providence School Committee.

## 5. Operators

- 5.1 The contractor shall furnish fully and properly licensed drivers to operate any vehicles used in carrying out the transportation services under the terms of this contract, including spare drivers, unless otherwise noted.
- 5.2 The Contractor shall establish a suitable wage scale that is designed to attract, employ and maintain experienced school bus drivers and monitors/aides. Assigned route drivers and monitors/aides shall be compensated on an hourly basis for route driving times as well as daily vehicle inspections as required by law, normal post trip inspections and daily bus cleaning. It is the intent of this requirement, to the extent possible, to allow the Contractor to retain existing drivers and bus monitors/aide personnel, where otherwise qualified and meeting the hiring qualifications of said Contractor.
- 5.3 All persons assigned as regular or substitute drivers must be submitted, and be acceptable, to the NPSD Superintendent or Designee prior to August 1 of each year. The list of drivers, including a copy of their license, driving record, and CORI and SORI report shall be provided to the Superintendent or his/her designee a minimum of two (2) weeks prior to the first day of school of each year of this contract. The bidder shall supply the same documentation for all personnel, including management staff, mechanics, and any replacement drivers prior to their start of employment under this contract.
- 5.4 The North Providence School Committee reserves the right to accept or reject any and all drivers, if it is deemed in the best interest of the NPSD to do so. Further, the North Providence School Committee reserves the right to require any operator to submit to a physical examination at any time, at the sole cost to the contractor, by a doctor of medicine selected by the North Providence School Committee.
- 5.5 The bidder agrees to comply with rules, regulations, and requirements of the General Laws of Rhode Island, and amendments thereto, with respect to the licensing of school bus operators.
- 5.6 The NPSD reserves the right to request a change or removal of a driver at any time with or without cause. The contractor shall be obligated to comply within 24 hours of notice being provided by the Superintendent or his/her designee. The temporary or permanent removal of drivers from the Contractor's roster of drivers for the NPSD shall not relieve the contractor of its responsibility to fulfill all the terms of the contract.
- 5.7 The bidder shall see that all operators have on file with the bidder a report, made by a registered physician, that he is in sound physical condition and capable of performing the duties of a school bus driver. The physical examination certificate must be submitted once a year, as required by law.
- 5.8 As it is the intent of the North Providence School Committee to have the contractor provides professional drivers, evidence of the safety program used to meet the RI DMV/State Police requirements of required "in- service" training per driver per year must accompany the bid. This program shall be in compliance with all state and local transportation requirements. Any other safety/training programs, which the bidder uses, (not necessarily limited to drivers) should also be included with the bid package. The Contractor shall agree, if required by the NPSD,

that all drivers, including substitute drivers, shall be trained, at the NPSD's expense in First Aide, CPR, Seizure, Assertive Discipline, Restraint Training, Allergic Reaction and/or Epi-pen administration.

- 5.9 Bidders must provide evidence that they have in place and are in compliance with all requirements for drug and alcohol testing, in accordance with the Federal Highway Administration regulations regarding Commercial Drivers' License. The description of this program should list company policies regarding substance abuse and company procedures on drug testing.
- 5.10 A thorough background check is required for all drivers, including driving record and Criminal History Records (Expanded CORI) and SORI. Prior to the start of the school year, annually, the contractor will provide, along with the driver roster, driver signed authorizations to allow the NPSD to conduct an independent CORI/SORI investigation. All drivers subsequently hired under this contract will also provide such authorizations prior to their start date. The NPSD will strive to submit and process the CORI requests in a timely manner. The Contractor shall also be responsible for the fingerprinting of all drivers, substitute drivers and bus aides/monitors which it employs under this contract, as may be required by law and/or District policy.
- 5.11 Drivers shall not be permitted to carry any person, including the driver's children, other than a school employee while carrying pupils, unless, such person is authorized by the NPSD Superintendent or Designee.
- 5.12 There will be no smoking or vaping by drivers on vehicles or at school sponsored functions at any time.
- 5.13 Drivers must comply with all policies set forth by the NPSD covering the conduct of pupils on the bus.
- 5.14 Drivers will not leave a bus unattended when children are on the bus. In an emergency, the driver's first concern must be for the safety and welfare of the children.
- 5.15 The contractor will be responsible for conducting School Bus Safety Drills and School-Based Demonstrations as required by State law at no cost to the NPSD. Scheduled times will be coordinated with the NPSD Superintendent or Designee. The Contractor may be required, at no cost to the NPSD, to provide a bus for up to 10 days annually for school based safety and bus evacuation training.
- 5.16 The contractor must certify that bus safety instruction has been provided for all bus drivers at least twice per year.
- 5.17 The bidder shall not alter any bus stop or change the direction of any route without prior written approval of the NPSD Superintendent or Designee.
- 5.18 ACCIDENTS: Each and every accident shall be reported immediately by the driver to the Contractor as soon as possible, but in no instance more than 1 hour after its occurrence thereafter

and the contractor will immediately notify the NPSD Superintendent of Schools but in no event later than 90 minutes after the accident. In all such cases, this report is to be rendered orally to the school authorities as soon as possible after the accident. In cases of bodily injury, the contractor must file a written report with the appropriate school official within 24 hours.

5.19 UNAVOIDABLE DELAYS: In the event of unavoidable delays or other circumstances, which interfere with the proper performance of a scheduled trip, the contractor must report to school authorities as soon as possible and information shall be included in the GPS/AVL and parent app.

5.20 SUBSTITUTE DRIVERS: The contractor shall provide a minimum of 10% spare factor of substitute bus drivers who shall be familiar with the routes to the maximum extent possible.

5.21 If required by the School District, drivers shall be responsible for checking bus passes and only transporting those students authorized.

#### 5.22 SCHOOL BUS MONITORS/BUS AIDES

Bus Monitors/Bus Aides shall be Contractor employees, unless otherwise noted, and will be assigned to routes and vehicles by the Contractor as required by Rhode Island State statutes. At their sole discretion, the NPSD may require bus monitors/bus aides in specific situations not specifically required by law, but where the needs of the specific students or students may require the assistance of said monitor/aide. School bus monitors/bus aides shall possess the qualifications and required background checks as school bus drivers, except the requirement for a commercial drivers' license and a school bus endorsement. Bus monitor/bus aide's cost- salary and benefits- shall be the sole responsibility of the Contractor, unless otherwise noted.

The School District reserves the right to employ their own Bus Monitors/Bus Aides should it be in their best financial interests to do so. In the event that the District elects this option, the Contractor agrees to work cooperatively with the District in their scheduling, assignment and utilization.

Bus monitors/aides are required on all special education vehicles and all K-8 vehicles unless a waiver is granted by the Rhode Island Department of Elementary and Secondary Education.

## 6. Operation

6.1 All buses shall be kept free of debris and cleaned by sweeping or vacuum cleaning daily and will be maintained free of noxious odors and poisonous gases at all times.

6.2 During school vacation periods, all buses will be thoroughly cleaned inside and outside, including all windows, weather conditions permitting. Under no conditions shall buses be operated when the operator's vision is impaired by conditions of the glass surface and the safety of school children would be in jeopardy.

6.3 Unless previously approved by the NPSD, the schedule of route operation shall be maintained in such a manner that students shall be picked up no earlier than 60 minutes before school

starts and reach the school no earlier than 10 minutes before classes begin. Buses shall be scheduled to arrive no later than 5 minutes before the scheduled dismissal times. No bus shall leave the school until all students are boarded and seated.

- 6.4 Whenever possible, the contractor should be given notice of school cancellation due to inclement weather by 6:00 a.m. In the event of a change in opening or closing of school due to unusual circumstances, the contractor will be given reasonable notice and will respond to the need as soon as possible.
- 6.5 The operator shall maintain order on the school bus. School children who disobey instructions of the operator will be reported to the school principal for disciplinary action, according to the NPSD policy. NPSD reserves final decision on all consequences issued including suspensions, ridership eligibility, or removal from school bus. In the case of vandalism to school buses, all attempts will be made to identify the perpetrator. In no case shall the NPSD assume responsibility for such acts.
- 6.6 SUBCONTRACTING: It is understood, agreed upon, and made a part hereof and shall be part of the contract entered into between the School Committee and the successful bidder(s) shall not be assigned nor assignable, by way of subcontract or otherwise, without prior written approval of the North Providence School Committee.
- 6.7 It shall be the responsibility of the operator to assure that the safety of school children is not jeopardized during boarding and disembarking. The bus shall remain stationary until all children have safely crossed the street.
- 6.8 Operators shall report complaints by school children or parents of school children to the school principal or designee promptly. Nothing herein shall prevent a driver from taking necessary precautions for any action by a child, which could cause bodily harm or damage to property. Bussing staff needs to adhere to the NPSD Transportation Discipline Protocol.
- 6.9 Flashing red signal lights clearly visible shall be used and be in operation whenever students are boarding or disembarking the stopped vehicle.
- 6.10 As part of this contract, the successful bidder will be required to provide hardware and software to implement a computer routing system. The system must meet the following minimum criteria. It must:
  - Utilize digitized mapping
  - Optimize routes (based on School District-designated parameters)
  - Schedule buses
  - List routes and stop times
  - List students by route and/or stops
  - Utilize existing student database information
  - Routes exportable to Excel

Specific documentation regarding the bidder's routing system must be included in the bid package. At minimum, this documentation must:

- Identify the name of the routing system
- Describe the system and its operation, in terms of the above system requirements
- Include a copy of the software vendor's Licensing Agreement or Contract with the bidder
- Provide at least 3 reference from School Districts for whom the bidder is currently providing such computer routing services.

If required, a copy of the contractor's computerized routing system software shall be provided to the NPSD and updates as needed by the contractor at no cost to the NPSD. Such software may be secured as "read only".

If unknown at the time of the bid, the routing software may be designated as "to be determined" but must be provided prior to the execution of the contract.

Routes MUST be provided to and approved by the North Providence Police Department prior to the start of school annually during the term of this contract.

The Contractor is expected to provide the required routing and scheduling services according to the requirements delineated in Section 6.1 above, such cost to be included in their calculated annual cost per day per bus. In addition, the Contractor is required to determine and provide the cost of these specific services so that, in the event that the NPSD chooses to obtain these services from other than the Contractor a credit can be taken from the cost of the contract. This credit amount is to be identified on the Bid Submittal Form.

6.11 NPSD shall have the sole authority to make or approve such changes deemed necessary in adjusting the number of buses, assignment of pupils, groups or routes, time and dates, or any matter affecting the specific individual needs of children.

NOTE: The NPSD reserves the right to obtain assistance from other than the Contractor relative to a review of routing and scheduling and oversight, management and the number of buses required to provide safe and efficient transportation services. Such assistance shall be at the sole cost to the NPSD. Any changes required by the NPSD throughout the life of the contract, shall be without penalty.

6.12 At the sole discretion of the NPSD, the NPSD reserves the right to develop routes independent of the Contractor for implementation by the Contractor.

6.13 All student loading shall be "right side" in order to minimize students crossing streets to the maximum extent possible. Other than "right side" shall be with NPSD permission.

6.14 To the extent possible, the same drivers shall be assigned to both the A.M. and P.M. routes. Regular drivers shall not be allowed to perform athletic and field trips if it interferes with their regular A.M. and/or P.M. schedule.

6.15 In the event of a dispute over mileage, GPS based electronic routing software shall be

used for mileage calculations and verification.

## **7. Indemnification & Insurance**

7.1 The contractor shall hold harmless and indemnify the NPSD, the Town of North Providence, their officers, employees, and agents from and against all liability, damage, loss, claims, demands, and actions of any nature whatsoever, including the cost of defending any action, which arise out of or are connected with, or are claimed to arise out of or be connected with any of the transportation services provided to the NPSD under any said contract or contracts. The foregoing provision shall not be deemed to be released, waived, or modified by reason of any insurance provided by the contractor there under.

Contractor's indemnification and hold harmless obligations under this section shall not apply to the extent any loss, damages, suits, penalties, costs, liabilities and expenses arise from or are caused by the negligence or willful misconduct of the NPSD, its agents or employees, passenger upon passenger violence which could not have been reasonably foreseen, routing, only if conducted by other than the Contractor and Contractor's good faith adherence to NPSD's directives and policies and procedures.

7.2 The contractor shall maintain in effect insurance coverage with companies licensed in Rhode Island, with an AM Best minimum A rating or better and approved by the State Insurance Commissioner. Self-insurance is not allowed or acceptable.

7.3 The successful bidder must furnish certificates of insurance with a thirty (30) day cancellation clause to the NPSD within thirty (30) business days after the notice of acceptance of its bid is given or mailed by the School District. The contract will not be signed on behalf of NPSD nor shall it be valid unless the certificate of insurance has been delivered to and approved by NPSD. The types and minimum amounts of insurance shall be:

- Workers Compensation – per State requirements
- Personal Injury - \$1.0 million aggregate
- Property Damage - \$500,000 each occurrence and \$1.0 million aggregate
- Auto Liability - \$1.0 million CSL with \$5.0 million excess coverage (Umbrella)
- Uninsured Motorist - \$500,000 each person; \$1.0 million each accident
- Under Insured - \$500,000 each person; \$1.0 million each accident
- Commercial General Liability - \$1.0 million each occurrence; \$2.0 million aggregate
- Liability Excess Coverage (Umbrella) - \$5.0 million; extends to all the above categories.

**The coverage provided must be evidenced by a Federal Motor Carrier Safety Administration document, BMC-91. Please include as part of the Certificate of Insurance required documents.**

The preceding rates and limitations MAY be reduced or revised at the sole discretion of the North Providence School Committee.

- a. All bidders shall submit a Certificate of Insurance, as outlined, for the first year of the contract prior to contract signing.
- b. By July 1<sup>st</sup> of each year of this contract the Contractor will furnish a copy of its insurance for the payment of compensation and the furnishing of other benefits under Workmen's Compensation Law or equal insurance to all persons to be employed under this contract and shall continue such insurance during the term of this contract. Failure to provide and continue such insurance as aforesaid shall be deemed a material breach of this contract and shall be cause for immediate termination.
- c. The bidder's accident record for the previous three (3) years for New England States where they have operated or have held contracts must be prepared by the bidder's insurance carrier and submitted with the bid.
- d. The certificate of insurance submitted by the bidder shall contain the following language: "No cancellation of or change of or revision in the insurance by the Insurer or the Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is delivered to the North Providence School District at least thirty (30) days prior to the intended date of cancellation, change or revision, by mail, postage prepaid, and evidenced by a return receipt, or the insurance is cancelled, the contract is null and void."
- e. Within thirty (30) business days after notice of acceptance of proposal is given or mailed by the NPSD to the successful bidder, the contractor shall deposit with the NPSD, certificates from the insurer to the effect that the insurance policies required in the above section have been issued to the contractor. The certificates must be satisfactory to the NPSD.
- f. Both the NPSD and the Town of North Providence shall be named as additional insureds under this contract.
- g. The Contractor must file with the NPSD Superintendent or Designee a copy of these policies no later than two (2) weeks prior to the first day of school each school year during the contract period.

8.1 The contract prices shall include the cost of all costs applied to operating for NPSD.

8.2 Price bids will be accepted by NPSD as firm prices.

## **9. Authority for Adjustments**

9.1 A scheduled trip may be cancelled by the NPSD Superintendent or Designee by notifying the contractor orally or in writing as soon as possible on or before the day on which the particular trip is scheduled. There shall be no charge for trips cancelled.

9.2 The Superintendent or Designee shall have the authority to make such changes as he/she



deems necessary in the number of buses, assignment of pupils, groups, or routes, times and dates, or any matters affecting the specific individual needs of children. Any cost increases or decreases will be prorated at the cost per day per bus in effect at that time.

## **10. Evidence of Ability to Perform**

10.1 It is the intent of the North Providence School Committee to award a contract to any bidder who furnishes satisfactory evidence that it:

- Has ability and experience in school bus transportation
- Has sufficient capital to perform this contract
- Has available buses meeting the requirements listed herein, and
- Employs duly licensed and trained drivers to enable it to perform the work to the satisfaction of the School District.

10.2 It is stipulated by the NPSD that the current contractor(s) has/have demonstrated its ability and experience in school bus transportation to meet this requirement.

10.3 Bidders will be required to further submit the following pertinent information:

- a. Each bidder shall include with the bid documents a reference list, recording all contracts held currently or at any time within the most recent five (5) years in Rhode Island and any other New England states, including the name and address of the contact person. In order to be considered responsive and responsible, each bidder must provide evidence, satisfactory to the NPSD, of being able to fully perform all aspects of this contract. No bid submittal shall be accepted from any bidder who has defaulted on or had a public school contract terminated for cause in the past five (5) years or has defaulted on their bid after a bid opening. In addition, NPSD reserves the right to review contracts which were terminated for convenience within the past five (5) years.
- b. Letters of reference must be provided with this bid from a minimum of three previous contracts and from a minimum of two current public school contracts.
- c. The NPSD and/or their agents reserves the right to investigate the performance of any and all bidders. Furthermore, the bidder specifically agrees to hold harmless the NPSD and/or their designee(s) or agent(s) for the solicitation or acquisition of any and all information gained through this investigation process. The bidder further waives any right to privacy, or disclosure by any party, relative to disclosure of any information provided as part of this investigatory process.
- d. The NPSD and/or their agents reserve the right to investigate the financial responsibility of any and all bidders to determine what assurance the owner may have of subsequent service. NPSD further reserves the right to request and the Bidder agrees to provide audited Financial Balance Sheets and Income Statements for the prior year and/or the previous two years. NPSD further reserves the right to withhold the awarding of any contract under its/their jurisdiction when the bidder is unable or refuses to furnish satisfactory evidence of adequate ability, experience and/or capital to execute the completion of a project in accordance with the prescribed requirements, specifications and conditions of the bid documents. Any financial information provided will remain

confidential and used solely for the purpose of evaluating the Bidders capability to perform under this contract, except as required by RI APRA.

- e. The District reserves the right to waive any or all of these requirement for any newly established company wishing to bid under these specifications, provided, however, that this company provides evidence of their financial and management capability of performing all aspects of this contract. Such evidence to be accepted at the sole discretion of the NPSD, without recourse by the bidder.
- f. A statement outlining the proposed fuel supply method to be used in the performance of the contract, including bulk fuel storage facility and permit, if applicable, shall be provided with this bid.
- g. The housing location of vehicles serving the NPSD shall also apply to fuel storage facilities. Fuel storage facilities are NOT required to be located in the Town of North Providence.
- h. The total number of contractor and/or public prosecutor-initiated complaints of drug and/or alcohol abuse against bidder operators during the previous three years and disposition of same shall be provided.
- i. Certification of State and Federal Compliance.
- j. Bid Security Deposits –A bid security deposit in the amount of ten thousand dollars (\$10,000.00) is required in the form of a bid bond, certified check or cashiers' check issued by a responsible bank, or trust company, payable to the North Providence School Department. Bid security deposits will be returned to the unsuccessful bidders upon award of the contract to the successful bidder. The security deposit of the successful bidder shall be returned upon receipt of both a signed contract and performance bond, if required.

## **11. Assumption Of Loss Or Liability**

- 11.1 The bidder agrees that it shall pay for or cause to be paid for all labor performed or furnished and all materials used or employed in the performance of the work under this contract, unless otherwise noted.
- 11.2 Any school property damaged by the contractor in carrying out the provisions of this contract shall be restored to its original condition by the contractor, at its expense, and the materials and workmanship used must be first-class in every respect. In the event of the failure of the contractor to make such repairs promptly to the satisfaction of the NPSD, it may, at its discretion, direct that such repairs be made, that the cost of such repairs be charged against the contractor, and that any sum of money due the contractor be applied to meet the cost of such repairs.
- 11.3 The contractor is retained solely for the purpose and to the extent set forth in this agreement. During the term of this contract, the contractor's relationship to the NPSD shall be that of an independent contractor. The contractor shall have no capacity to involve the School District in any contract or to incur any liability on the part of the School District. Assignment of any interest in or to this contract is expressly prohibited.

- 11.4 Should the contractor engage in conduct found in violation of the conflict of interest laws with regard to this contract, the agreement shall be subject to termination on that basis.

## **12. Remedies of School Committee**

- 12.1 If the contractor fails to perform services or performs services in a manner which is not pursuant to the terms and conditions of this contract, the North Providence School Committee may make any reasonable purchase or contract to purchase services in substitution of services due from the contractor, and may deduct the cost of any substitute contract, or the damages sustained by the NPSD due to non-performance or non-conformance of service, together with incidental and consequential damages from the contract price, and shall withhold such damages from sums due or to become due.
- 12.2 If the damages sustained by the NPSD as determined by the Superintendent or Designee exceed sums due or to become due, the contractor shall pay the difference to the School District upon demand.
- 12.3 The contractor agrees that if it is determined at any time by the NPSD that the contractor has violated any of the provisions of this contract, the School District may terminate this contract any time with 30 days' notice. The Contractor shall have that 30 day notice period to cure or remedy the contract violation. Determination may be based on default in performance, non-conformity of performance, deficiency excused by failure or presupposed conditions, breach of the terms and conditions of this contract, failure in any respect to perform the service with promptness and diligence, bankruptcy, receivership, or a general assignment for the benefit of contractor's creditors impairs the value of service under this contract.
- 12.4 Bankruptcy or insolvency shall be grounds for the termination and rebidding of the respective contract(s).

## **13. REMEDIES OF CONTRACTOR**

- 13.1 If damages, other than loss of non-performed or non-conforming services, are actually sustained by the contractor due to any act or omission for which the NPSD is legally responsible, the Contractor shall have delivered to the Superintendent or Designee a detailed written statement of such damages and cause, within five calendar days of the act or omission by the NPSD.

## **14. Cost Of Living Adjustment**

A Cost of Living (COLA) will be applied each year of the contract after the initial year for each subsequent year according to the following:

The annual COLA shall be calculated no later than June annually for the start of the coming school year. The COLA shall be calculated using the Consumer Price Index for the Northeast Urban-Size Class B/C as defined by the U.S. Department of Labor Bureau of Labor Statistics at

<http://data.bls.gov/PDQ/servlet/SurveyOutputServlet>

Select Mort Formatting Options & Choose 12 month change Per

Cent Change is automatically calculated

The COLA increase shall be determined by comparing the Annual CPI increase between the last two calendar years – in the January through December (12 month) period. The resulting percentage increase/decrease shall be applied to the current year's contract as the COLA Adjustment. The following is an example of the calculation:

CPI Annual 2011 = 144.185

CPI Annual 2012 = 146.960

Difference = 2.775

Percent Change =  $2.775/144.185 = 1.925\%$

## 15. Fuel Adjustment Clause

The first year cost calculations (Basis for Award) shall be inclusive of fuel costs for the 2024-25 contract year. Thereafter, the Contract shall be adjusted quarterly to reflect changes in Contractor cost of fuel. The baseline fuel cost will be set as of first date of the contract (July 1, 2025) and used as the benchmark for subsequent price escalations and reductions. For the purposes of pricing the proposals in response to this RFP, the baseline cost shall be the per gallon cost of diesel fuel, and the per gallon cost of unleaded gasoline, exclusive of all applicable State and Federal excise and sales taxes on July 1<sup>st</sup> of the contract start date. Each quarter during the term of the Contract, including any renewals or extensions, Contractor's last monthly invoice shall be adjusted for increases or decreases in fuel costs calculated by multiplying the number of gallons of diesel/gasoline fuel purchased by Contractor for consumption in the performance of the Contract by the difference between the appropriate Base Fuel Cost and the average cost per gallon of diesel fuel paid during the preceding quarter. The average cost shall be determined by taking the arithmetic average of the mean prices (average of the high and low price published each day) as published in Wall Street Journal-New York Barge Price that are effective during the quarter.

The amount of the adjustment will be calculated by the following method:

The fuel adjustment will be calculated by subtracting the baseline price from the

adjusted average price and multiplying the difference by the number of gallons used. If the adjusted average price is more than the baseline price, NPSD will be invoiced by the Contractor for the difference. If the adjusted average price is less than the baseline price, the Contractor will credit the School District's monthly invoice for services for the difference.

The following industry mileage standards will be used to calculate the number of gallons used:

Type A Buses: 9.5  
MPG Type B Buses:  
9.5 MPG Type C  
Buses: 8.0 MPG  
Type D Buses:  
7.5 MPG School  
Vehicles: 15 MPG

The route mileage for each bus will be determined from the computerized routing information and will be multiplied by the number of days in the quarter and then divided by the respective miles per bus to determine the number of gallons used in that quarter. The calculated number of gallons shall be multiplied by the fuel price difference to determine the fuel escalation/de-escalation amount.

Fuel adjustments are NOT subject to COLA adjustments.

## **16. Performance Bond**

- 16.1 The contractor, if required by the NPSD, shall furnish a performance bond issued by a company licensed to do business in the State of Rhode Island for up to 100 percent of the annual contract amount, in a form that is satisfactory to the School District for the duration of the contract, within 10 working days of award of contract. The cost of the bond shall NOT be included in the bid cost for each year of the bid. The North Providence School Committee, at its sole discretion, reserves the right to eliminate or reduce the bond requirement from 100 percent if it deems it to be in the best public interest. In the event of a requirement of the bond amount, the contract price will be increased accordingly, prior to the execution of the contract. The Contractor shall identify the annual cost of the Performance Bond to the Contractor on the Bid Submittal Form.
- 16.2 If required, failure to submit a performance bond within 10 working days after the award of the contract shall be deemed a breach of contract on the part of said vendor and the NPSD shall proceed to award said contract for transportation to the next responsible bidder. Bond value is to be equal to the annual amount of the contract.
- 16.3 An Irrevocable Letter of Credit (LOC) satisfactory to the NPSD may be substituted for the required performance bond. The LOC shall be for the full amount of the annual amount of the contract and provided for each year throughout the term of the contract.

## **17. Breach Of Contract**

- 17.1 In the case of failure on the part of the contractor to execute the work as per agreement, the School District reserves the right to terminate the contract, satisfying its wants through another responsible contractor, and the NPSD shall collect from the contractor through the performance bond or letter of credit any difference in price as a result of such failure on the part of the contractor.
- 17.2 Exercise of the rights herein specified shall not impair or affect the NPSD's right to recover the damages for breach of contract, either by suit on the contract or on the bond or LOC securing it.
- 17.3 In the event of a labor action, strike, or any other reason which causes the interruption of services or operations, the NPSD reserves the right to secure such other transportation as may be necessary and charge the cost of same to the contractor.
- 17.4 Bankruptcy or insolvency shall be grounds for the termination and rebidding of the respective contract.

## **18. Transportation Manager**

The contractor receiving the award will be required to provide at a minimum full-time manager/dispatcher or sufficient staffing as deemed appropriate by the district, who will assume control of the buses, drivers, monitors and aides. The manager shall be available from the hours of 5:00 a.m. to 5:30 p.m. each school day.

The Transportation Manager will be required to interact with points of contact from each individual school, as well as from NPSD's Central Administration.

The NPSD reserves the right to require the replacement of the Contractor's Transportation Manager/Dispatcher for inadequate customer relations and/or lack of management skills, as determined by the NPSD.

The Transportation Manager/Dispatcher may be required, at no additional cost to the NPSD, to provide daily assistance in transportation monitoring, driver supervision, route review and attend administrative meetings.

## **19. Awards**

- 19.1 Rule for Award: The rule for award for the NPSD shall be the lowest responsible and responsive bidder for the sum of the costs for Year 1 (FY 2025-26) for each category so identified on the Bid Submittal Form. Such costs to be adjusted annually by the Cost of Living index described in Section 14 of these specifications.
- 19.2 The award will be made not only on the price basis but also in consideration of the experience, equipment, and the apparent capability of the contractor to perform efficiently and effectively. The North Providence School Committee reserves the right to reject any or all

bids, any part thereof, and the right to waive any or all informalities contained therein, if it is in the best interest of the NPSD.

- 19.3 The successful bid will be based on the total aggregate costs for the first contract year and provided that such bidder is deemed to be responsive and responsible according to the following

*RESPONSIVE BIDDERS* – will be those that comply with the following:

- a) Submit bid deposits as required by specifications;
- b) Submit all bid Forms and required documentation as outlined on the Bid Checklist.
- c) Submit all materials by bid due date and time

*RESPONSIBLE BIDDERS* – will be those that meet the following criteria:

- a) Contractor must have been in the school transportation business, operating Type C/D passenger buses, for at least 5 years-unless waived by the District for newly established companies;
- b) Contractor must have at least 3 current or former public school bus contracts with at least 10 buses per contract, none of which have been terminated- unless waived by the District for newly established companies;
- c) Contractor must have demonstrated ability to acquire a bond or irrevocable letter of credit from a bank licensed to do business in Rhode Island;
- d) Contractor must be able to provide a demonstration of sufficient capacity and capital to handle a contract of this size;
- e) Contractors must be current in the payment of all Federal, State and Local taxes, to include vehicle and fuel taxes, excepting any for which litigation or dispute filings have been made as of the date of these specifications;
- f) Contractors will have presented favorable references supporting their capacity and capability to perform this contract.

## **20. Laws & Public Policy**

20.1 This contract is made subject to all laws of the State of Rhode Island. Any clause which does not conform to such laws shall be void, and such laws shall be operative in lieu of such clause.

20.2 The contractor shall keep itself fully informed of and agrees to comply with the pertinent federal, state, and municipal laws, ordinances, rules, and regulations in any manner affecting the services embraced in this contract.

20.3 The contractor shall procure all applicable permits, licenses, and approvals necessary for the performance of services under this contract at contractor's expense.

20.4 The NPSD does not allow "standees" on vehicles. All children must be seated at all times during transportation.

20.5 In the event that the federal government or State of Rhode Island institutes a mandated National (State) Health Insurance Plan, the School Department agrees to negotiate with the contractor for the added direct cost increase attributable to this mandate.

## **21. Equal Opportunity Clauses**

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090.

## **22. Payment**

22.1 Payment shall be made in conjunction with invoices approved by the Director of Finance of the NPSD. All invoices shall detail the requested amount and shall include, as a minimum, the following: purpose/category of service, dates of service, number of vehicles, rate, wait time and mileage.

22.2 All bills are to be submitted to the NPSD Business Office on a monthly basis, in ample time to be properly processed by the School Committee for payment.

22.3 Payments for services under this contract will be made monthly to the contractor upon submission of an itemized invoice. Payments on a monthly basis, September through June, in the amount of 1/10<sup>th</sup> of the annual contract price, will be considered, with any adjustments to be made with the final (June) payment.

22.4 No assignment or subletting of the contract or work, nor assignment of money due or to become due, shall be made without the written consent of the North Providence School Committee.

22.5 In the event a route is not completed:

- a. If a bus does not do a route either morning or afternoon, there will be no compensation for ½ day's route price for each session which was affected.
- b. If part of a route is not completed, either morning or afternoon, and continues beyond the third consecutive day, there will be no compensation for ½ the route price retroactively to the first day.
- c. If a bus is over 90 minutes late for a route, there will be no compensation for ½ day's route price for each session which was affected.
- d. The Superintendent or Designee may waive any of the above penalties based upon an



acceptable explanation of circumstance.

- e. Buses which only perform a morning or an afternoon run will be charged at one half (1/2) of the cost per bus per day rate in effect at that time.
- f. Mid-Day Pre-Kindergarten Bus runs will not be included as part of the daily bus rate.
- g. Additional runs that may be required due to overloading will be chartered at a fixed cost per run.

## **23. Time Schedule**

23.1 The times indicated in the morning are the times when the students must be in school. Buses may arrive up to 10 minutes before this time.

See School Addresses and Bell Schedules –Appendix A

23.2 Opening and closing times are subject to change and the NPSD agrees to provide adequate notification to the contractor of any time changes.

## **24. Route Information**

Current 2024-25 school year routes can be found on the North Providence School Department website: <http://nprovschools.org/student-busing>

These routes are to be used only as representative of the transportation services required under these contracts. It is expected that, based upon future enrollment patterns, that these routes will be modified as required to provide safe and efficient student transportation.

The Bidder submits a bid for transportation of pupils as set forth in the specifications and bid contract and agrees, if their proposal is accepted, that the transportation of school children will be for a period up to five (5) years, beginning July 1, 2025 and ending June 30, 2030.

The specifications, as drawn by the NPSD, for the purpose of the bid, shall be considered a part of the contract. A School Year is defined as the number of days in which pupils qualify for attendance purposes, as amended from time to time by the School Committee. For representative purposes, the NPSD 2024-25 school calendar year is included in Appendix B.

This bid is determined on the basis of the number of days of school student attendance as adopted by NPSD. Should the NPSD extend the school year, the contract shall be adjusted by the vehicle per diem rate in effect at that time.

The NPSD contract specifications are designed based on current routes which require contracting for an approximate number of buses as identified on the Bid Submittal Form of these specifications, exclusive of spares and athletic buses. Changes in demand during the term of the contract may require as many as 25% more buses or 25% fewer buses in each or any year of each of the contract.

The rates identified annually relative to increases and decreases of vehicles and for driver time shall be used throughout the term of this agreement.

Driver time shall be calculated according to the number of buses (drivers) x live mile route times for each tier x the number of school days.

If an **increase** in the number of buses needed for regular transportation is desirable, at the sole discretion of the NPSD, the cost shall be at the calculated cost per bus per day in effect for that year for each bus increased,

If a **decrease** in the number of buses needed for regular transportation is desirable, at the sole discretion of the NPSD, the cost shall be at the calculated cost per bus per day in effect for that year for each bus. In the event of a reduction in the number of buses required during the school year, the Contractor shall be provided with a minimum of 30 days notice, during which notice period the Contractor shall be paid twenty (20%) of the cost per day for that vehicle for each day up to 30 days. After 30 days, the contract shall be reduced by the total cost per day for that vehicle for the remainder of the contract year. Any notification of the reduction of buses prior to the start of the school year shall be at no cost to the District and the contract will be reduced by the total cost per day for that vehicle.

If a route change is desirable, at the sole discretion of the NPSD that increases or decreases the average driver time more than or less than 5 hours per day, an increase/decrease cost shall be based upon the rate per hour identified on the Bid Submittal Form, prorated to the actual time increase or decrease per route/vehicle.

## **25. Field & Athletic Trips**

The NPSD will need transportation for field trips and athletic events. The contractor agrees to furnish such transportation whenever requested at the rates set forth in his accepted bid. Payment for services provided under this paragraph will be made upon receipt of an itemized invoice.

25.1 The contractor may be required to transport students directly to their homes or to a NPSD designated location if any bus carrying participating NPSD students out of the District after school hours incurs a breakdown exceeding a ½ hour delay. It will be the responsibility of the contractor after notification to the NPSD, to notify parents waiting at the drop-off point of the breakdown and that the students will be brought directly home, unless otherwise directed by the NPSD.

25.2 A scheduled trip may be canceled by the Superintendent or Designee by notifying the contractor as soon as possible on or before the day of the trip. There shall be no charge for cancelled trips. However, contractors will be paid for one (1) hour of driver time for any athletic or field trip which is cancelled within one hour of the scheduled departure time. Such driver rate shall be based upon the rate identified on Bid Submittal Form which details the driver rate for increases/decreases in driver time under this contract.

25.3 A scheduled trip may be cancelled by the Superintendent of Schools or Designee by notifying the contractor orally or in writing as soon as possible on or before the day on which the

particular trip is scheduled. The NPSD shall try to provide a minimum of two (2) hour notice of a cancellation. There shall be no charge for trips cancelled.

25.4 Coach buses may be required upon request for athletic events and field trips. The NPSD does not guarantee a minimum amount of transportation to be performed for these events. The NPSD reserves the right to obtain coach buses outside of the contract, when the contractor is unable to provide such buses.

The NPSD reserves the right to award a separate additional contract for this category

Coach bus transportation.

- Price Basis – In the Bid Submittal Form, the cost of athletic and extracurricular trips (field trips), will be calculated with a base rate, charge per hour and a per mile cost for each required bus. Tolls, parking and any/all other ancillary costs shall be included in the quoted prices.
- Contract Award – Award will be based on lowest price by qualified bidder for an average of number of trips per year and an average number of miles per year and an average number of hours of driver waiting time, or as otherwise indicated on the Bid Submittal Form 1. School bus and coach bus awards may be made separately.
- Performance – The contractor agrees to provide buses with qualified school bus operators to transport students to and from athletic and such other extracurricular activities (field trips) as the North Providence School Committee or Superintendent of Schools, or his/her designee, may request from time to time; only live mileage is to be paid for – excluding the mileage from the contractor’s garage to the first pickup point and from the last drop-off point to the contractor’s garage. The District requires and the Contractor agrees that all scheduled trips will leave and return on schedule and that Contractor personnel will be courteous at all times.
- Vehicles and Operators – All physical standards of the bus(es) used for additional transportation and the operators of said buses shall conform to those requirements previously set forth in these specification.
- The contractor agrees to provide a bus for all requested athletic trips that shall be a school bus, with special storage space for gear and equipment, or if requested, a coach-type bus, if available. Charter coach buses must be air conditioned during the months of May, June, and September, October. The make, model, and age of this bus shall be listed and identified on the Equipment Inventory as a bus to be used for athletic transportation. Bus aisles must be kept free of all obstructions at all times.
- Payment – Payment for services provided under this section will be paid upon receipt of an invoice itemized by time and mileage per trip within sixty (60) days.

## **26. Termination Of Contract**

The contract between the NPSD and the Contractor may be terminated by NPSD, through the School Committee upon thirty (30) days written notice. The Contractor shall have a thirty (30) day notice period to cure or remedy the contract violation.

- A. Termination may be based on default in performance, nonconformity in performance, breach of the terms and conditions of this contract, failure in any respect to perform the service with promptness and diligence, bankruptcy, receivership or a general assignment for the benefit of creditors, change in ownership, or any other act which impairs the value of service under this contract.

The refusal of the State Police/Department of Motor Vehicles to approve the conveyer or the conveyance, or the conveyer's failure, unwillingness or inability to comply with the applicable regulations and statutory provisions of the State of Rhode Island shall be considered non-performance. Further, if the conveyer is unable, unwilling or otherwise fails to timely transport all the scheduled pupils present on the route(s) for three (3) successive days said actions shall be considered non-performance.

The termination of required insurance policies or performance bonds during the period covered by the contract shall likewise be considered non-performance.

On the first occurrence of any breach of performance, to include the proper execution of a route, the NPSD may issue a verbal warning. On subsequent occurrences the NPSD may issue written notifications and any continuation of the breach of performance may give rise to termination for good cause. Any cost incurred by the NPSD in fulfilling any performance requirements shall be deducted from any funds due the contractor.

Should the North Providence School Committee not act to terminate for good cause it shall not be construed as a waiver but rather the School Committee shall consider the event along with any and all future events as part of a performance pattern subject to termination for good cause.

Bankruptcy or insolvency shall be grounds for the termination and rebidding of the contract(s).

- B. That the NPSD shall fail lawfully to appropriate sufficient funds for said transportation. In this event, the Contractor shall be provided a minimum of sixty (60) days notice.

## **27. Force Majeure**

Neither party will be liable to the other or be deemed to be in breach of this contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence.

Such causes may include, but are not limited to, acts of God or the public enemy, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes and unusually severe weather. If the Contractor's failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the reasonable control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the

subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

Dates or times of performance will be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

Since the performance dates of this contract are important to the implementation of essential public work, continued failure to perform for periods aggregating five (5) or more days, even for causes beyond the control of the Contractor, shall be deemed to render performance impossible, and the NPSD shall therefore have the right to terminate this contract without termination costs or penalties, and without liability for any other payment or obligation payable or deliverable by the NPSD after the date of termination.

### **Emergency Evacuation Plan**

In the event of a catastrophic event, it may be necessary for the NPSD to simultaneously evacuate all of its students from any or all of its schools. The Contractor will, therefore, be required to provide sufficient vehicles to conduct such an emergency evacuation. Should the Contractor not have sufficient vehicles to provide immediate transportation to all students simultaneously, the Contractor shall provide a plan, acceptable to the NPSD, of how it plans to provide such transportation in an emergency situation. All vehicles shall be available for evacuation as soon as possible from the time of notification to the Contractor.

The cost, should the District elect to evacuate all students under this plan, either for an actual emergency or for an emergency evacuation drill shall be:

\$ \_\_\_\_\_ Per hour per vehicle.

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

## **BID SUBMITTAL FORM**

Year 1: July 1, 2024-June 30, 2025

A. Regular Transportation Routes

Type D – 71 Passenger Buses\*

Cost per Bus per Day \$ \_\_\_\_\_ X 12 Buses X 180 days = \$ \_\_\_\_\_

Type A – 19-20 Passenger Bus\*

Cost per Bus per Day \$ \_\_\_\_\_ X 1 Bus X 180 days = \$ \_\_\_\_\_

B. **Special Education Buses\*-In District (Includes Bus Aides/Monitors)**

Type C-35 Passenger Buses \*

Cost per Vehicle per Day \$ \_\_\_\_\_ X 4 buses x 180 days = \$ \_\_\_\_\_

C. **Special Education Vehicles\*- With Wheelchair Lift (Includes Bus Aides/Monitors)**

Cost per Vehicle per Day \$ \_\_\_\_\_ X 3 buses x 180 days = \$ \_\_\_\_\_

D. **Pre School & Kindergarten\* – Mid Day Runs (1 Hour)**

Cost per Bus per day \$ \_\_\_\_\_ X 3 buses x 180 days = \$ \_\_\_\_\_

E. **Special Services - AM/PM Inter-school Transfers**

Cost per Vehicle per day \$ \_\_\_\_\_ X 4 buses x 20 days = \$ \_\_\_\_\_

F. **Summer Transportation**

Cost per Vehicle per Day \$ \_\_\_\_\_ X 5 buses x 20 days = \$ \_\_\_\_\_

G. **Bus Monitors/Aides Cost per Hour**

\$ \_\_\_\_\_

H. **Athletics & Field Trips Driver Cost Per Hour**

\$ \_\_\_\_\_

I. **Athletics & Field Trips Bus Cost per Mile**

\$ \_\_\_\_\_

J. **Cost of Performance Bond**

\$ \_\_\_\_\_

K. **Cost of Routing System**

\$ \_\_\_\_\_

## **BID SUBMISSION REQUIREMENTS**

1. Bid Submission – Proposals for **School Bus Transportation** must be placed in a sealed envelope and labeled as “School Bus Transportation.”
2. Required Signatures – See content requiring signature below (Submitted via PDF with a wet signature)
3. Bid Security/Letter of Credit – The contractor shall furnish a performance bond issued by a company licensed to do business in the State of Rhode Island for 100 percent of the annual contract amount. For an Irrevocable Letter of Credit, a statement from a bank, licensed to conduct business in Rhode Island, shall be for the full amount of the annual amount of the contract.
4. Safety and Training Program – Provide evidence of safety program used to meet the DMV/State Police requirements of required “in-service” training per driver per year, in addition to any other safety/training programs which are used.
5. CDL Drug Testing Policies and Procedures – Provide evidence all requirements for drug and alcohol testing, in accordance with the Federal Highway Administration regulations regarding Commercial Drivers’ License, are in place. Additionally, list company policies regarding substance abuse and company procedures on drug testing.
6. Accident Records for previous 3 years – Provide accident records for the previous three (3) years for New England States where your company has operated or has held contracts, prepared by your insurance carrier.
7. Computer Routing – Provide specific documentation regarding your routing system including, at minimum:
  - The name of the routing system
  - The system and its operation, in terms of the system requirements listed within the RFP
  - A copy of the software vendor’s Licensing Agreement or Contract with the bidder
8. Manger Resume – Provide a copy of the Terminal Manager’s Resume.
9. References
10. Certificate of State and Federal Compliance

### **Insurance**

The successful bidder must furnish certificates of insurance with a thirty (30) day cancellation clause to the School District within thirty (30) business days after the notice of acceptance of its bid is given or mailed by the School District. The contract will not be signed by NPSD nor shall it be valid unless the certificate of insurance has been delivered to and approved by NPSD. The types and minimum amounts of insurance shall be:

- Workers' Compensation: Per State Requirement
- Personal Injury: \$1 Million aggregate
- Property Damage: \$500,000 each occurrence and \$1 Million aggregate
- Auto Liability: \$1 Million CSL with \$10 Million excess coverage (Umbrella)
- Uninsured Motorist: \$500,000 each person; \$1 Million each accident
- Under Insured: \$500,000 each person; \$1 Million each accident
- Commercial General Liability: \$1 Million each occurrence; \$2 Million aggregate
- Liability Excess Coverage (Umbrella): \$10 Million

The following information must be submitted with the proposal:

The following items must be completed based upon a contract term of 3 years, with 2 option years; Year 1 is July 1, 2025, through June 30, 2026:

- Bid Authorization
- Bid Details
- Equipment Description (To also be annually provided, by August 1 each year)
- Terminal Locations and Fueling Plans

Please refer to the information contained within the Request For Proposal regarding required additional equipment. We will assume any related costs are included within proposed amounts.

### **Rule for Award**

The rule for award for the school district shall be to the bidder who has fully complied with the requirements set forth herein; whose past performance, reputation, financial capability is acceptable; and who has offered the most advantageous terms, inclusive, but not limited to pricing.

### **REQUIRED SIGNATURES**

Please submit the following via hard copy with a wet signature along with your Bid Form in a sealed envelope clearly marked with the name of the vendor and the date and time of the bid opening.

Approval of a contract or other agreement will not be granted unless the applicant signs the below and provides all required information.

### **ASSURANCE OF NON-DISCRIMINATION COMPLIANCE**

The undersigned certifies that he/she does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, sexual orientation, gender identification, national origin, handicap, age or sex, in any of the following areas:

- Recruitment, hiring, upgrading, promotion, whether for full-time or part-time employment, consideration for demotion, transfer, layoff, or hiring.
- Rates of pay or any other form of compensation and changes in compensation.
- Job assignments and seniority status.
- Granting and returning from leaves of absence, leave for pregnancy, or any other leave.
- Fringe benefits available by virtue of employment, whether or not administered by the recipient.
- Selection and financial support for training, including apprenticeship, professional meetings, conferences, and other related activities, selection for tuition assistance, and selection for sabbaticals and leaves of absence to pursue training.
- Employer-sponsored activities, including social or recreational programs.
- Any other term, condition, or privilege of employment.

If the proposer is a corporation, must be signed and sealed by a duly authorized officer; if partnership, so state and sign and give names of all partners, or if an individual, so state and sign.



## **AUTHORIZATION FOR RELEASE OF REFERENCE INFORMATION**

I hereby authorize the references listed in this bid along with any other references, to release any and all information regarding our transportation performance. Furthermore, I agree to hold these and any other references, both personally and severally, harmless from any liability associated with the provision of reference information. The reference information provided will be confidential and used exclusively for the purpose of evaluating the bidder's proposal to provide school bus transportation.

## **SCHOOL TRANSPORTATION BID NON-DEFAULT CERTIFICATE**

The undersigned certifies under penalties of perjury that the corporation or company, partnership or individual submitting this bid has not defaulted nor been terminated for cause on any contract in a public school district in the last five (5) years.

## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith 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.

## **STATEMENT OF UNDERSTANDING**

The undersigned assures that this bid is made in good faith, without fraud, collusion, or connection of any kind with any other bidder for the same work; that the undersigned has informed themselves in full in regard to the "INFORMATION AND INSTRUCTION TO BIDDERS", and other information attached to this bid. Also the undersigned has made their own examinations and estimates, has had an opportunity to ask questions or clarification and from them makes this bid. Also that the undersigned is in full knowledge that all of the aforementioned information and other materials attached to this bid shall become part of the contract. The undersigned understands that NPSD reserves the right to waive any informalities, or reject any and all bids or any part thereof, and/or accept any bid or part thereof which are in the best interest of the NPSD. With the above understanding, the undersigned proposes to furnish SCHOOL TRANSPORTATION OF STUDENTS to NPSD and to comply in all respects with said specifications for the sum or sums stated.

## **TAXES**

The undersigned certifies that all taxes due and owing to the Rhode Island Department of Revenue are paid and the undersigned certifies that it is in good standing with all filings for the Rhode Island Secretary of State. The undersigned's employer identification number will be furnished to the Rhode Island Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

## SIGNATURE

The below individual is authorized to sign on behalf of the company and agrees to the above.

I hereby certify that I am the \_\_\_\_\_ of

Title

\_\_\_\_\_ and I am authorized to sign on behalf of the

Company Name

entity submitting this proposal. I agree to all of the above certifications and I have submitted a proposal that conforms to the specifications except as specifically noted in my proposal.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Contractor's Social Security Number or Corporate Contractor or Federal ID Number:

\_\_\_\_\_

# APPENDIX A

## School Listing and Start Times

### Birchwood Middle School

10 Birchwood Drive, North Providence RI 02904

### Centredale Elementary School

41 Angell Ave, North Providence RI 02911

### Greystone Elementary School

100 Morgan Ave, North Providence RI 02911

### McGuire Elementary School

55 Central Ave, North Providence RI 02911

### Ricci Middle School

51 Intervale Ave, North Providence RI 02911

### Stephen Olney Elementary School

1378 Douglas Ave, North Providence RI 02904

### Whelan Elementary School

1440 Mineral Spring Ave, North Providence RI 02904

### North Providence High School

1828 Mineral Spring Ave, North Providence RI 02904

### **School Hours:**

#### High School

7:35 a.m. – 1:55 p.m.

#### Middle Schools

8:30 a.m. – 2:30 p.m.

#### Elementary Schools

8:55 a.m. – 3:12 p.m.

# APPENDIX B

## 2024-25 School Calendar

### NORTH PROVIDENCE PUBLIC SCHOOLS 2024-2025 CALENDAR

	M	T	W	T	F		M	T	W	T	F
<p><b>August 2024</b></p> <p>3    26   27   28   29   30</p> <p><b>September 2024</b></p> <p>19   2   3   4   5   6</p> <p>9   10   11   12   13</p> <p>16   17   18   19   20</p> <p>23   24   25   26   27</p> <p>30</p> <p><b>October 2024</b></p> <p>22   1   2   3   4</p> <p>7   8   9   10   11</p> <p>14   15   16   17   18</p> <p>21   22   23   24   25</p> <p>28   29   30   31</p> <p><b>November 2024</b></p> <p>16   4   5   6   7   8   1</p> <p>11   12   13   14   15</p> <p>18   19   20   21   22</p> <p>25   26   27   28   29</p> <p><b>December 2024</b></p> <p>15   2   3   4   5   6</p> <p>9   10   11   12   13</p> <p>16   17   18   19   20</p> <p>23   24   25   26   27</p> <p>30   31</p> <p><b>January 2025</b></p> <p>21   6   7   8   9   10</p> <p>13   14   15   16   17</p> <p>20   21   22   23   24</p> <p>27   28   29   30   31</p>							<p><b>February 2025</b></p> <p>3   4   5   6   7   15</p> <p>10   11   12   13   14</p> <p>17   18   19   20   21</p> <p>24   25   26   27   28</p> <p><b>March 2025</b></p> <p>3   4   5   6   7   21</p> <p>10   11   12   13   14</p> <p>17   18   19   20   21</p> <p>24   25   26   27   28</p> <p>31</p> <p><b>April 2025</b></p> <p>7   8   9   10   11   17</p> <p>14   15   16   17   18</p> <p>21   22   23   24   25</p> <p>28   29   30</p> <p><b>May 2025</b></p> <p>5   6   7   8   9   21</p> <p>12   13   14   15   16</p> <p>19   20   21   22   23</p> <p>26   27   28   29   30</p> <p><b>June 2025</b></p> <p>2   3   4   5   6   10</p> <p>9   10   11   12   13</p> <p>16   17   18   19   20</p> <p>23   24   25   26   27</p> <p>30</p>				

Days 96 Days 84

<p>August 26th    Teacher Orientation Day</p> <p>August 27th    First Day of School (PK, 1-9)</p> <p>August 28th    First Day of School (10-12)</p> <p>Aug. 30th - Sept. 2nd    No School/Labor Day</p> <p>September 10th    PD Day/No School</p> <p>October 14th    Columbus Day/No School</p> <p>November 5th    Election Day/No School</p> <p>November 11th    Veterans Day/No School</p> <p>November 27th - 29th    Thanksgiving Recess/No School</p> <p>Dec. 23rd - Jan. 1st    Holiday Recess/No School</p> <p>January 20th    Martin Luther King, Jr. Day/No School</p>	<p>February 17th - 21st    Winter Recess/No School</p> <p>April 14th - 18th    Spring Recess/No School</p> <p>May 26th    Memorial Day/No School</p> <p>June 13th    Last Day of School or 180th Day</p> <p>June 13th    First Day/Last Day of School</p> <p>June 13th    Teacher Orientation Day</p> <p>June 13th    PD Day; No Instruction</p> <p>June 13th    Vacation Day/Holiday; No School</p> <p>June 13th    Last Day of Instruction for Seniors June 2nd (171st day)</p> <p>June 13th    NPHS Graduation - June 4th</p>
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Approved by the North Providence School Committee: 3/27/2024