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Cape Cod Regional Technical School District

School Bus Daily Service, Late Runs, Athletic Transportation & Special Education

Transportation Services FY21-25

Available November 20, 2019

Proposals must be submitted by 10 a.m. on December 16, 2019

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General Information and Bid Submission Requirements

Purpose

The Cape Cod Regional Technical High School and the district committee will conclude the fifth year of our current contract for school transportation on June 30, 2020. This Invitation for Bid is for a five-year contract for vehicles and drivers of regular route school bus service, late run bus service, athletic trip service and special education transportation. Contract **start date of July 2020 and ending June 30, 2025** for the Cape Cod Regional Technical High School District. Service to be provided is regular route school bus transportation service, late runs, athletic trips and special education transportation as outlined in the Scope of Services and Quality Requirements.

Timeline

Bids will be publicly opened on **Monday, December 16, 2019 at 10:00 a.m.** in the Conference Room located near the main office in the Cape Cod Regional Technical H.S. at **351 Pleasant Lake Ave., Harwich, MA 02645**. If, at the time of the scheduled bid opening, the District is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 10:00 a.m. on the next normal business day. Bids will be accepted until that date and time.

The contract will be presented and potentially awarded at the next School Committee meeting date scheduled for January 23, 2020. The time for award may be extended for up to 45 days by mutual agreement between the District and the apparent lowest responsive and responsible bidder.

Mandatory Pre-Bid Conference

A mandatory pre-bid conference is scheduled for **Friday, December 6, 2019** at 10:00 a.m. in the Conference Room located near the main office in the Cape Cod Regional Technical H.S. at **351 Pleasant Lake Ave., Harwich, MA 02645**.

Bid Submission

Bid Specifications can be downloaded directly from the District website and must be submitted in paper form to the Business Administrator of the Cape Cod Regional Technical High School on or before **December 16th, 2019**. All bid submissions must meet the prescribed requirements.

Addenda

If changes are made to this IFB an addendum will be issued and clearly marked "Addendum No. ____." All addenda will be mailed or faxed to all bidders on record as requesting the IFB. **Vendors who obtain this IFB directly from the Cape Cod Regional Technical HS Website are responsible for checking the website periodically for any addenda to the IFB.**

Clarifications

Questions concerning this invitation for bids must be submitted in writing to Erin E. Orcutt, Business Administrator, 351 Pleasant Lake Ave., Harwich, MA before **4:00 p.m. on Wednesday, December 11, 2019**. Questions may be delivered, mailed, emailed (to eorcutt@capetech.us). Written responses will be emailed or faxed to all bidders on record as having requested the IFB.

Modify or Withdraw Bids

1. A bidder may correct, modify, or withdraw a bid by written notice received by the District prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.____." Each modification must be numbered in sequence and must reference the original IFB.
2. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the District or fair competition. Minor informalities will be waived, or the bidder will be allowed to correct them. If a mistake and the intended bid are clear on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clear on the face of the bid document, but the intended correct bid is not similarly evident.

Cancellation or Rejection of Bids

The District may cancel this IFB or reject in whole or in part any and all bids, if the District determines that cancellation or rejection serves the best interests of the District.

Notices / Submission Requirements

1. Bidders are directed to base their bids, "**Bid Base Price of Fuel**", on a cost of **\$2.99 per gallon for diesel and \$2.68 per gallon for regular unleaded**, which is the Barnstable-Yarmouth Metro average price per gallon as reported on November 14, 2019 by "AAA Daily Fuel Gauge Report" at <https://gasprices.aaa.com/?state=MA>. All bidders should review SECTION: FUEL ADJUSTMENT in this Invitation for Bids.
2. All bid prices submitted in response to this IFB must remain firm for sixty (60) days following the bid opening. One (1) complete copy, **signed** by "authorized individual" is to be submitted on designated bid forms and provided in a sealed envelope, clearly marked on the outside with the bid title and company name.
3. A bid must be **signed** as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
4. Any bid which is not according to prescribed form, is incomplete, is not properly signed, contains any misrepresentation of facts by the bidder, or is otherwise contrary to instructions or these specifications, may be rejected by the Awarding Authority.

Bonding/Bid Deposit Requirements

1. There is a required bid deposit equal to five percent (5%) of the total bid amount. The bid deposit may be in the form of a certified, treasurer's, or cashier's check from a responsible bank or trust company, or a bid bond from a licensed surety payable to the **Cape Cod Regional Technical High School District**.
2. Once the contract is awarded to the lowest responsible and eligible bidder, the Committee will accept, in lieu of a performance bond, establishment of an escrow account with the school in the amount of five percent (5%) of the total five-year contract cost. Utilization of this option requires a certified check in the total amount to be presented to the School upon awarding the contract. Failure of the Contractor to present either the required performance bond or 5% escrow within thirty (30) days of the date of the contract being awarded by the Committee and by August 1st of each subsequent year of the contract will invalidate the bid award. The premiums for such bonds will be paid by the Contractor.

3. Bid deposits of all but the three (3) apparent lowest bidders will be returned within thirty (30) days after the bids are opened. Bid security of the three (3) apparent lowest bidders will be returned within sixty (60) days after the bids are opened, or when contracts are executed, whichever is sooner. The successful bidder will be required to meet all applicable specifications before return of bid deposit. Deposits will be returned via certified mail or picked up in person by bidder.

Other Requirements and Specifications

1. Bidders shall submit with the bids pertinent information relative to personnel and facilities to establish the degree of ability to perform a transportation contract by providing a statement as to, but not necessarily limited to, the information listed on the business experience form provided as part of these specifications. The Awarding Authority jointly reserves the right to reject any bid when, in their opinion; the bidder is unable to furnish satisfactory evidence of adequate ability, experience, and/or capital to perform the transportation contract in accordance with the requirements and conditions prescribed by these specifications.
2. The Awarding Authority may award the contract in its entirety but reserves the right to award separate contracts for Late, Field, Athletic Trips and special education transportation.
3. The schedules and routes as approved by the Awarding Authority must always be met by the Contractor. Unwavering adherence to the schedule is the essence of any contract which results from this INVITATION FOR BIDS FOR SCHOOL TRANSPORTATION. Meeting the required schedules is second only to the safe transportation of our students.
4. If the Contractor fails to meet the schedules or parts thereof required by the Awarding Authority without justifiable cause or if the Contractor violates any part of the contract, then and in that event, the Awarding Authority retains the right to terminate the contracts upon notice in writing, given by the Awarding Authority to the Contractor. In this event, the Contractor is obligated to pay in full for temporary transportation services required by the Awarding Authority until new bids can be opened and awarded. The Contractor will be further obligated to pay the total difference for the duration of the term of these contracts if the rate of the new bid(s) awarded exceed the rate bid and awarded under these specifications.
5. The bidder is required to certify that no officer, agent, or employee of the school district is pecuniary without fraud, collusion, or connection of any kind with any other bidder for the same obligations to, any undisclosed person or firm.
6. If any provision of this agreement shall be nullified or otherwise affected by any Federal law, State law or municipal by-law, or should any provision of this agreement be determined to be in violation of Federal, State or local law by a court of competent jurisdiction, all other provisions of this agreement shall remain in full force and effect for the duration of this agreement.
7. A submission of a bid shall be construed to mean that the bidder is fully informed as to the extent and nature of the service required and further as a representation that the bidder can furnish the service in complete compliance with the specifications.
8. The Awarding Authority reserves the right to reject any or all bids, waive any informality in bidding and to select a bidder who is not the low bidder as it deems in the best interest of the school district. Also reserved the right to reject, for cause, any bid, whole or in part; waive technical defects, qualifications, irregularities, or omissions, if in its judgment the interests of the school district will be served.
9. All terms and conditions of this procurement and any contracts arising from the award(s) made by the Awarding Authority are subject to appropriation of funds by the Cape Cod Regional Technical High School committee. If funds are not appropriated, the contract(s) for the unfunded services will be null and void.
10. All terms and conditions of this procurement and any contracts arising from the award(s) made by the Awarding Authority are subject to changes in the laws and regulations of the Commonwealth of

Massachusetts. Legislative action which reduces reimbursement or state aid for student transportation will have the same effect as non-appropriation of funds, and any contract affected by the reduced reimbursement may be declared null and void by the Awarding Authority.

11. Within one week of the bid opening, the apparent low bidder shall submit to the Business Administrator a detailed accident report for all vehicles owned and/or operated that were used to provide school transportation services within the Commonwealth of Massachusetts for the prior three (3) year period. The accident report shall be prepared by the bidder's insurance carrier and submitted on the insurance carrier's letterhead. If contract(s) are not awarded to the apparent low bidder, the second low bidder shall submit the aforementioned information within one week of the date of the request for the information by the Awarding Authority.
12. The bidder to whom awards are made must enter into written contracts with the Awarding Authority. The bid document inclusive of all addenda and the bidder's response shall be incorporated into the contracts by reference, and all terms, conditions, requirements, and conditions so contained shall be binding on the parties.
13. The Awarding Authority jointly will evaluate all bids for responsiveness (whether the bidder promises to provide transportation services as specified and whether the bid contains all documents and forms properly completed), responsibility (whether the bidder has the skill, ability, and integrity to perform under the contract), and the best price. Claims of past experience will be verified with references listed and the financial status of any or all bidders will be investigated to determine what assurance said Awarding Authority may have of continued service. If the Awarding Authority in their sole judgment determines that the bidder has not performed satisfactorily in providing transportation services to other school districts, that the bidder has no prior experience, or that the bidder lacks financial stability, the bid may be rejected.
14. Any bidder found by the Awarding Authority to have been in default of a school bus transportation contract or any bidder who has failed to execute a contract after a bid award will not be considered a responsible bidder.
15. Bidders will be expected to bid utilizing buses that at **no time during this contract shall the age of the bus in service exceed ten years old or have more than 200,000 miles on the odometer** for the five-year contract period. The buses may be either gasoline or diesel powered and so identified in the bid. The rates as bid shall remain in effect for the five-year term of the contracts. The District currently anticipates eleven (11) buses for regular routes in this contract.
16. The Awarding Authority may terminate the contract by giving written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms of the contracts or if the Committee determines that the Contractor is unfit, unqualified, or unable to perform all of the transportation needs of the contract. The Committee is the sole judge of whether a Contractor is unfit, unqualified, or unable to perform all the transportation needs of the contracts.
17. The Contractor shall not assign any of its rights or duties or both its rights and duties, under this contract without the written approval of the Awarding Authority. If the Contractor is a corporation or trust, and there is a transfer of 50% or more of the beneficial interest or stock of the Contractor during the term of the contract, it shall be treated as an assignment. In either case, the Committee may terminate the contract by giving a written notice.
18. Neither part nor the whole of the consideration payable hereunder or claimed hereunder shall be assigned either at law or equity without the written approval of the Awarding Authority having been secured in advance.
19. Massachusetts Contract: The contracts shall be considered Massachusetts contracts and shall be governed by, interpreted in accordance with, and subject to all the laws of the Commonwealth of Massachusetts. Any clause which does not conform to such laws shall be void, and such laws shall

be operative in lieu of such other clause. The invalidation of any clause shall not invalidate any other clause of the contract. The courts of the Commonwealth of Massachusetts (including Federal District Courts located within the Commonwealth of Massachusetts) shall have exclusive jurisdiction over any lawsuit brought by the Contractor against the Awarding Authority as a result of any dispute regarding the services under the contract.

20. Entire Agreement: The agreement constitutes the entire contract between the Contractor and the Awarding Authority, and no waivers or modifications shall be valid unless written upon or attached to the Agreements and shall be in force and effect upon execution by both parties and an exchange of executed copies.
21. The school calendar shall be determined by the Awarding Authority and/or the Superintendent /Director. Both the school calendar and school sessions are subject to change at any time during the year by the Superintendent/Director. From time to time, the building principal will schedule early dismissals. The Contractor must adhere to these schedule changes and provide vehicles and drivers which will enable students to be dismissed **without disruption or delay**.
22. The Contractor shall keep himself fully informed of and agrees to comply with the Federal, State, and Municipal Laws, by-laws, rules, and regulations in any manner affecting the services embraced in the contracts.
23. If the Contractor fails to perform services or performs services in a manner which does not conform to the terms and conditions of these specifications, the Awarding Authority may make any reasonable purchase or contract to purchase services in substitution for services due from the Contractor or take any other action reasonably calculated to obtain compliance with these specifications and may deduct the cost of any substitute contract or damages sustained by the Awarding Authority due to non-performance or non-conformance of the services, together with any incidental and consequential damages, from the contract price, and may withhold such damages from sums due or to become due to the Contractor. If the damages sustained exceed sums due or to become due, the Contractor shall pay the difference to the Awarding Authority upon demand.
24. The Contractor agrees that if it is determined at any time by the Awarding Authority that the Contractor has violated any of the provisions of the contracts, the Awarding Authority may terminate the contract at any time. Terminations may be based on default in performance, non-conformity of performance, breach of the terms and conditions of the contract, failure in any respect to perform the services with promptness and diligence, bankruptcy, receivership, or assignment for the benefit of creditors, or any other reasonable cause.
25. The Contractor shall indemnify, defend, and hold the Awarding Authority, their officers, and employees harmless from any and all claims, losses, costs, expenses, or damages of any kind resulting from or arising out of performance of the contract by the Contractor, its officers, agents, or employees.
26. In the interpretation of this agreement and the relations between the Contractor and the Awarding Authority, the same shall be construed as being an independent agreement with the Contractor for furnishing of transportation only, and the Contractor shall not be held or deemed in any way to be an agent, employee, or official of the School or the Cape Cod Regional Technical School District.
27. The Contractor shall provide time for each vehicle and driver to participate in two emergency evacuation drills annually. Scheduling and supervision of evacuation drills will be done by the building principal. The Contractor will provide annual training for drivers in procedures for emergency evacuations. Each driver will direct the evacuation drill of the bus to which he/she is assigned.
28. For the term of the contract, minimum wages for employees of the successful bidder for performance of transportation services will be paid at the prevailing wage rate for motor bus operators as

determined by the Commissioner of Labor and Industries, under the provisions of Section 7A of Chapter 71 of the General Laws of the Commonwealth of Massachusetts

29. For any litigation arising from or out of the conduct of the Contractor and/or his/her/its agents or employees within the school bus and while in the performance of the contractual duties herein specified, all liability will rest with Contractor as the employing entity, and as the entity bearing the duty to insure the safety of passengers within its control.
30. The Awarding Authority are equal opportunity employers and, as such, expect that the Contractor will comply with all applicable federal, state, and local anti-discrimination laws, regulations, by-laws and ordinances. Minority and female owned businesses are encouraged to bid on all contracts.
31. Unless written permission is received from the Awarding Authority or their designee, unauthorized passenger(s) are not permitted to ride in any vehicle used in fulfilling the requirements of this procurement. Unauthorized passenger(s) include but are not limited to children of or in the care of driver(s). If it is estimated that the students assigned to any bus will occupy all seats, written permission will not be granted for unauthorized passengers. Written permission for unauthorized passenger(s) may be withdrawn if the Awarding Authority or their designee deem(s) that it will be in the best interest of the students.
32. As permitted under Massachusetts laws and regulations, the Awarding Authority may authorize advertising on school buses during the term of this contract. If advertising is authorized, it will cover no more than 25% of the bus, appear only on the sides and below the seat level rub rail, not be placed above the bottom of the side windows, be at least three inches from required lettering, lamp, wheel well, or reflector behind the service door or stop alarm, not extend from the body of the bus, and not interfere with the operation of any door or window, not be placed on any emergency door(s). The Awarding Authority will authorize only advertising materials composed of 3M self-adhesive vinyl with anti-graffiti laminate and installation by authorized 3M installers. Compensation of the Contractor for use of his/her/its vehicles will be 5% of any revenue received by the Awarding Authority. Compensation will be paid on June 30 of any contract year in which advertising has appeared on a Contractor's vehicle. During the term of this contract Awarding Authority have the sole right to authorize advertising on any vehicle utilized by the Contractor to fulfill any/all contracts resulting from this Invitation for Bids.

Insurance Requirements

The Contractor shall always keep in full force and effect and on each bus for the duration of the contract, public liability and property damage insurance for injuries to persons and properties as follows:

Commercial General Liability Insurance

- \$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)
- \$2,000,000 General Aggregate per Project
- \$2,000,000 Products & Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury Limit

Business or Commercial Automobile Liability Insurance

- \$1,000,000 combined single limit per accident

Workers' Compensation and Employers' Liability Insurance

- \$100,000 Each Accident; \$100,000 Each Employee for Injury by Disease;
- \$500,000 Aggregate for Injury by Disease

Excess or Umbrella Liability (to overlay Employer's Liability, Automobile Liability and Commercial General Liability coverages.

- \$5,000,000 Occurrence /aggregate

Cape Cod Regional Technical H.S., along with their respective officers, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations on the Subcontractor's and any Sub-Subcontractor's Commercial General Liability Policy, which must be primary and noncontributory with respect to these additional insureds.

Cape Cod Regional Technical H.S, along with their respective officers, agents and employees shall be named as additional Insureds on the Business or Commercial Automobile Liability and Excess or Umbrella Liability Policies, which must be primary and noncontributory with respect to these additional insureds. It is expressly understood by the parties to this Subcontract that it is the intent of the Parties that any insurance obtained by Cape Cod Regional Technical H.S is deemed excess, non-contributory and not co-primary in relation to the coverage(s) procured by the Subcontractor, the Sub-Subcontractor or any of their respective consultants, officers, agents, subcontractors, employees or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of the aforementioned may be liable by operation of statute, government regulation or applicable case law.

To the fullest extent permitted by applicable state law, a Waiver of Subrogation Clause shall be added to the General Liability, Automobile, Excess or Umbrella Liability and Workers Compensation policies in favor of Cape Cod Regional Technical H.S, and this clause shall apply to Cape Cod Regional Technical H.S. officers, agents and employees.

All insurance coverage on the vehicles used in this contract must be with insurance companies licensed in Massachusetts and approved by the State Insurance commissioner. No self-insurance by posting of bonds will be allowed under this contract. The Contractor shall procure all insurance policies and shall ensure that the Cape Cod Regional School District is named as an additional insured. The District Committee will always be named as an additional insured on the maximum amount of insurance which the Contractor carries. The Contractor guarantees that the level of liability insurance will be at least Fifteen Million Dollars (\$15,000,000) combined single limit.

The liability and property damage insurance shall protect the Contractor, the bus operators, The District, the District School Committee (severally and individually) and all employees of the Cape Cod Regional Technical H.S. concerned with bus operations, against claims for damages for personal injury, accidental death and for property damage, any or all of which may result from bus operations of any nature or description governed by this contract.

A Certificate of Insurance shall be filed with the Office of the Superintendent on or before August 1 of each of the school years covered by the contract. All policies shall be so written that the Office of the Superintendent will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. A letter of insurability from an insurance company licensed to do business in the Commonwealth of Massachusetts stating that the bidder will be insured for the amount stated must be included.

The Contractor shall indemnify, defend and hold the Cape Cod Regional Technical School District Committee harmless for any and all claims, loss, cost, expense and or damage of any kind resulting from or arising out of performance of the contract by the Contractor, its officers, agents or employees.

No cancellation of, change, or revision in the insurance by the Insurer or Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is given to the Cape Cod Regional Technical High School, 351 Pleasant Lake Ave., Harwich, MA , 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 if the insurance is canceled, or the Performance Bond withdrawn, the contract is null and void.

The Contractor must submit with his/her/its bid a certificate of insurance which specifies the minimum amounts of coverage specified above. The Contractor must file a copy of these policies with the Office of the Superintendent by August 1 of each school year during the contract period.

The Contractor shall obtain before commencement of the work, and maintain throughout the term of the contracts, Workers' Compensation insurance as required by the laws of Massachusetts and shall keep on file with the Office of the Superintendent by August 1 of each year that the contract is in effect.

Payments

Payment to the Contractor will be made in monthly installments after receipt of invoices. A separate invoice for all athletic and trips will be submitted for verification and approval. All invoices and statements of activity must be reconciled by June 15th of each contract year. No payments will be made on invoices not documented in a given fiscal year.

Financial Statements

With his/her/its bid, the Contractor will furnish, at his/her/its own expense, audited Financial Statements for the most recent year ended, according to the bidders' fiscal or calendar year for accounting purposes. If the Contractor is unable to obtain audited Financial Statements, they will provide the most recent copy of their reviewed Financial Statements. These Financial Statements shall be submitted in a separate sealed envelope clearly marked on the outside of the envelope "Financial Statements," with the name of the bidder also appearing on the outside of the envelope. The Financial Statements will not be publicly opened when the bids are read but will be used in private by the Awarding Authority to determine each bidder's responsiveness, responsibility and ability to provide the services as specified.

The Awarding Authority will hold all financial statements and the information therein in the strictest confidence. After contracts have been awarded and signed, financial statements submitted by unsuccessful bidders will be returned to the individual who has signed the bid or destroyed upon request.

Purchase Description / Scope of Services

General Definitions

"School Year" shall mean that portion of each calendar year when school is in session, and shall consist of approximately 180 days beginning in the month of September and ending in the month of June, unless a different period is designated from time to time by the Massachusetts State Board of Education or the Cape Cod Regional Technical High School.

"Regular School Day", generally, and subject to change as hereinafter provided, shall mean that part of each day in which school is in session, and consists at the present time of the hours from approximately 7:54 A.M. to approximately 2:35 P.M. These hours are subject to change by orders from the School Committee. Arrival and departure time will be determined by the Superintendent-Director or his representative.

"Late Bus Transportation" shall mean those bus trips designated by the Superintendent-Director of the District or his representatives which are scheduled after 3p.m. Arrival and departure times will be determined by the Superintendent-Director or his representative.

"Athletic Team Transportation and Field Trips" shall mean bus transportation of school athletic teams, or similar extra-curricular school groups, and transportation for field trips which may be organized by the School from time to time during the school year.

"Special Education Transportation Operations" shall mean providing management services and drivers for the Cape Cod Regional Technical High School District in the event the district requires transportation

of a special needs' student. Cape Cod Regional Technical High School owns its own wheelchair accessible school bus.

General Conditions

1. The number of school days for each academic year is estimated on 180 (one hundred and eighty) and the bids shall be based on such number.
2. Late Runs will be based on 180 days (5 times per week for 36 weeks).
3. The Contractor agrees to transport students and staff to special events, sporting events, functions and other such trips which, as approved by the Superintendent- Director. The Contractor shall provide the rate per mile and rate per hour "waiting" time.
4. Any "temporary" additional mileage caused by closing of roads or bridges shall not change the total compensation provided for under the contract. It shall neither increase nor decrease the agreed mileage. The term "temporary" in this paragraph is limited to a period not in excess of thirty (30) calendar days.
5. If some unforeseen circumstances, such as weather, cause cancellation of school and/or the need for transportation services, and if the Contractor is notified of such cancellation before 6:00 a.m., there shall be no payment to the Contractor for such day. Pupil return home trips will be in the afternoon except for extenuating circumstances such as: stormy weather days because of road conditions; certain other days when deemed necessary due to emergency conditions; and "Early Release Days". The Contractor will not charge any extra fee for any early release trips.
6. Services to be performed and all obligations of the Contractor shall not be assigned or sub-contracted by the Contractor without prior approval, in writing, from the School Committee.
7. Contractor will provide, at its own expense, a fully operating dispatch center responsible for the scheduling and monitoring of all Late Runs, Field Trips, Athletic Trips and special needs transportation, assuring proper arrivals and departures.
8. Contractor shall in all instances: Comply with all District, State, and governmental regulations and directives of the Registry of Motor Vehicles, the Department of Public Safety and all other local, state, and federal departments and agencies concerning the vehicles to be used for the transportation of Students or District personnel hereunder in so far as equipping said vehicles with any and all safety devices required by the laws of the Commonwealth of Massachusetts, or governmental agencies having jurisdiction thereof. The burden of ascertaining and complying with all such regulations and directives shall be upon the Contractor and shall be his sole responsibility and shall apply to any such law or regulation now in effect or to become effective during the term of this contract.
9. ADJUSTMENT AUTHORITY: The Superintendent or designee has the authority to adjust or cancel regular routes due to an emergency or inclement weather at any time deemed necessary for the safety of students.
10. The Superintendent or designee has the authority to adjust or cancel a trip by notifying the Contractor verbally or in writing at or prior to 6:00AM on the day a trip was scheduled to originate at the place of Contractor's place of garaging or central dispatch.

11. The Superintendent or designee has the authority to make changes in adjusting number of buses, assignment of students, groups or routes, time and dates, assignment of monitors, installation of cameras, or any matters affecting specific needs of children as deemed necessary.

Specifications for Drivers

1. The Contractor agrees to provide at all times for each vehicle a competent, responsible operator who holds a valid license for the operation of a school bus in Massachusetts and who is acceptable to the Awarding Authority. The Awarding Authority retain the right to reject or accept any and all drivers if deemed to be in the best interests of the town or district to do so. All vehicle operators must fully meet the requirements of the United States and the Commonwealth of Massachusetts regarding school bus drivers.
2. The Contractor will pay a penalty of \$500 per day to the Awarding Authority if at any time during the term of the Contract(s) the Awarding Authority determines that a driver has provided services without a valid license for the operation of a school bus in Massachusetts. The penalty must be paid to the Awarding Authority for every day a driver has operated a school bus without a valid license and must be received within fifteen days of receipt of notice of this infraction from the Awarding Authority.
3. No operator will be assigned to drive any vehicle at any time until the Contractor has received written notification of acceptability from the Superintendent/Director or his/her designee.
4. The Superintendent/Director or his/her designee reserves the right to withdraw approval of any driver at any time. Notification of withdrawal of approval may be in writing or by telephone. Upon receipt of such notification, the Contractor must immediately assign another driver to the route. Reasons for withdrawal of approval include but are not limited to jeopardizing the safety of students due to unsafe driving, use of poor judgment in student behavior management, suspicion of drug or alcohol use, criminal activity, failure to respond to requests made by school administrators, and dereliction of duty.
5. The Contractor will inform the Business Administrator prior to using a substitute driver on any route for more than two (2) consecutive days, or more than two (2) days in any 10-day period.
6. All vehicle operators used in fulfilling the terms and conditions of the contract shall submit at least annually to a physical examination by a physician licensed in the Commonwealth of Massachusetts. The physical examination shall be to determine the driver's fitness to operate a school bus or other vehicle used in fulfilling the contracts. No person shall drive prior to passing such annual physical examination. The report to be used by the examining physician for the physical examination of drivers shall be the current, official physical examination form for school bus drivers as required by the Department of Public Utilities. The Contractor will not be required to forward completed physical examination forms to the Business Administrator. The Awarding Authority reserves the right to require copies of physical examination forms or to receive additional information within a reasonable time after the request is made for delivery of the information.
7. The Awarding Authority will assume no financial obligation to pay for the mandatory annual physical examination.
8. If a situation or condition develops that the Awarding Authority or their designee feels might have an adverse effect upon the driver's welfare or the welfare of others, the Awarding Authority or their designee may require a driver to submit to an additional physical examination by a physician named by the Awarding Authority. Such supplemental physical examination, if requested by the Awarding Authority, shall be at the expense of the Awarding Authority. The written results of this supplemental examination shall be forwarded directly to the Superintendent/Director by the attending physician.

9. The Contractor agrees to submit typewritten lists to the Awarding Authority' Business Administrator between July 1st and August 1st each year of the contract period indicating the following data for all drivers to be used in that year:
 - (a) Name
 - (b) Address
 - (c) Telephone Number
 - (d) Date of Birth
 - (e) Copy of Massachusetts Commercial Driver's License(s) and endorsements
 - (f) Number of uninterrupted years a Massachusetts Driver's license has been issued
 - (g) Number of uninterrupted years a Massachusetts school bus license has been issued
 - (h) Length of time resided in Massachusetts
 - (i) Date of Last Annual Physical Examination
 - (j) Examining Doctor (name and address)
 - (k) Tuberculin Examination (negative or positive)
 - (l) Certification that an investigation of the background of the applicant/driver has been conducted.
10. Prior to assigning a route to a driver who is hired during the school year, the Contractor will provide the above information to the Business Administrator. Drivers hired during the school year are subject to approval by the Awarding Authority.
11. The Contractor shall comply with Massachusetts General Laws Chapter 385 of the Acts of 2002 which requires that all employees have Criminal Offender Record Information (CORI) background checks by the Criminal History Systems Board (CHSB), the State agency authorized to provide CORI to certified agencies. All drivers shall have CORI background checks prior to any contact with students. CORI request forms will be provided to the Contractor by the Awarding Authority. The Contractor and drivers must cooperate fully to return forms as soon as possible. The Contractor's employees must be notified that criminal record checks will be conducted for conviction and pending criminal case conviction only, and that the information will not necessarily disqualify them. Upon receipt of information from the CHSB, the Superintendent/Director will review the CORI information. If a driver has lived in Massachusetts for less than five years, the driver must give permission for a CORI check in the State(s) of prior residence for the prior five years.
12. The Contractor shall comply with the Background Checks Laws of 2013. All drivers shall be fingerprinted for a background check prior to any contact with students. The Contractor and drivers must cooperate fully.
13. Additional background information may be required. Insofar as possible, the Contractor will provide the driver's background information when requested by the Superintendent/Director or his/her designee.
14. In cases where other questionable background information is discovered or reported to the Contractor by the School Department, a confidential letter must be sent by the Contractor to the Business Administrator which indicates the findings of the investigation, the circumstances of the background, and the Contractor's rationale for assigning the driver.
15. The Contractor must screen all new employees for drug and alcohol use prior to assigning a driver to provide any services specified in the Invitation for bids.
16. All drivers must be completely familiar with their assigned routes and stops prior to the first day of school. At no cost to the Awarding Authority, the Contractor will confirm in writing to the Business Administrator that all drivers have driven over the route(s) assigned to them prior to the first day of school and that each is thoroughly familiar with their assigned routes and stops.

17. A certified school bus driver instructor shall ride with every first year driver no less than four (4) times per year, with every second year driver no less than three (3) times per year, and with every driver in his/her third and subsequent years, no less than twice per year for the purpose of observing their driving practices with regard to safety, conformance with applicable rules and regulations, and adherence to time schedules.
18. The Contractor shall administer a satisfactory safety and student management training program which shall be mandatory for all approved drivers and spares. The program shall include but shall not be limited to one hour per month during the months of September, October, November, December, January, February, March, April, and May of each contract year. Training shall be provided for safe driving, first aid and CPR, use of fire extinguishers, bus evacuation procedures, disciplinary guidelines for unruly students, traffic rules and regulations, and procedures in case of emergency. The Contractor shall include in training sessions any/all subjects or materials as requested by the Awarding Authority. The Contractor shall provide to Business Administrator dates and outline of each safety program meeting as well as a list of all those attending the meeting.
19. Under no conditions will a driver assign a student monitor to assist him/her in any manner or for any purpose while performing his/her duties as directed by the Contractor.
20. Absolutely no smoking is permitted in any vehicle used to fulfill the requirements of these contracts. This prohibition includes the time that the vehicle(s) are not being used to transport students and periods during which the vehicle(s) are parked. No smoking is permitted on any/all school properties. No smoking is permitted on the parking lot.
21. For every twenty (20) buses operated by the Contractor to provide transportation services under Contracts resulting from this Invitation for Bids, a full-time mechanic must be employed solely for the purpose of repairing and maintaining the buses.
22. The Contractor shall specify procedures to inspect the bus at the conclusion of the last morning route and the last route at the end of the day to ensure that no student remains on the bus. The procedures to be used for this purpose must be written and submitted to the Business Administrator on or before September 1, 2020.
23. Cellular telephones may not be used by drivers for making or receiving personal calls after the first student has boarded a bus and until the last student has departed the bus.
24. Each accident after its occurrence is to be immediately reported by the driver to the Contractor and in turn notify the Superintendent or his designated agent. In all cases, this report is to be provided verbally as soon as possible to applicable parties and in no event later than six (6) hours after the occurrence. In cases involving bodily injury to the driver, the Contractor is to file a written report with the Superintendent or designated agent within twenty-four (24) hours. Any other event or circumstance causing unavoidable delay or in any way interferes with the performance of scheduled trip, is to be reported to School officials as soon as known.

Cases involving bodily injury to passengers, vehicles involved are not to be moved until authorized by a Registry Inspector, notified immediately by the driver. Exceptions only when vehicles involved in an accident must be used to transport injured person(s) for emergency treatment or where a major thoroughfare must be opened for traffic.

Specifications for Equipment

1. It shall be the Contractor's legal and financial responsibility to see that all vehicles and equipment and operation of the same shall conform to all requirements of the laws of the United States and the Commonwealth of Massachusetts and the regulations of the State Registry of Motor Vehicles and/or the State Department of Public Utilities, and amendments thereto, and/or any other federal or state agency having jurisdiction, in such cases made and provided, or which shall be made during the term of this contract. If and when the Awarding Authority establishes requirements that exceed any of those mentioned herein, it shall be the Contractor's responsibility to honor any and all of such requirements.

2. The Contractor shall agree to keep each vehicle in good appearance and in good working condition and to furnish at Contractor's expense all necessary fuel, oil, grease, tires, maintenance and repairs throughout the entire period of the contracts. The Contractor shall procure and maintain all applicable permits, licenses, and approvals necessary for the performance of services under these contracts at Contractor's expense. The District Committee reserves the right to inspect any or all vehicles at any reasonable time.
 - (a) Further, the Business Administrator shall have the right to schedule individual buses on rotating random basis for a third-party inspection of major safety and comfort factors on schedule convenient to the Contractor, with the cost of such inspection to be met by the district. No buses which have been disapproved by the Business Administrator or his designee shall be used in the work and the Contractor shall replace such buses or parts, which in the opinion of the Business Administrator are unsuitable.

 - (b) In this connection, the Contractor shall report on the date of each month's billing, by bus number, the odometer reading of each vehicle and the gallons of fuel used by each bus in the period since the last report. This report must accompany the billing as a condition for payment.

3. **At no time during this contract shall the age of my vehicle in service exceed ten years old or have more than 200,000 on the odometer.** Vehicles may be either gasoline or diesel powered. All vehicles shall comply with the rules and regulations established (and/or revised) by the Registry of Motor Vehicles under authority granted by Massachusetts General Laws, Chapter 90, Section 31, and these vehicles shall meet the following general specifications:
 - Minimum of 13 inches of seating space per passenger, exclusive of the driver
 - Buses may be either Front or Rear engine, diesel/gasoline
 - Automatic transmission
 - 29,500 GVW
 - Remote control heater exterior mirrors
 - Two-way radio system capable of communicating from the furthest student drop off/pick up point to the base station of the terminal
 - Internal and external public address system
 - Acoustic headliner above the driver's seat to reduce noise and distractions
 - Crossing front gate with lights
 - Flashing lights: 8 light packages with stop arm
 - Rear exit door equipped with a buzzer to alert the driver if it is opened when students are on board
 - One-inch 3M Diamond Grade reflective tape surrounding the exterior and interior of all exit windows
 - Heating, lighting, mirrors, signs, identification markings, colors to meet all Federal and State standards for school buses.
 - Lettering: CAPE COD TECH- black letters on both sides of the bus on wide yellow molding strip under windows.
 - Numbering: Magnetic or similar numbering system whereby route designation is readily

- o visible on all 4 sides and the top of vehicle. Numbers displayed on the top of the bus must be of enough size to be seen for identification purposes from a helicopter.
 - o Surveillance Recording System
4. Every vehicle shall be equipped with a digital surveillance recording system with an event marker and a minimum of four (4) cameras.
 5. Should the Superintendent/Director in his/her sole judgment, doubt the road worthiness of any equipment, the Contractor shall be responsible for presenting the vehicle for inspection at the time and place requested by the Superintendent/Director. In addition, the practice of *shuttling or *doubling will not be allowed. (** Meaning Cape Cod Tech students are the only students transported and they get on a bus once and get off at their destination.*)
 6. Upon the request of the Superintendent/Director or his/her designee, the Contractor will provide the age and odometer reading for any/all vehicles being used to provide transportation services under the terms and conditions of these specifications.
 7. All the vehicles used to fulfill these contracts shall contain a radio consisting of a radio transmitter-receiver and a control unit with a microphone and speaker. The transmitter shall have no less than 40 watts output. The antenna shall have a 3 db gain. There shall be an interior and exterior paging system. The radio must always be operable that students are aboard the vehicle.
 8. The Contractor must maintain appropriate base station equipment at a location to receive and transmit messages to all the vehicles used in fulfilling these contracts. The base station must always be manned and operating that vehicles are transporting students. In addition, the Awarding Authority shall be furnished with a radio unit that ties into the Contractor's communication system.
 9. For regular day, field trips, and late buses only, each vehicle must be equipped with a fixture which will permit the installation of a camera designed to record audio and video tapes. The contractor will install cameras on buses at the request of the Superintendent/Director or his/her designee and at the request of drivers. The Awarding Authority will provide video tapes to be used for these purposes and all tapes shall be confidential and remain the property of the Awarding Authority. The installation and disposition of all tapes will be at the direction of the Superintendent/Director or his/her designee.
 10. Each bus will bear a notice posted prominently on the front interior which states:
NOTICE: AUDIO AND VIDEO RECORDING EQUIPMENT MAY BE IN USE ON THIS VEHICLE
 11. If during the term of this contract, the School Committee of Jurisdiction deems it necessary to add to the number or type of vehicles called for in any part of these specifications, said Committee(s) reserves the right to contract by special agreement with the Contractor, or with other parties or to use their own vehicles for such transportation service.
 12. Nothing in this bid will preclude the Committee(s) from using their own vehicles for transportation purposes, if they honor their obligations under the contract(s) resulting from these specifications.
 13. All vehicles shall be housed within the boundaries of the Cape Cod Regional Technical School District.
 14. The Contractor always agrees to furnish a minimum of three stand-by vehicles to allow no disruption in service. The Contractor must provide an enough extra vehicles as are required to meet the schools' schedules for any/all early dismissals. Each stand-by vehicle shall equal or exceed the specifications of the vehicle being replaced. If at any time the Contractor fails to

furnish enough stand-by vehicles, the Awarding Authority or their designee shall be free to hire a vehicle and driver to rectify the situation and the entire cost of said vehicle and driver shall be borne by the Contractor.

15. All inspections, including those done by the Registry of Motor Vehicles and those mandated by Chapter 766 or other laws on any vehicles used to fulfill the conditions of these contracts, shall be at the Contractor's expense, and copies of all reports, summaries, checklists, corrective action required, and all other recommendations or findings communicated to the Contractor by the Registry of Motor Vehicles or other inspection agency shall be filed by the Contractor with the school department's Business Administrator, 351 Pleasant Lake Ave., Harwich, MA 02645, within three (3) business days of their receipt by the Contractor.
16. Bidders shall submit complete information on the anticipated equipment to be used in fulfilling these specifications on the equipment description forms provided. Failure to submit the necessary description forms with the bids shall cause the bids to be considered invalid. Only equipment described in the equipment description forms or equivalent equipment as approved by the Superintendent/Director or his designee shall be used in the performance of these contracts. Reasonable rotation of approved equipment will be permitted. The Awarding Authority reserves the right to reject any unacceptable vehicle.
17. The Contractor agrees to submit typewritten lists to the Business Administrator between July 1 and August 1 of each year of the contract indicating the following data for all equipment to be used on that year:
 - Manufacturer of Chassis and Date of Manufacture
 - Chassis Serial Number
 - Manufacturer of Body and Date of Manufacture
 - Model Year of Chassis
 - Registration Number
 - Seating Capacity
 - Present Mileage
 - Present Condition
 - Contractor Vehicle Identification Number
 - Miles per gallon
 - Number of heaters
18. The Contractor agrees to immediately advise the School District's Business Administrator of any changes in the information required. The Contractor will provide the above information for any equipment which is added during the school year as soon as possible after its acquisition.
19. If federal or state law mandates the use of seat belts on all school buses, the Contractor will install the belts as soon as possible after consultation with the Awarding Authority.
20. On the interior roof each bus shall display appropriate evacuation markings.
21. Bidders are warned that as enrollment changes, the distribution of vehicles may change. Additional or less buses could be required during the term of the contract. All additional vehicles shall comply with all other terms of these specifications.

Contract Length

The contract term will be five years beginning July 1, 2020 and ending June 30, 2025.

Schedules and Routes

1. The length of the school year and the starting and ending times of the daily sessions are subject to change at any time by the Awarding Authority. Likewise, the starting and ending times of each route as given in the transportation requirements are also subject to change at any time. Such revisions shall be deemed an ordinary part of the Contracts and changes in routes and/or schedules shall not be a reason for any adjustment to the contract price. Unless otherwise stated below, each school year is anticipated to be approximately 180 days. The anticipated starting and ending time of the daily sessions at Cape Cod Regional Technical High School will be 7:54 AM – 2:35 PM.
2. Routes, number, and location of bus stops shall be developed by the Contractor subject to approval by the Awarding Authority or by the Superintendent/Director or his/her designee acting as agent(s) for the Awarding Authority. The number and locations of bus stops is subject to change at any time by the Awarding Authority or by the Superintendent/Director or his/her designee as deemed to be in the best interests of the school district. No permanent changes in routes or bus stops shall occur without written approval by Awarding Authority or their designee.
3. The OFFICIAL TIME for the routes and schedules which result from this Invitation for Bids will be the local time displayed on the cable television Weather Channel.
4. The Contractor is responsible for providing and operating hardware and software that will produce electronically generated bus routes. The electronic routing system must be operational on July 1, 2020. The system must meet the following minimum criteria:
 - Schedule buses
 - Optimize routes
 - List routes and stop times
 - List students by route and/or stops
 - Utilize existing student database information
5. Specific documentation regarding the bidder's computer routing system must be submitted with the bid. The minimum requirements for the submission are 1) a description of the system and its operation and 2) identification of the employee who will be designated to operate the system and his/her experience and training.
6. The Awarding Authority will provide all necessary student data for the effective operation of the computer routing software. All schedules, routes, and designated stops must be delivered to the Awarding Authority in computer digital format suitable for newspaper publication by August 1 for each contract year.

Communications and Procedures

1. Drivers will report all instances of student misbehavior on buses using forms supplied by the Awarding Authority. Drivers will manage all disciplinary matters in strict accordance with the policies of the Awarding Authority.
2. The Contractor shall complete all forms as requested by the Awarding Authority or their designee relative to stops, mileage, numbers and/or names of students, and student behavior. At mutually agreed upon dates in September, February and June of each contract year, the Contractor will provide detailed information regarding mileage for each route to within one-tenth of a mile, both to and from school, and numbers of students who board the bus at each stop on the routes, both to and from school. Additional counts of students may be required, including, but not limited to counts of students who have been transported on a day or days each month which are selected by the Administration.
3. The Contractor shall make an oral report as soon as possible and a detailed written report to the Superintendent/Director or his/her designee, 351 Pleasant Lake Ave., Harwich, Massachusetts 02645, within twenty-four (24) hours of any accident involving a vehicle while operating under these specifications. The Contractor shall make an oral report of any citation received by a driver while transporting students, and of any incident which occurs which includes participation by any police department. Participation is construed to include warnings issued to drivers for excessive speed.
4. If, at any time during the term of these contracts, the Contractor is aware of or suspects behavior by a driver or by any other employee of the Contractor who provides services to the Awarding Authority under this contract which is either criminal or which would require investigation by a mandated reporter or which would require a report to the Massachusetts Division of Social Services, a report must immediately be made at any hour of the day or night to the Superintendent/Director or his/her designee. If it can be proven that the Contractor was aware of such aforementioned behavior and failed to report it as required, the Contractor shall pay to the Awarding Authority \$5,000 per day for each day the information was withheld.
5. If an investigation regarding criminal or other behavior which includes but is not limited to child abuse or neglect is undertaken by the Superintendent/Director or his/her designee, the driver under investigation will not be permitted to drive any vehicle used in fulfilling the services specified in this Invitation for Bids until the investigation is complete.
6. At no cost to the Awarding Authority, the Contractor or its designee and all drivers and monitors who are assigned to buses servicing the specified routes will be required to attend a meeting either prior to the start of school or at some time during the month of September with school administrators to review expectations for both students and drivers and to clarify expectations and procedures for communication and reporting of student behavior. Attendance by drivers and monitors is mandatory. The scheduling of this meeting will be at a mutually agreed time. Attendance at meetings may be required at other times during the school year at no cost to the Awarding Authority, and the Contractor's compliance with attendance at the September meeting does not preclude the School Committee(s) of Jurisdiction or their designee from requiring additional meetings.
7. The principal of the school will establish procedures for communication with drivers. In the event that problems of complaints regarding a driver's performance cannot be resolved by the principal, the Contractor will be notified. If, in the opinion of the Business Administrator, the problem is not resolved by the Contractor, the driver may be required to meet with the Business Administrator at a mutually agreeable time, to determine the cause, extent and solution to the problem. If, in the opinion of the Business Administrator, students have been put at risk by a driver's failure to observe safe driving practices or inappropriate disciplinary action, the driver may be required to meet with the Business Administrator immediately, and may be suspended from driving for an indefinite period.

8. The Contractor will submit in a sealed envelope marked "Employee Handbook" a copy of the Employee Handbook currently in use. This envelope shall not be opened publicly but shall be opened in private and used by the Awarding Authority to review the Contractor's policies and procedures and to evaluate whether the Contractor is responsive, reliable, and capable of providing the services as specified. The Awarding Authority will pay attention to the Contractor's policy regarding drug and alcohol testing for employees.
9. To comply with the Commonwealth of Massachusetts' adoption of Federal Highway Administration regulations regarding the Commercial Driver's License (CDL), the Contractor must provide evidence that he/she/it is following all requirements for drug and alcohol testing. The submission should provide information regarding company policy regarding substance abuse and company procedures for drug testing both for cause and random.
10. During the term of the Contracts, at no cost to the Awarding Authority, the Contractor shall install and maintain a telephone line which will be used exclusively for communication relating to the performance of the contracts as specified herein and for resolution of transportation problems with school administrators. To protect the exclusive use of this line, the number will be unpublished and made available only to the Business Administrator.
11. By September 1 of each contract year, the Contractor must provide a telephone number to be used by the Superintendent/Director or his/her designee for the purpose of canceling student transportation due to inclement weather, unsafe road conditions, or any other emergency. The Contractor or its designee must be available at the number during the hours when the terminal is not normally staffed. The number will only be used for the purpose stated in this section.
12. In both printed and electronic format, approved regular day base mileage routes for all schools will be delivered to the Office of the Business Administrator prior to August 1 of each year to enable publication of routes in local newspapers prior to the beginning of the school year.
13. In unforeseen circumstances, including without limitation natural causes (weather) or mechanical or structural building problems, or strike, cause cancellation of school or the need for transportation services, and if the Awarding Authority notify the Contractor of such cancellation before 6:00 AM on the day of such cancellation, the Contractor will not be paid for that day or those days.

Late Routes

1. The Contractor must furnish vehicles and drivers to transport children on late routes specified by the school administration.
2. Late routes are used to transport students who are authorized to remain after regularly scheduled school hours for academic, disciplinary, extra-curricular, or athletic activities. Copies of current routes are enclosed. Although the daily mileage may vary significantly depending upon the numbers and destinations of students who require transportation, the maximum mileage is determined by the length of the route as specified. Bidders should specify a price per day for each late route in the spaces provided on the Bid Form.
3. The number of vehicles and drivers needed for late routes are subject to change at any time by the Superintendent/Director or his/her designee. The Awarding Authority reserves the right to add additional late buses to the high school schedule at the cost per route specified on the Bid Form.
4. The late routes will not necessarily be operated every day that school is in session. Scheduling of late trips will be determined by the Principal in the high school. The schedule for late trips will be sent to the Contractor as soon as possible at the beginning of the school year. If the Contractor is in

doubt as to whether a late trip has been scheduled, the Contractor should contact the school for confirmation prior to departing the terminal.

5. All vehicles and drivers used in fulfilling and late bus route requirements are subject to the conditions stipulated Sections: Equipment and Personnel.
6. Billing for late routes shall be rendered monthly and shall be paid monthly. The Contractor may be required to submit trip tickets report mileage and number of students on route daily. The Contractor must ensure that a proper monthly bill is submitted in the form and manner prescribed by the Superintendent/Director or his/her designee on the last business day of each month in which service is provided. The School Committee of Jurisdiction assumes no responsibility for late payments caused by improper billing.
7. Funding for late trips is subject to appropriation of funds by the Awarding Authority. In the event that funds are not appropriated, no late trips will be scheduled, and the Awarding Authority will not be responsible for any changes associated with cancellation of late bus transportation services.
8. Duplicate invoices for all late trips must be sent to the Business Office, 351 Pleasant Lake Ave., Harwich, MA. 02645

Athletic and Field Trips

1. Field trip bids and athletic trip bids apply to Cape Cod Regional Tech High School District.
2. The Contractor must furnish vehicles and drivers to transport children and adult agents of the school districts on field trips and/or athletic trips at whatever hours of the day or night are specified by the school administration. Vehicles shall be at least 71/72 passenger and meet all conditions stated in SECTION: EQUIPMENT. Drivers shall meet all conditions stated in Section: PERSONNEL.
3. For field or athletic trips to destinations beyond the geographical boundaries of Cape Cod, the Awarding Authority or designee may authorize the use of DPU approved coaches with bathroom facilities which would not necessarily meet all requirements of Section: EQUIPMENT. If the winning bidder is unable to provide vehicles which have bathroom facilities, the Awarding Authority reserves the right to contract with other vendors for these limited transportation services.
4. For field and athletic trips, the Awarding Authority or their designee may authorize the use of school buses which may not meet lettering requirements specified. Any school buses so approved will meet all other requirements stated in the bid specifications.
5. Since there are no defined routes for field trips or athletic trips, there will be no guaranteed minimum mileage. All bids should be based on a rate per mile utilizing at least a 71/72 passenger bus. Route mileage is defined as the distance from the school to the designated destination and back to the school or last student bus stop if different, calculated to the nearest tenth (1/10) of a mile. The rate per mile figure shall remain unchanged during the contract period. There will be no charges for mileage without students on board.
6. In addition to the rate per mile figure for field trips and athletic trips, bidders should submit a rate per hour figure to be paid by the Awarding Authority for driver waiting time at the destination. The hourly rate so bid will remain in effect for the duration of the contracts. The school administration will notify Contractor in advance of each trip whether vehicle is to remain at destination.
7. The school administration will make every effort to give the Contractor twenty-four (24) hours advance notice in requesting and/or canceling field trips and athletic trips. If a field trip or athletic trip

is canceled due to inclement weather or hazardous driving conditions which were not apparent five (5) hours prior to the scheduled departure, no payment will be made to the Contractor

8. Under certain circumstances which include, but are not limited to, long or short distances to be traveled, trips of undetermined duration, the number of students being transported, and length of days of the trip, the Awarding Authority reserves the right to contract by special agreement with other parties or to use their own vehicles.
9. All billing for this contract shall be rendered to the Cape Cod Regional Technical High School Business Office monthly and shall be paid monthly. The Contractor must insure that a proper monthly bill is submitted in the form and manner prescribed by the Superintendent/Director or his/her designee on the last business day of each month in which such service is provided, and also that required trip ticket is provided to and signed by the designated person at the end of each trip. The School Committee of Jurisdiction assumes no responsibility for late payments caused by improper billing.
10. Duplicate invoices and signed trip tickets for all field trips and athletic trips must be sent to the Central Office, 351 Pleasant Lake Ave., Orleans, MA 02653.
11. The low bidder for field and athletic trips will be the bidder submitting the lowest total price per estimated mile and estimated waiting time for each year of the five year term of the contract.
12. On the Bid Form Bidders must indicate the minimum charge per trip for the five year contract. The minimum charge per trip will be informational only and will not be used to determine the low bidder.

Special Needs Transportation

The bidder is responsible for providing drivers for the Cape Cod Regional Technical High School District special education transportation on an as needed basis. The vehicle is owned by the District. Special Needs Transportation bids apply to Cape Cod Regional Tech High School District. Services to be provided include;

1. The Contractor must furnish a driver to transport children of the school district who require special needs transportation or wheelchair transportation. Drivers shall meet all conditions stated in Section: PERSONNEL.
2. The Contractor will maintain telephone communications with parents of special needs students when necessary for child, bus or schedule issues.
3. The Contractor will be responsible for developing and maintaining special needs bus schedules
4. The District may periodically request mechanical assistance with the special education vehicle, of which they will reimburse the bidder for these services.
5. All billing for this contract shall be rendered to the Cape Cod Regional Technical High School Business Office monthly and shall be paid monthly. The Contractor must insure that a proper monthly bill is submitted in the form and manner prescribed by the Superintendent/Director or his/her designee on the last business day of each month in which such service is provided, and also that required trip ticket is provided to and signed by the designated person at the end of each trip. The School Committee of Jurisdiction assumes no responsibility for late payments caused by improper billing.

Fuel Adjustment

1. Bidders are directed to base their bids, “**Bid Base Price of Fuel**”, on a cost of **\$2.99 per gallon for diesel and \$2.68 per gallon for regular unleaded**, which is the Barnstable-Yarmouth Metro average price per gallon as reported on November 14, 2019 by “AAA Daily Fuel Gauge Report’ at <https://gasprices.aaa.com/?state=MA>.
2. The Contractor is responsible for consistently purchasing diesel fuel at the lowest cost possible. The Awarding Authority will verify the cost of diesel fuel by contacting local vendors for price quotations from time to time during the term of the Contract. If it is determined that the Contractor has failed to purchase fuel at the lowest price, the low price determined by the Awarding Authority will be the basis for price adjustment.
3. The Contractor is responsible for designing and following routes and planning trips that result in the lowest possible mileage.
4. If the annual average fuel cost increases or decreases by more than 5%, the Contract will be adjusted. If the annual average fuel cost of diesel fuel is higher than **\$2.99** in any year of the contract, the Awarding Authority will compensate the Contractor for the increased cost per gallon. If the annual average fuel cost of diesel fuel is lower than **\$2.68** in any year of the Contract, the Contractor will compensate the Awarding Authority for the decreased cost per gallon. **NOTE: If the contractor is entitled to any federal or state tax rebates regarding fuel for the buses under this contract. This rebate should be accounted before a fuel adjustment is determined.**
5. The Contractor will also measure total mileage from the typical parking space used by the buses in the morning when drivers begin their routes to the conclusion of the day when the buses return to the typical parking space at the end of the day. Mileage for Late Routes will be included. This measurement will be designated as Total Mileage and will be a component of the formula used to calculate fuel adjustment.
6. Total Mileage for Field Trips will be recorded for each trip and reported monthly to the Awarding Authority by the Contractor. Actual Total Mileage will be used to calculate fuel adjustment for each month.
7. The Awarding Authority reserves the right to verify Total Mileage as described in the above sections. If the Contractor and the Awarding Authority are unable to agree as to the Total Mileage, the Contractor will be given the opportunity to justify and/or adjust the mileage reported. If the Awarding Authority determines that the Total Mileage reported by the Contractor is fraudulent or exaggerated, the mileage determined by the Awarding Authority will be the basis for Fuel Adjustment.
8. The Contractor is responsible for reporting both the name of the vendor and the price paid for diesel fuel or gasoline fuel on the closest business day to the fifteenth of each month for each month of any Contract resulting from this Invitation for Bids. This price shall be the Pump Price.
9. Fuel Adjustment will be calculated by the Contractor and billed monthly.
10. Fuel Adjustment payments, if any are due, will be made within sixty days. If the Contractor fails to send a fuel adjustment payment to the Awarding Authority within sixty days, the Awarding Authority reserves the right to deduct the amount due from the Contractor’s invoice for any Contract resulting from this Invitation for Bids.

Quality Requirements and Rule for Award

Overview

Bidders must provide all of the items described in **Task Description** and comply with all Bid Submission Requirements listed under **General Information** header.

Bidders must have a minimum of five (5) years of satisfactory performance under at least three (3) different contracts similar in size to the proposed contract.

References

Bidders must provide a complete list of contracts performed similar in size and scope within the last year, including contact names, addresses, telephone numbers and email addresses.

The District has the authority to check all references and poor references may be a basis for determination that the Contractor is not a responsible bidder.

Rule for Award

All prices **MUST REMAIN FIRM** for the duration of the five-year contract. One contract will be awarded to the responsive and responsible bidder with the lowest total price for all five-years of the initial contract.

Attachment 'A'

Prevailing Wage Rate

From: **MA Prevailing Wage** <prevailingwages@state.ma.us>

Date: Tue, Nov 19, 2019 at 1:05 PM

Subject: Prevailing wage schedule for Wage Request number :20191119-022

To: <eorcutt@capetech.us>

This Official Notice is sent in response to your request for the Department of Labor Standards (DLS) to determine the rate of pay for school bus drivers to be included in the upcoming school bus transportation contract.

Under G.L. c.71,s7A, DLS is required to set the rate for school bus drivers when the municipal population equals or exceeds 16,000. According to the most recent data published by the U.S. Department of Commerce, Bureau of the Census, the total population for your contract does not equal or exceed 16,000. Therefore, in this case, no rate of pay can be set by DLS.

A copy of this Notice should be made available to all prospective bidders to affirm that no rate of pay can be prescribed in accordance with G.L.c. 71, s.7A

THIS IS A SYSTEM-GENERATED EMAIL. PLEASE DO NOT REPLY TO THIS EMAIL. TO CONTACT DLS REGARDING PREVAILING WAGE MATTERS PLEASE CALL: 617.626.6953

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APPROVAL/DENIAL COMMENTS

Attachment ‘B’

Current Bus Routes

Bus Route Details: 1

CAPE COD TECH

Bus Route 1
Bus Company Cape Destinations

Stop	To School	From School	Description
10.00	6:15 AM	4:12 PM	Skate Park, Provincetown
20.00	6:15 AM	4:11 PM	Stop and Shop, Provincetown
30.00	6:18 AM	4:08 PM	Bradford St at Standish St, Provincetown
40.00	6:20 AM	4:06 PM	Bradford St at Howland St, Provincetown
50.00	6:22 AM	3:59 PM	Bradford St at Thistlemore Rd, Provincetown
60.00	6:29 AM	3:52 PM	Route 6A at Pineridge Rd, Truro
70.00	6:32 AM	3:49 PM	Route 6 at Old Firehouse Rd, Truro
80.00	6:33 AM	3:48 PM	Route 6 at Noons Dr, Truro
90.00	6:34 AM	3:47 PM	Route 6 at Castle Rd, Truro
100.	6:35 AM	3:46 PM	Route 6 at Stony Hiill Rd, Truro
110.00	6:39 AM	3:42 PM	Route 6 at Pamet Point, Wellfleet
.			
120.00	6:40 AM	3:41 PM	Route 6 at Old Truro Rd, Wellfleet
.			
130.00	6:43 AM	3:43 PM	Briar Lane at West Main St, Wellfleet
.			
140.00	6:43 AM	3:42 PM	Route 6 at Designers Rd, Wellfleet
.			
150.00	6:43 AM	3:38 PM	Route 6 at Kelley Way, Wellfleet
.			
160.00	6:43 AM	3:38 PM	Roue 6 at Spring Valley Rd, Wellfleet
.			
170.00	6:43 AM	3:38 PM	Route 6 at Way 112, Wellfleet
.			
180.00	6:44 AM	3:37 PM	Route 6 at Cassick Valley Rd, Wellfleet
.			
190.00	6:46 AM	3:37 PM	Route 6 at Castagna Dr, Wellfleet
.			
200.00	6:47 AM	3:34 PM	Route 6 at Pinewood Circle, Wellfleet
.			
210.00	6:48 AM	3:33 PM	Route 6 at Gigi Lane, Eastham
.			
220.00	6:53 AM	3:30 PM	N Sunken Meadow Rd at Sandy Meadow, Eastham
.			
230.00	6:54 AM	3:27 PM	N Sunken Meadow at Aspinet Rd, Eastham
.			
240.00	6:55 AM	3:26 PM	Route 6 at Nauset Rd, Eastham
.			
250.00	6:55 AM	3:25 PM	Route 6 at Fallon Rd, Eastham
.			
260.00	6:56 AM	3:25 PM	Route 6 at Brackett Rd, Eastham
.			
270.00	6:57 AM	3:30 PM	Route 6 at Massasoit Rd, Eastham

280.00	6:58 AM	3:23 PM	Route 6 at Arnolds Restaurant, Eastham
290.00	6:59 AM	3:21 PM	Route 6 at Samoset Rd, Eastham
300.00	7:03 AM	3:15 PM	Bridge St at Pequod Lane, Eastham
310.00	7:07 AM	3:18 PM	Governor Prence Rd at Hay Rd, Eastham
320.00	7:08 AM	3:19 PM	Hay Rd at Route 6, Eastham
330.00	7:17 AM	3:10 PM	Rock Harbor Rd at Orleans Court House
340.00	7:26 AM	3:00 PM	Route 6A at Foster Square, Brewster
350.00	7:30 AM	2:56 PM	Millstone at Joe Longs Rd, Brewster
360.00	7:31 AM	2:55 PM	Millstone Rd at Prell Circle, Brewster
370.00	7:33 AM	2:53 PM	Long Pond Rd at Crowells Bog Rd, Brewster
380.00	7:36 AM	2:50 PM	Rt 124 at Great Fields Rd

Bus Route Details: 2

CAPE COD TECH

Bus Route		2	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:30 AM	3:47 PM	Route 6A at Bakers Pond Rd, Orleans
20.00.	6:30 AM	3:46 PM	Route 6A at West Rd, Orleans
30.00.	6:31 AM	3:44 PM	Route 6A at CVS, Orleans
40.00.	6:36 AM	3:39 PM	Hopkins Lane at Pine Ridge Lane, Orleans
50.00.	6:36 AM	3:39 PM	11 Pine Ridge Lane, Orleans
60.00.	6:41 AM	3:34 PM	Route 28 at Finlay Rd, Orleans
70.00.	6:44 AM	3:32 PM	Route 28 at Eli Rogers Rd, Orleans
80.00.	6:49 AM	3:27 PM	Route 28 at Bay Rd, Harwich
90.00.	6:53 AM	3:22 PM	Stony Hill Rd at Bell Rd, Chatham
100.00	6:53 AM	3:22 PM	Captain Landing at Crowell Rd, Chatham
.			
110.00	6:59 AM	3:17 PM	Route 28 at Barn Hill Rd, Chatham
.			
120.00	6:59 AM	3:16 PM	Route 28 at George Ryder Rd, Chatham
.			
130.00	7:01 AM	3:14 PM	Route 28 at Route 137, Chatham
.			
140.00	7:03 AM	3:12 PM	Route 137 at Cemetary Rd, Harwich
.			
150.00	7:04 AM	3:12 PM	Route 137 at Souwest Dr, Harwich
.			
160.00	7:04 AM	3:12 PM	Route 137 at Continental Dr, Harwich
.			
170.00	7:05 AM	3:10 PM	Route 137 at Marybeth Lane, Harwich
.			
180.00	7:06 AM	3:09 PM	Route 127 at Long Pond Dr, Harwich
.			
190.00	7:07 AM	3:09 PM	Route 137 at Old Long Pond Rd, Brewster
.			
200.00	7:09 AM	3:07 PM	Route 137 at Freemans Way, Brewster
.			
210.00	7:10 AM	3:06 PM	Freemans Way at Russels Path, Brewster
.			
220.00	7:10 AM	3:06 PM	Freemans Way at Jonathans Way, Brewster
.			
230.00	7:15 AM	3:01 PM	Route 39 at Huckleberry Path, Brewster
.			
240.00	7:16 AM	3:00 PM	Route 39 at Meetinghouse Way, Harwich
.			
250.00	7:17 AM	2:59 PM	Route 39 at Pleasant Bay Rd, Harwich
.			
260.00	7:18 AM	2:58 PM	Route 39 at Church St, Harwich
.			
270.00	7:20 AM	2:57 PM	Bay Rd at Williamsburg Ave, Harwich
.			
280.00	7:22 AM	2:54 PM	Route 39 at Captain Bearnse Rd, Harwich
.			
290.00	7:22 AM	2:54 PM	Route 39 at Queen Anne Rotary, Harwich
.			
300.00	7:24 AM	2:53 PM	Queen Anne Rd at Depot Rd, Harwich
.			
310.00	7:25 AM	2:51 PM	Queen Anne Rd at Lakeway Lane, Harwich
.			

Bus Route Details: 3

CAPE COD TECH

Bus Route		3	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:48 AM	2:58 PM	Depot Rd and Driftwood Lane, Harwich
20.00.	6:54 AM	3:04 PM	Ridgeport Dr at Windward Walk, Harwich
30.00.	6:56 AM	3:06 PM	Oliver Snow Rd at Long Rd, Harwich
40.00.	6:57 AM	3:07 PM	Chatham Rd at Echo Woods Rd, Harwich
50.00.	6:59 AM	3:09 PM	Route 28 at Old County Rd, Harwich
60.00.	7:01 AM	3:11 PM	Route 28 at Bank St, Harwich
70.00.	7:03 AM	3:14 PM	Route 28 at Doane Rd, Harwich
80.00.	7:04 AM	3:14 PM	Route 28 at Sisson Rd, Harwich
90.00.	7:05 AM	3:15 PM	Route 28 at Grey Neck Rd, Harwich
100.00	7:05 AM	3:16 PM	Route 28 at Riverr Rd, Harwich
.			
110.00	7:07 AM	3:17 PM	Route 28 at Division St, Harwich
.			
120.00	7:08 AM	3:18 PM	Route 28 at Sea St, Dennis
.			
130.00	7:08 AM	3:18 PM	Sea St at Center St, Dennis
.			
140.00	7:10 AM	3:20 PM	Roue 28 at Dennis Commons, Dennis
.			
150.00	7:10 AM	3:20 PM	Route 28 at Shad Hole Rd, Dennis
.			
160.00	7:11 AM	3:21 PM	Route 134 at Center St, Dennis
.			
170.00	7:13 AM	3:23 PM	Upper CountyRd at Searsville Rd, Dennis
.			
180.00	7:15 AM	3:25 PM	Upper County Rd at Winchester Dr, Dennis
.			
190.00	7:19 AM	3:29 PM	Depot St at North St, Harwich
.			
200.00	7:22 AM	3:32 PM	Depot St at Center St, Dennis
.			
210.00	7:23 AM	3:34 PM	Great Western Rd at Depot St, Harwich
.			
220.00	7:25 AM	3:35 PM	Great Western Rd at Bells Neck Rd, Harwich
.			
230.00	7:27 AM	3:37 PM	Great Western Rd at Lothrop Ave, Harwich
.			
240.00	7:28 AM	3:39 PM	Main St at South St, Harwich
.			
250.00	7:31 AM	3:41 PM	Route 124 at Gilbert Lane, Harwich
.			
260.00	7:33 AM	2:52 PM	Route 124 at Old Colony Rd, Harwich
.			
270.00	7:34 AM	2:51 PM	Route 124 at Bettys Lane, Harwich
.			
280.00	7:36 AM	2:49 PM	Headwaters Dr at Rail Trail Parking Lot, Harwich
.			
290.00	7:38 AM	2:49 PM	Headwaters and Azalea
.			

Bus Route Details: 4

CAPE COD TECH

Bus Route		4	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
20.00.	6:50 AM	2:54 PM	Route 6A at Tubman Rd, Brewster
30.00.	6:52 AM	2:56 PM	Stony Brook Rd at Run Hill Rd, Brewster
40.00.	6:57 AM	3:01 PM	Red Top Rd at Sturbridge Way, Brewster
50.00.	7:02 AM	3:06 PM	426 Rt 6 A (Main St), Brewster
60.00.	7:04 AM	3:09 PM	Airline Rd at Rutledge Way, Dennis
70.00.	7:04 AM	3:09 PM	Airline Rd at Indian Field Drive, Dennis
80.00.	7:10 AM	3:14 PM	Setucker Rd at Fairway Dr, Dennis
90.00.	7:10 AM	3:15 PM	Setucket Rd at Acorn Rd, Dennis
110.00	7:11 AM	3:15 PM	Setucket Rd at Old Bass River Rd, Dennis
.			
120.00	7:12 AM	3:17 PM	Setucket Rd at Alexander Dr, Dennis
.			
130.00	7:13 AM	3:17 PM	Setucket Rd at Mayfair Rd, Dennis
.			
140.00	7:15 AM	3:19 PM	N Dennis Rd at Hummock Lane, Yarmouth
.			
150.00	7:15 AM	3:19 PM	N Dennis Rd at Tasmania Dr, Yarmouth
.			
160.00	7:16 AM	3:20 PM	N Dennis Rd at Weir Rd, Yarmouth
.			
170.00	7:18 AM	3:23 PM	N Dennis Rd at Placid Dr, Yarmouth
.			
190.00	7:20 AM	3:24 PM	N Main St at Laban St, Yarmouth
.			
200.00	7:22 AM	3:26 PM	Great Western Rd at Viking Rock Rd, Yarmouth
.			
210.00	7:25 AM	3:29 PM	Main St at Upper County Rd, Dennis
.			
220.00	7:27 AM	3:31 PM	Old Bass River at Riverdale, Dennis
.			
230.00	7:28 AM	3:32 PM	Old Bass River at Old Sailors Way, Dennis
.			
240.00	7:29 AM	3:33 PM	Old Bass River Rd at Bob Crowell Rd, Dennis
.			
250.00	7:30 AM	3:34 PM	Old Bass River Rd at Kingswear Circle, Dennis
.			
260.00	7:31 AM	3:38 PM	Old Chatham Rd at Wixon Little League Field, Dennis
.			
270.00	7:40 AM	3:44 PM	Old Chatham Rd at Depot St, Harwich
.			
280.00	7:41 AM	3:44 PM	Depot St at Speak Way, Harwich
.			
290.00	7:41 AM	3:45 PM	Depot St at Main St, Harwich
.			
300.00	7:42 AM	3:46 PM	33 Queen Anne Rd , Harwich
.			
310.00	7:43 AM	3:48 PM	Queen Anne Rd at King Henry, Harwich
.			
320.00	7:44 AM	3:48 PM	140 Queen Anne Rd, Harwich
.			
330.00	7:47 AM	3:51 PM	Queen Anne Rd at Penobscot Way, Harwich
.			

Bus Route Details: 5

CAPE COD TECH

Bus Route 5
Bus Company Cape Destinations

Stop	To School	From School	Description
10.00	6:29 AM	2:51 AM	Route 134 at Hemlock Ln
20.00	6:30 AM	2:52 PM	Route 134 at Pheasant Lane, Dennis
30.00	6:31 AM	2:53 PM	Route 134 at Niblick St, Dennis
40.00	6:32 AM	2:55 PM	Route 134 at Hokum Rock Rd, Dennis
50.00	6:33 AM	2:56 PM	Route 134 at Forest Pines Dr, Dennis
60.00	6:35 AM	2:58 PM	Route 6A at Scargo Hill Rd, Dennis
70.00	6:39 AM	3:01 PM	Route 6A at Elm St, Dennis
80.00	6:40 AM	3:02 PM	Route 6A at Old Bass River Rd, Dennis
90.00	6:41 AM	3:03 PM	Route 6A at Black Hill Rd, Dennis
100.00	6:41 AM	3:03 PM	Route 6A at South Yarmouth Rd, Dennis
110.00	6:42 AM	3:04 PM	S Yarmouth Rd at Thoreau Dr, Dennis
120.00	6:46 AM	3:08 PM	Route 6A at Oxford Rd, Yarmouth
130.00	6:46 AM	3:09 PM	Route 6A at Halyard Rd, Yarmouth
140.00	6:47 AM	3:10 PM	Route 6A at Frances Helen Rd, Yarmouth
150.00	6:48 AM	3:10 PM	Route 6A at Weir Rd, Yarmouth
160.00	6:49 AM	3:11 PM	Route 6A at Winter St, Yarmouth
170.00	6:54 AM	3:17 PM	White Rock Rd at Gordon Lane, Yarmouth
180.00	6:58 AM	3:20 PM	Union St at Old Post, Yarmouth
190.00	7:01 AM	3:23 PM	Seminole Rd at Weir Rd, Yarmouth
200.00	7:04 AM	3:26 PM	Union St at German Hill Rd, Yarmouth
210.00	7:08 AM	3:31 PM	Regional Ave at Diane Ave, Yarmouth
220.00	7:12 AM	3:34 PM	Cove View Dr at Sal Box Rd, Yarmouth
230.00	7:14 AM	3:36 PM	Highbank Rd at Green Way, Yarmouth
240.00	7:16 AM	3:38 PM	Mid Iron Dr at N. Main St, Yarmouth
250.00	7:17 AM	3:40 PM	N Main St at Pennstar Lane, Yarmouth
260.00	7:19 AM	3:41 PM	Station Ave at Pine St, Yarmouth
270.00	7:19 AM	3:41 PM	Station Ave at Denise Lane, Yarmouth
280.00	7:21 AM	3:44 PM	Hazelmoor Rd at Witchwood Rd, Yarmouth
290.00	7:23 AM	3:45 PM	Witchwood Rd at Captain Small Rd, Yarmouth
300.00	7:24 AM	3:46 PM	Captain Small Rd at Catain Nickerson Rd, Yarmouth
310.00	7:27 AM	3:50 PM	Captain Noyes at Forest Rd, Yarmouth
320.00	7:30 AM	3:52 PM	Old Town House Rd at Abbott Rd, Yarmouth

Bus Route Details: 6

CAPE COD TECH

Bus Route		6	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:52 AM	3:18 PM	Old Town House Park, Yarmouth
15.00.	6:52 AM	3:18 PM	Old Town House and Webber's Path
20.00.	6:52 AM	3:19 PM	Old Town House Rd at W Yarmouth Rd, Yarmouth
30.00.	6:52 AM	3:19 PM	West Yarmouth at Constance Ave, Yarmouth
40.00.	6:53 AM	3:20 PM	W Yarmouth Rd at Sheffield Lane, Yarmouth
50.00.	6:53 AM	3:20 PM	W Yarmouth Rd at Whittier Place, Yarmouth
60.00.	6:55 AM	3:21 PM	West Yarmouth Rd at Buck Island Rd, Yarmouth
70.00.	6:55 AM	3:22 PM	Buck Island at Lake Rd E, Yarmouth
80.00.	6:57 AM	3:24 PM	Circuit Rd at Cygnet Rd, Yarmouth
90.00.	6:59 AM	3:25 PM	Winslow Gray Rd at Grouse Lane, Yarmouth
100.00	6:59 AM	3:26 PM	Winslow Gray Rd at Finch Lane, Yarmouth
.			
110.00	6:59 AM	3:26 PM	Winslow Gray Rd at Clear Brook Rd, Yarmouth
.			
120.00	7:00 AM	3:27 PM	Winslow Gray Rd at Long Pond Dr, Yarmouth
.			
130.00	7:01 AM	3:28 PM	Long Pond dr at Forest Rd, Yarmouth
.			
140.00	7:02 AM	3:29 PM	Long Pond Rd at Alewife Dr, Yarmouth
.			
150.00	7:04 AM	3:30 PM	Route 28 at Davis St, Yarmouth
.			
160.00	7:04 AM	3:31 PM	Route 28 at Pond St, Yarmouth
.			
170.00	7:06 AM	3:33 PM	Route 28 at Fisk St, Dennis
.			
180.00	7:09 AM	3:36 PM	Lower County Rd at Trotting Park Rd, Dennis
.			
190.00	7:27 AM	2:50 PM	Long Pond Dr at Stephen Hopkins, Harwich
.			
200.00	7:36 AM	3:00 PM	Ferrettis Market, Brewster
.			
210.00	7:43 AM	2:46 PM	Route 124 at Long Pond Dr, Harwich
.			

Bus Route Details: 7

CAPE COD TECH

Bus Route		7	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:45 AM	2:59 PM	Higgins Crowell Rd at Chicadee Lane, Yarmouth
20.00.	6:48 AM	3:02 PM	Buck Island Rd at Town Brook Rd, Yarmouth
30.00.	6:51 AM	3:05 PM	Camp St at Mill Pond Village, Yarmouth
40.00.	6:51 AM	3:05 PM	Camp St at Lincoln Ave, Yarmouth
50.00.	6:52 AM	3:06 PM	Camp St at Washington Ave, Yarmouth
60.00.	6:57 AM	3:11 PM	Walton Ave at Nothport Lane, Hyannis
70.00.	6:59 AM	3:13 PM	Bearses Way at Fresh Holes Rd, Hyannis
80.00.	6:59 AM	3:13 PM	Bearses Way at Hirammar, Hyannis
90.00.	6:59 AM	3:13 PM	Walton Rd at Bearses Wy, Hyannis
100.00	7:02 AM	3:16 PM	Barnstable Rd at Cumberland Farms, Hyannis
.			
110.00	7:03 AM	3:17 PM	Barnstable Rd at Cromwell Court, Hyannis
.			
120.00	7:04 AM	3:18 PM	Center St at Spring St, Hyannis
.			
130.00	7:05 AM	3:20 PM	Main St at Cedar St, Hyannis
.			
140.00	7:07 AM	3:21 PM	Main St at Murray Rd, Yarmouth
.			
150.00	7:07 AM	3:21 PM	Route 28 at Drews Way, Yarmouth
.			
160.00	7:08 AM	3:22 PM	Route 28 at Wendward Way, Yarmouth
.			
170.00	7:09 AM	3:23 PM	7 Woodbine Ave, West Yarmouth, MA 02673
.			
180.00	7:10 AM	3:25 PM	Route 28 at Keltic Kitchen, Yarmouth
.			
190.00	7:11 AM	3:25 PM	Higgins Crowell Rd at Abells Rd, Yarmouth
.			
200.00	7:12 AM	3:26 PM	Abells Rd at Coachman Lane, Yarmouth
.			
210.00	7:12 AM	3:26 PM	Abells Rd at Partridge Valley Rd, Yarmouth
.			
220.00	7:13 AM	3:27 PM	Cottage Dr at Nobby Lane, Yarmouth
.			
230.00	7:14 AM	3:28 PM	Butler Ave at W Yarmouth rd, Yarmouth
.			
240.00	7:14 AM	3:29 PM	W Yarmouth Rd at Nobby Lane, Yarmouth
.			
250.00	7:16 AM	3:30 PM	Amos Rd at Winslow Gray Rd, Yarmouth
.			
260.00	7:17 AM	3:31 PM	Route 28 at S Sea Ave, Yarmouth
.			
270.00	7:18 AM	3:32 PM	Route 28 at Seaview Ave, Yarmouth
.			
280.00	7:18 AM	3:32 PM	Seaview Ave at South Shore Dr, Yarmouth
.			
290.00	7:19 AM	3:33 PM	Run PondRd at Wilfin Rd, Yarmouth
.			

Bus Route Details: 8

CAPE COD TECH

Bus Route		8	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:45 AM	3:03 PM	Bearses Way at Cumberland Farms, Hyannis
30.00.	6:45 AM	3:04 PM	Pitchers Way at Castlewood Circle, Hyannis
40.00.	6:45 AM	3:04 PM	Pitchers Way at Beth Lane, Hyannis
50.00.	6:48 AM	3:07 PM	Route 28 at Lincoln Rd, Hyannis
60.00.	6:49 AM	3:08 PM	Route 28 at Whitehall Way, Hyannis
70.00.	6:49 AM	3:08 PM	Route 28 at Captain Ellis Lane, Hyannis
80.00.	6:50 AM	3:09 PM	Strawberry Hill Rd at West Main St, Hyannis
90.00.	6:51 AM	3:10 PM	West Main St at Pine St, Hyannis
100.00	6:52 AM	3:11 PM	Old Strawberry Hill Rd at Pine St, Hyannis
.			
110.00	6:53 AM	3:12 PM	Strawberry Hill Rd at Old Craigville Beach Rd, Centerville
.			
120.00	6:55 AM	3:15 PM	West Main St at Straighaway, Hyannis
.			
130.00	6:57 AM	3:16 PM	Straightway at Candlewick Lane, Hyannis
.			
140.00	6:58 AM	3:17 PM	Straightaway at Craigville Beach Rd, Hyannis
.			
150.00	7:01 AM	3:20 PM	Pitchers Way at Sylvan Dr, Hyannis
.			
160.00	7:04 AM	3:23 PM	West Main St at Bettys Pond Rd, Hyannis
.			
165.00	7:06 AM	3:25 PM	Pitchers Way at Mitchells Way, Hyannis
.			
170.00	7:07 AM	3:26 PM	Pitchers Way at Jennifer Lane, Hyannis
.			
180.00	7:07 AM	3:27 PM	Pitchers Way at Sea Meadow Village, Hyannis
.			
190.00	7:09 AM	3:29 PM	Route 28 at Garden Lane, Hyannis
.			
200.00	7:11 AM	3:30 PM	Bearses Way at Bristol Ave, Hyannis
.			
210.00	7:14 AM	3:34 PM	South St at Sea St Cafe, Hyannis
.			
220.00	7:15 AM	3:34 PM	South St at High School Rd, Hyannis
.			
230.00	7:18 AM	3:37 PM	Old Colony Rd at Cook Circle, Hyannis
.			
240.00	7:20 AM	3:39 PM	Gosnold St at Blake St, Hyannis
.			
250.00	7:22 AM	3:42 PM	Ocean St at Nantucket St, Hyannis
.			

Bus Route Details: 9

CAPE COD TECH

Bus Route		9	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:15 AM	3:05 PM	Independence Dr at Village Apartments, Hyannis
20.00.	6:21 AM	3:11 PM	Route 6A at Braggs Lane, Barnstable
30.00.	6:27 AM	3:18 PM	Route 132 at Oak St, West Barnstable
40.00.	6:29 AM	3:20 PM	Oak St at Service Rd, Barnstable
50.00.	6:30 AM	3:20 PM	Oak St at Allan Rd, Barnstable
60.00.	6:31 AM	3:22 PM	Great Hill Dr at Holder Lane, Barnstable
70.00.	6:32 AM	3:23 PM	Holder Lane at Joe Thompson Rd, Barnstable
80.00.	6:33 AM	3:24 PM	Joe Thompson Rd at Old Stage Rd, Barnstable
90.00.	6:34 AM	3:25 PM	Old Stage Rd at Race Lane, West Barnstable
100.00.	6:34 AM	3:26 PM	Old Falmouth Rd at Steere Way, Marstons Mills
.			
110.00.	6:37 AM	3:28 PM	Osterville West Barnstable Rd at Lumbert Mill Rd, Martsons Mills
.			
120.00.	6:38 AM	3:29 PM	Osterville West Barnstable Rd at 624 Mills, Marstons Mills
.			
130.00.	6:40 AM	3:31 PM	Route 28 at Moniz Circle, Osterville
.			
140.00.	6:40 AM	3:31 PM	Route 28 at Old East Osterville Rd, Centerville
.			
150.00.	6:40 AM	3:32 PM	Route 28 at Renoir Dr, Centerville
.			
160.00.	6:41 AM	3:32 PM	Route 28 at Five Corners Rd, Centerville
.			
170.00.	6:43 AM	3:34 PM	Lumbert Mill Rd at Autumn Dr, Osterville
.			
180.00.	6:44 AM	3:35 PM	Bumps River Rd at Powers Dr, Osterville
.			
190.00.	6:50 AM	3:41 PM	Main St at West Bay Road, Osterville
.			
200.00.	6:58 AM	3:50 PM	Lumbert Mill Rd at Nye Rd, Centerville
.			
210.00.	7:01 AM	3:52 PM	Ames Way at Skunknet Rd, Centerville
.			
220.00.	7:02 AM	3:53 PM	Nye Rd at Ames Way, Centerville
.			
230.00.	7:04 AM	3:55 PM	Nye Rd at Cedric Rd, Centerville
.			
240.00.	7:06 AM	3:57 PM	Ashley Dr at Nottingham Dr, Centerville
.			
250.00.	7:07 AM	3:59 PM	Old Stage Rd at Coach Light Rd, Centerville
.			
260.00.	7:08 AM	3:59 PM	Old Stage Rd at Rolling Hitch Rd, Centerville
.			
270.00.	7:08 AM	4:00 PM	Old Stage Rd at White Oak Trail, Centerville
.			
280.00.	7:09 AM	4:00 PM	Old Stage Rd at Carlton Lane, Centerville
.			
290.00.	7:09 AM	4:00 PM	Old Stage Rd at Shoot Flying Hill, Centerville
.			
300.00.	7:10 AM	4:01 PM	Old Stage Rd at Mobil Station, Centerville
.			
310.00.	7:12 AM	4:03 PM	Phinneys Lane at Pond St, Centerville
.			
320.00.	7:15 AM	4:06 PM	Phinneys Lane at Longview Dr, Centerville
.			
330.00.	7:16 AM	4:07 PM	Phinneys Lane at Old Strawberry Hill Rd, Centerville
.			

Bus Route Details: 10

CAPE COD TECH

Bus Route 10
Bus Company Cape Destinations

Stop	To School	From School	Description
10.00.	5:50 AM	3:06 PM	Route 6A at Alder Brook Lane, Barnstable
20.00.	5:52 AM	3:09 PM	Maple St at Cedar St, Barnstable
30.00.	5:56 AM	3:13 PM	Route 149 at Church St, Barnstable
40.00.	6:03 AM	3:20 PM	Cinderella Terrace at Blackthorn Rd, Centerville
50.00.	6:08 AM	3:25 PM	Asa Meigs Rd at St Antons Way, Marstons Mills
60.00.	6:11 AM	3:28 PM	Long Pond Rd at Lake Shore Dr, Marstons Mills
70.00.	6:14 AM	3:30 PM	River Rd at Pond Meadow Dr, Marstons Mills
80.00.	6:22 AM	3:39 PM	Putnam Ave at Tupelo Rd, Cotuit
90.00.	6:24 AM	3:41 PM	Putnam Ave at Capt Samadrus Rd, Cotuit
100.00	6:27 AM	3:44 PM	Main St at Cotuit General Store, Cotuit
.			
110.00	6:31 AM	3:48 PM	Quinaquisset Ave at Mashpee Neck Rd, Mashpee
.			
120.00	6:32 AM	3:57 PM	Mashpee Neck Rd at Spinnaker Drive W
.			
130.00	6:33 AM	3:50 PM	Ashers Path at Carlton Dr, Mashpee
.			
140.00	6:35 AM	3:52 PM	Papnomett Rd at Matchemuttah Rd, Mashpee
.			
150.00	6:38 AM	3:54 PM	Route 28 at Polar Cave, Mashpee
.			
160.00	6:39 AM	3:56 PM	Route 28 at Anchor Lane, Cotuit
.			
170.00	6:40 AM	3:57 PM	Route 28 at Geraldine Dr, Cotuit
.			
180.00	6:44 AM	4:01 PM	Route 28 at Stop and Shop, Cotuit
.			
190.00	6:48 AM	4:04 PM	Route 28 at Old Post Rd, Cotuit
.			
200.00	6:49 AM	4:06 PM	Route 28 at Brigantine Ave, Osterville
.			
210.00	6:52 AM	4:21 PM	Cammett Rd at Cammett Lane, Marstons Mills
.			
220.00	6:54 AM	4:23 PM	Route 149 at Old Falmouth Rd, Marstons Mills
.			
230.00	6:55 AM	4:24 PM	Calvin Hamblin at Black Oak Rd, Marstons Mills
.			
240.00	6:57 AM	4:26 PM	Route 149 at Lakeside Dr, Marstons Mills
.			
250.00	6:59 AM	4:28 PM	Race Lane at Willamantic Lane Marstons Mills
.			
260.00	7:00 AM	4:29 PM	Race Lane at Osterville West Barnstable Rd, Marstons Mills
.			
270.00	7:07 AM	4:36 PM	2173 Service Rd, Barnstable
.			

Bus Route Details: 11

CAPE COD TECH

Bus Route		11	
Bus Company		Cape Destinations	
Stop	To School	From School	Description
10.00.	6:00 AM	3:17 PM	Route 130 at Shell Station, Cotuit
20.00.	6:00 AM	3:18 PM	Route 130 at Cotuit Rd, Cotuit
30.00.	6:01 AM	3:19 PM	Cotuit Rd at Windsor Way, Cotuit
40.00.	6:02 AM	3:20 PM	Cotuit Rd at 1st Scituate Rd, Cotuit
50.00.	6:02 AM	3:20 PM	Cotuit Rd at 2nd Scituate Rd, Cotuit
60.00.	6:05 AM	3:23 PM	Cotuit Rd at Oldham Circle, Mashpee
70.00.	6:08 AM	3:32 PM	S Sandwich Rd at Warwick Way , Mashpee
80.00.	6:10 AM	3:28 PM	S Sandwich Rd at Sandy Fox Dr, Mashpee
90.00.	6:11 AM	3:29 PM	Route 130 at Juniper Dr, Mashpee
100.00	6:13 AM	3:31 PM	581 Route 130, Mashpee
.			
110.00	6:14 AM	3:32 PM	Pickeral Cove Rd at Trout Brook Rd, Mashpee
.			
120.00	6:19 AM	3:37 PM	Great Neck Rd at Town Hall, Mashpee
.			
130.00	6:26 AM	3:44 PM	Old Barnstable Rd at Wampanoag Dr, Mashpee
.			
140.00	6:28 AM	3:46 PM	Route 151 at Andys Market, Mashpee
.			
150.00	6:34 AM	3:52 PM	Hoophole Beach Parking Lot, Mashpee
.			
160.00	6:41 AM	3:59 PM	Old Barnstable Rd and Thornberry Circle
.			
165.00	6:43 AM	4:01 PM	Old Barnstable Rd at Breezy Way
.			
170.00	6:51 AM	4:09 PM	Red Brook Rd at Degross Rd, Mashpee
.			
180.00	6:53 AM	4:11 PM	100 Red Brook Rd, Mashpee
.			
190.00	6:53 AM	4:11 PM	Great Neck Rd at New Seabury
.			
200.00	6:58 AM	4:16 PM	300 Route 28, Mashpee
.			
210.00	6:59 AM	4:17 PM	Route 28 at Noisy Hole Rd, Mashpee
.			
220.00	7:00 AM	4:18 PM	Route 28 at Sandlewood Dr, Cotuit
.			
230.00	7:00 AM	4:18 PM	Route 28 at Santuit Newtown Rd, Cotuit
.			
240.00	7:02 AM	4:20 PM	Santuit Newtown Rd at Hollow Rd, Cotuit
.			
250.00	7:04 AM	4:21 PM	Santuit NEwtown Rd at Chippingston Rd, Cotuit
.			
260.00	7:05 AM	4:23 PM	693 Santuit Newtown Rd, Cotuit
.			
270.00	7:06 AM	4:24 PM	Santuit Newtown Rd at Lady Slipper, Cotuit
.			
280.00	7:09 AM	4:27 PM	Old Mill Rd at Bog Rd, Marstons Mills
.			
290.00	7:09 AM	4:27 PM	Old Mill Rd at Turtleback Rd, Marstons Mills
.			
295.00	7:09 AM	4:27 AM	Old Mill Rd and Elmwood Rd
.			
300.00	7:20 AM	3:01 PM	Route 132 at YMCA
.			

Attachment 'C'

Sample Contract

Contract for School Bus Transportation Services

Agreement made on this ____ day of ____ by and between the Cape Cod Regional Technical High School Committee, hereinafter designated "Awarding Authority" and _____, hereinafter designated "Contractor".

In consideration of the promises and covenants hereinafter contained, the Contractor agrees to provide school bus transportation for regular day, late day and athletics/field trips to the Awarding Authority, pursuant to the provisions of this Agreement.

The term of this Agreement shall be for five years, commencing on July 1, 2020, and terminating on June 30, 2025.

It is understood and agreed between the parties that the attached documents are incorporated herein by reference and made a part of this Agreement. Said documents include: Invitation for Bids for School Transportation, executed Bid Forms, Prevailing Wage Rate for motor bus operators published by the Massachusetts Department of Labor and Workforce Development, and an executed Certification of Payment of Taxes, Non-collusion, Authority to Bind the Bidder, Release from Liability/Hold Harmless Form.

Compensation of the Contractor is based upon the provisions of the specifications and will be as specified on the executed Bid Forms attached hereto and incorporated by reference.

The Agreement shall be binding upon and inure to the benefit of the heirs, assigns, or successors in interest of the parties.

If sufficient funds are not appropriated for payments due in any year, an Event of Non-appropriation shall be deemed to have occurred. The Awarding Authority shall promptly deliver notice thereof to the Contractor. If an event of non-appropriation occurs, the Awarding Authority agrees to the extent permitted by law and subject to public policy not to purchase, lease, rent or otherwise acquire equipment or services performing functions similar to those performed by the equipment or services contained in this Agreement for a period of one (1) year following the date of such an Event.

This Agreement contains the entire Agreement between the parties. There are no inducements, promises, covenants, terms, conditions, or obligations entered into by the parties other than contained herein. This Agreement shall be amended or modified only by a written instrument executed by the parties hereto. If any provision of this Agreement is determined to be invalid, it shall not affect the remaining provisions of said Agreement, but said remaining provisions shall be binding and effective to the parties.

IN WITNESS THEREOF, the parties have hereunto signed this Agreement and a duplicate there of on this ____ day of _____.

Executed as a sealed instrument for:

Cape Cod Regional Technical High School

Date

By: _____

Title: School Committee Chairman

The Contractor

By: _____

Title: _____

Attachment 'D'

Contractor Checklist

1. Required Bid Form 1 – Business Experience Form
2. Required Bid Form 2 – Equipment Description Form
3. Required Bid Form 3 –Tax Compliance Form
4. Required Bid Form 4 - Bid Pricing Form
5. Required Bid Form – Attachment 'D' Contractors Checklist
6. Other Required Items -
 - a. Proof of Insurance
 - b. Bid Bond
 - c. Financial Statements
 - d. Routing Software
 - e. Handbook

Required Bid Form '1'

Business Experience Form

This form **must** be completed and submitted with the bid.

How long have you been in the bus transportation business? _____ Years

How many vehicles are: Owned at present? Leased at present?

71 passenger bus _____ _____

With what School Department(s) are you now under contract?

School Department	Contact Person	Number Of buses	Dates of Contract
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Other pertinent information may be attached.

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

Written Signature Date Type/Print Name & Title

Firm Name Telephone Number

Firm Address Town, State, Zip Code

Required Bid Form '2'

Equipment Description Form

The vehicle description must include the following information for EACH TYPE vehicle.
(Copy as needed)

Manufacturer of Chassis & Date	
Chassis Serial Number	
Manufacturer of Body & Date	
Model Year of Chassis	
Registration Number	
Seating Capacity	
Present Mileage	
Present Condition	
Contractor Vehicle Id. Number	
Miles per Gallon	
Number of Heaters	

Manufacturer of Chassis & Date	
Chassis Serial Number	
Manufacturer of Body & Date	
Model Year of Chassis	
Registration Number	
Seating Capacity	
Present Mileage	
Present Condition	
Contractor Vehicle Id. Number	
Miles per Gallon	
Number of Heaters	

Manufacturer of Chassis & Date	
Chassis Serial Number	
Manufacturer of Body & Date	
Model Year of Chassis	
Registration Number	
Seating Capacity	
Present Mileage	
Present Condition	
Contractor Vehicle Id. Number	
Miles per Gallon	
Number of Heaters	

Required Bid Form '3'

Certification of Non-Collusion, Authority to Bind the Bidder and Release from Liability / Hold Harmless

**Cape Cod Regional Technical High School
351 Pleasant Lake Ave.
Harwich, Ma. 02645**

Pursuant to MGL Chapter 62C, Section 49a, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under the Massachusetts law.

The undersigned certifies under penalties of perjury that this bid is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity,

The undersigned certifies under penalty of perjury that he/she is authorized to bind the bidder contractually and further certifies that the bidder will, if accepted for a contract in accordance with the terms of this invitation for bids within ten (10) working days of the notice of award.

The undersigned acknowledges and certifies that the Awarding Authority is released from all liability and held harmless from any and all obligations which may arise from the provision of equipment, products or services as specified in this invitation for bids.

Social Security Number or
Federal ID Number

Signature of Individual or Corporate Name

By: _____
Corporate Officer (if applicable)

