



PUBLIC CHARTER SCHOOLS

Request for Proposal

Student Transportation Services

Location:

90 High Rock St, Lynn, MA 01902

20 Wheeler St, Lynn, MA 01902

Proposal Release Date: April 3, 2024

Proposal Due Date: April 26, 2024

Proposal Due Time: 4:00PM ET

Zach Trotsky

90 High Rock Street

Lynn, MA 01902

ztrotsky@kippma.org

(978) 855-0553

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	3
1.1 Introduction	3
1.2 About KIPP MA	3
1.3 Schedule of Events	3
1.4 Contract Term	4
SECTION 2: GENERAL INFORMATION & INSTRUCTIONS	5
2.1 Purpose	5
2.2 Proposal Submission Guidelines	5
2.3 Bidding Methodology	6
2.4 Evaluation of Proposals	6
2.5 Minimum Qualifications of Proposals	7
SECTION 3: REQUIREMENTS	8
3.1 Fleet Requirements	8
3.1.1 Vehicle Fleet	8
3.1.2 Cameras	8
3.1.3 GPS	8
3.1.4 Wireless or Radio Communications	8
3.1.5 First Aid Kits	9
3.1.6 Vehicle Signage	9
3.1.7 Vehicle Lights & Signals	9
3.2 Vehicle Maintenance & Upkeep	9
3.3 Operators	9
3.4 Subcontracting	10
SECTION 4: SCOPE & GUIDELINES	11
4.1 Ridership	11
4.2 Routing	11
4.3 Bus Monitors	11
4.4 Athletics, Field Trips, and Extracurriculars	12
4.5 On Call Service	12
4.6 Bus Evacuation Drills & Beginning of Year Preparedness	12
SECTION 5: TERMS & CONDITIONS	13
5.1 Equal Opportunity and Affirmative Action	13
5.2 Preparation Expenses	13
5.3 Exclusion of Taxes	13
5.4 Proposed Costs	13
5.5 Changes to Proposal	13

SECTION 6: SUPPLEMENTAL INFORMATION	13
SECTION 7: PRESENTATION OF SUPPORTING EVIDENCE	14
SECTION 8: RFP IS NOT AN OFFER	14
APPENDICES	15
APPENDIX A: 2023 - 2024 District Bus AM/PM Routes	16
APPENDIX B: Bus Ridership at District, 2023 - 2024	18
APPENDIX C: Eligibility requirements for school bus service, 2023 - 2024	19
APPENDIX D: School Pictures & Bus Parking/Idling	20
APPENDIX E: Proposed School Day, School Year 2023 - 2024	22
BID DOCUMENTS	23
BID FORM 1: ONE (1) YEAR CONTRACT PRICING	24
BID FORM 2: ANCILLARY/ADDITIONAL SERVICES COSTS	25
BID FORM 3: FLEET INFORMATION	26
BID FORM 4: VENDOR INFORMATION & REFERENCES	27
BID FORM 5: VENDOR TAX CERTIFICATE	29
BID FORM 6: CERTIFICATE OF NON-COLLUSION AND CERTIFICATE OF BONA FIDE BID	30
BID FORM 7: ASSURANCE OF NON-DISCRIMINATION COMPLIANCE	31
BID FORM 8: ATTESTATION CLAUSE	32
BID FORM 9: DEBARMENT OR SUSPENSION CERTIFICATE	33
BID FORM 10: CERTIFICATE OF INSURANCE	34

SECTION 1: INTRODUCTION

1.1 Introduction

KIPP Academy Lynn Public Charter Schools is seeking a contractor to provide school bus transportation services for all its student riders beginning in the 2024-2025 School Year. The contract would begin on July 1, 2024.

1.2 About KIPP MA

KIPP Academy Lynn Public Charter School, hereafter referred to as the “District”, is part of a non-profit network of college preparatory, public charter schools educating students across grades K-12 in Lynn and Boston. Our schools are part of the free public school system and enrollment is open to all students.

Our two campuses in Lynn are located at **90 High Rock St, Lynn MA 01902** and **20 Wheeler St, Lynn, MA 01902**. The District serves over 1620 students within a grade span of K - 12.

We are part of a national network of 28 regions and 255 KIPP schools educating over 110,000 students on their path to and through college, careers, and life. For more information about our specific schools, please visit www.kippma.org.

1.3 Schedule of Events

The schedule of events set out herein represents KIPP MA's schedule that will be followed. KIPP MA reserves the right to adjust the proposed dates on an as needed basis with or without notice.

Description	Date	Time
Release of RFP: Public & Commbuys	4/3/24	1 pm ET
Deadline for written questions sent to the Point of Contact	4/12/24	9 am ET
Deadline for response to written questions from Point of Contact	4/19/24	4 pm ET
Proposal Due	4/26/24	4 pm ET
Final Evaluation (on or around)	5/2/24	
Notice of Intent to Award	5/3/24	4 pm ET
Contractor begins work (on or around)	8/20/24	

1.4 Contract Term

The District is seeking a five (5) year contract with a vendor.

The District reserves the right to terminate or modify this agreement upon thirty (30) days written notice to the Contractor in the event that funds are not available in subsequent fiscal years. The contract periods contained within these specifications are as follows:

- Year 1: July 1, 2024 to June 30, 2025
- Year 2: July 1, 2025 to June 30, 2026
- Year 3: July 1, 2026 to June 30, 2027
- Year 4: July 1, 2027 to June 30, 2028
- Year 5: July 1, 2028 to June 30, 2029

SECTION 2: GENERAL INFORMATION & INSTRUCTIONS

2.1 Purpose

The purpose of this Request for Proposal is to solicit bids for the furnishing of scheduled school transportation for all designated school children at the District including regular transportation, special education transportation, athletic and extracurricular activities transportation for a period of five (5) years.

The District, at its sole discretion, shall assess all RFP responses to determine whether, and to what extent, the District will enter into a contract for school transportation services. Nothing in this RFP shall be construed as requiring or obligating the District to enter into a contract with any party, and the District reserves the right to reject any and all RFP responses or award any contract as it deems appropriate without recourse.

2.2 Proposal Submission Guidelines

The information provided herein is intended to assist contractors in the preparation of the response to this request for proposals. The RFP is designed to provide interested vendors with sufficient basic information to submit quotes meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data there from. Vendors must provide all information and documents necessary to demonstrate their ability to meet the requirements set forth in this RFP. Vendors are also encouraged to expand upon the specifications set forth herein to demonstrate their ability to meet the needs of the District and establish any special offers or considerations offered or available to the District.

By submitting a quote, the vendor represents that:

1. Vendor has read and understands the request for proposal and submits the proposal response in accordance there within.
2. The vendor possesses the vehicles and personnel necessary to provide safe and reliable transportation services.

The District is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Vendors shall submit electronic copies of their submission to ztrotsky@kippma.org.

KIPP Academy Lynn, % Zach Trotsky

90 High Rock St

Lynn, MA 01902

Responses received after 4:00 PM EST on April 26, 2024 *may* not be considered.

All submitted proposals shall include:

1. **Bid Documents.** These are found in the last section of this document.
2. **Pricing/Capital Investment:** Contractor shall submit cost proposal that includes, but is not limited to:
 - a. The contract prices shall include the cost of fuel, garaging, oil, grease, repairs, wages and benefits of drivers, taxes, fees, licenses, permits, certificates, insurance costs, and such other charges as are needed in connection with the contract work and to keep the school bus/van properly equipped and in good operating condition.
3. **Scope of Services:** In the proposal, please outline the approach for providing the services noted in the scope of services & guidelines documented in this RFP. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time.

2.3 Bidding Methodology

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

2.4 Evaluation of Proposals

Evaluation Process. It is the intent of the District to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

Evaluation Review Committee. The District will designate a Review Committee to evaluate proposals submitted in response to this RFP. The Review Committee will be composed of individuals, District staff or other designees as deemed appropriate. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that fail to comply with all instructions will be rejected without further consideration. The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements by score and rank ordered and make recommendations for awards. Attempts by any proposer (or representative of any proposer) to contact or influence any member of the Review Committee may result in disqualification of the proposer.

Evaluation Criteria (and Weights). Proposals meeting the Minimum Submission Requirements will be evaluated according to the established criteria. The criteria are the objective standards that the Review Committee will use to evaluate the technical merits of the proposals. Only the criteria listed below will be used to evaluate proposals. The weights are disclosed below.

- Proposed Price (30%)
- Strengths and Qualifications of Organization (25%)
- Staffing/Organizational Capacity (20%)
- Scope of Services (15%)
- Compliance with RFP Specifications (10%)

2.5 Minimum Qualifications of Proposers

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Bidder must have substantial knowledge of and successful experience with pupil transportation systems in either large urban school districts or suburban districts.
- Bidders must have demonstrated organizational capacity and expertise to design and assist in the implementation of this project and provide call center and transportation management support to meet the demand of the District.
- Bidders must have demonstrated experience in the successful implementation of a system with comparable enrollments, geographic considerations, and programmatic needs as indicated herein.

SECTION 3: REQUIREMENTS

3.1 Fleet Requirements

3.1.1 Vehicle Fleet

All vehicles available for use at time of the bid, or which are to be available for use and added to the fleet after submission and anytime during the length of the contract, must have minimum seating capacity conforming to the standard specifications. Chassis and body must conform to all Federal Standards and fully meet or exceed all requirements of the Commonwealth of Massachusetts.

Vehicles furnished must comply with the General Laws of the Commonwealth of Massachusetts and the rules and regulations of the Registry of Motor Vehicles and the Department of Public Utilities relating to the transportation of public school children.

All buses used in the performance of this contract, exclusive of coach buses for athletic and field trips, will be type B, C, or D and have a minimum seating capacity as defined by 540 CMR 7.03. All vans shall meet both the State and Federal requirements for the transportation of public school children. Any exception to this requirement will be with direct approval of the District or Designee in charge of transportation

If required, all buses shall be equipped with stop arms, referred to as crossing gates.

3.1.2 Cameras

All buses shall be equipped with video cameras. Digital recording devices are preferred and shall satisfy this requirement. Videotapes/recordings will be maintained by the Contractor for a minimum of seven days and will be available to school personnel during that period. Videotape/recording copies will be provided to school personnel upon request.

3.1.3 GPS

Each vehicle requires a Global Positioning System (GPS) with an Automated Vehicle Locating System (AVS), accessible to the District's transportation administrator.

3.1.4 Wireless or Radio Communications

The Contractor shall provide each bus/van and spare bus with a two way radio to maintain continuous contact with the bus dispatcher and have a 25 mile radius minimum. Radios shall have an individual distinct frequency, discrete private channel, discrete private carrier, or coded squelch. The Contractor

shall also provide at his own expense whatever electronic devices are necessary in order to provide radio coverage within the vehicle’s area of operation.

3.1.5 First Aid Kits

Each vehicle shall be equipped with a State/RMV approved first aid kit and any other State RMV required medical supplies or equipment. First Aid Kits are to be inspected and supplies replenished on a systematic basis by the Contractor.

3.1.6 Vehicle Signage

“KIPP Academy Lynn” shall appear in large letters on both the driver and passenger sides of all buses used in the performance of this contract, including buses used for athletics and field trips (exclusive of coach buses). 7D vehicles are excluded from this provision. Route numbers shall also be prominently displayed on each vehicle.

No bus and/or van shall be used under this contract which does not have a sign bearing the words “School Bus” attached to the front and rear of the vehicle, as required by Section 7B, Chapter 90.

3.1.7 Vehicle Lights & Signals

Flashing red signal lights clearly visible shall be used and be in operation whenever students are boarding or disembarking the stopped vehicle

3.2 Vehicle Maintenance & Upkeep

The bidder agrees to use only buses and/or vans which have been carefully maintained and are in satisfactory operating condition, and to keep the buses and/or vans in good working condition at all times, and to furnish all necessary fuel, oil, grease, tires, maintenance, and repairs throughout the entire period of this contract. All buses and/or vans shall be constructed, maintained, operated, and inspected in conformance with all applicable laws, regulations, and rules of the Department of Motor Vehicles and/or Department of Public Utilities. Inspection reports must be forwarded, upon request, to the designee in charge of transportation.

The bidder shall see that all buses and/or vans are kept at all times in a condition of cleanliness, interior and exterior, satisfactory to the designee in charge of transportation. In addition, the temperature of the bus/van interior shall be maintained at a reasonably comfortable temperature when the vehicle is occupied.

3.3 Operators

The Contractor(s) shall furnish fully and properly licensed drivers to operate any vehicles used in carrying out the transportation services under the terms of this contract; including spare drivers.

The list of drivers, including a copy of their license, driving record, and CORI and SORI report shall be provided to the District prior to the first day of school of each year of this contract. The bidder shall supply the same documentation for all personnel that will interact directly with the District's students or staff, including management staff, mechanics, and any replacement drivers prior to their start of employment under this contract.

The District reserves the right to accept or reject any and all drivers, if it is deemed in the best interest of the School District to do so.

The District reserves the right to request a change or removal of a driver at any time with or without cause. The request shall be made in writing and state the reason(s) therefore and shall not be in violation of any applicable local, state or federal law or regulation. The Contractor shall be obligated to comply within 24 hours of notice being provided by the Superintendent or his designee. The temporary or permanent removal of drivers from the Contractor's roster of drivers for that School District shall not relieve the Contractor of its responsibility to fulfill all the terms of the contract.

The bidder shall see that all drivers have on file with the bidder a report, made by a registered physician, that he/she is in sound physical condition and capable of performing the duties of a school bus/van driver. The physical examination certificate must be submitted once a year, as required by law.

3.4 Subcontracting

It is understood, agreed upon, and made a part hereof and shall be part of the contract entered into between the District and the successful bidder that the contract shall not be assigned nor assignable, by way of subcontract or otherwise, without prior written approval of the District, which approval shall not be unreasonably withheld or delayed.

SECTION 4: SCOPE & GUIDELINES

4.1 Ridership

Ridership capacity shall be determined by current industry standards for seating capacity: 2 students per seat grades 1 - 8 and 3 students per seat in kindergarten. Students are eligible for transportation in accordance with the information listed in the appendices under “eligibility.”

The contractor will provide accommodations to routing and ridership in accordance with individual student individualized education plans (IEP). Such accommodations may include, but are not limited to, door to door transportation and bus monitors. In the event that the contractor cannot provide bus monitors, they will work with the District’s hired monitors.

Transportation services are provided within city limits of Lynn only.

4.2 Routing

Routes and schedules are to be compatible with current policies and class schedules which shall be determined solely by the School District, in cooperation with the successful bidder, i.e. Contractor. The Bidder/Contractor agrees to work with the School District relative to minimizing the number of vehicles required to provide high quality, cost effective, safe and efficient transportation services.

The designated School District administrator reserves the right to rearrange, reassign, or adjust routes and schedules when it is in the best interest of the School District to do so, at no additional cost to the District. All changes in routes are to be made and authorized by the designated School District administrator only.

Due to the frequent changes to special education placements, students, etc., the Contractor is expected to be able to accommodate route changes on short notice; within a minimum of 48 hours.

All routes should ensure that students are on the bus no longer than one (1) hour. Any exceptions to this are at the discretion and approval of the District.

In the event that the Contractor can provide routing software, please provide relevant information in the bid materials.

4.3 Bus Monitors

Bus Monitors/Bus Aides shall be Contractor employees, unless otherwise noted, and will be assigned to routes and vehicles by the Contractor as required by the School District. At their sole discretion, the School District

may require bus monitors/bus aides in specific situations not specifically required by law, but where the needs of the specific students or students may require the assistance of said monitor/aide. School bus monitors/bus aides shall possess the qualifications and required background checks as school bus drivers, except the requirement for a commercial driver’s license and a school bus endorsement. Bus monitor/bus aide’s cost-salary and benefits- shall be the sole responsibility of the Contractor, unless otherwise noted.

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

4.4 Athletics, Field Trips, and Extracurriculars

The successful bidder must be able to prioritize requests from the School District for athletic events, field trips, and/or extracurricular events if given at least 4 weeks notice. Specific dates, locations, and times will be determined prior to the start of each season.

4.5 On Call Service

The successful bidder must have a telephone connection through which the participating School Departments may make quick contact with the owner or his agent from 6:00 a.m. to 6:00 p.m. on days when schools are in operation. In addition, an emergency telephone number must be provided for emergency communication on other days or at other times. The owner or his agent must be willing to appear for conferences with the School Committee, Superintendent, or his/her designee, as necessary and when requested.

4.6 Bus Evacuation Drills & Beginning of Year Preparedness

The Contractor will be responsible for conducting School Bus Safety Drills and School Based Demonstrations as required by Massachusetts Law at no cost to the School District. Scheduled times will be coordinated with the designee in charge of transportation. The Contractor may be required, at no cost to the District, to provide a bus for up to 3 days annually for school based safety and bus evacuation training. This provision shall also apply to vans 33 (7D). The Contractor Safety Officer shall be present to assist in the conduct of these training.

SECTION 5: Terms & Conditions

By submitting a proposal in response to this RFP, a proposer implicitly agrees to comply with the following terms and conditions:

5.1 Equal Opportunity and Affirmative Action

The State is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The State is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities.

5.2 Preparation Expenses

Neither the State nor the Agency shall assume any liability for expenses incurred by a proposer in preparing, submitting, or clarifying any proposal submitted in response to this RFP.

5.3. Exclusion of Taxes

The Agency is exempt from the payment of excise and sales taxes imposed by the federal government and the State. Proposers are liable for any other applicable taxes.

5.4. Proposed Costs

No cost submissions that are contingent upon a State action will be accepted. All proposed costs must be fixed through the entire term of the contract.

5.5. Changes to Proposal

No additions or changes to the original proposal will be allowed after submission. While changes are not permitted, the Agency may request and authorize proposers to submit written clarification of their proposals, in a manner or format prescribed by the Agency, and at the proposer's expense.

SECTION 6: Supplemental Information

Supplemental information will not be considered after the deadline submission of proposals, unless specifically requested by the Agency. The Agency may ask a proposer to give demonstrations, interviews, oral presentations or further explanations to clarify information contained in a proposal. Any such demonstration, interview, or oral presentation will be at a time selected and in a place provided by the Agency. At its sole discretion, the Agency may limit the number of proposers invited to

make such a demonstration, interview, or oral presentation and may limit the number of attendees per proposer.

SECTION 7: Presentation of Supporting Evidence

If requested by the Agency, a proposer must be prepared to present evidence of experience, ability, data reporting capabilities, financial standing, or other information necessary to satisfactorily meet the requirements set forth or implied in this RFP. The Agency may make onsite visits to an operational facility or facilities of a proposer to further evaluate the proposer’s capability to perform the duties required by this RFP. At its discretion, the Agency may also check or contact any reference provided by the proposer.

SECTION 8: RFP Is Not An Offer

Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Agency or confer any rights on any proposer unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the proposer and the Agency and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties.

APPENDICES

APPENDIX A: 2023 - 2024 District Bus Routes

AM/PM Routes

BUS 1 - AM	BUS 1 - PM
1 - 7:45 AM Light St & W Neptune St 2 - 7:48 AM 130 Neptune Blvd	1 - 130 Neptune Blvd 2 - Light St & W Neptune St
BUS 2 - AM	BUS 2 - PM
1 - 7:35 AM Lynnway & Surfside Rd (Johnny Market) 2 - 7:42 AM Chatham St & Williams Ave	1 - Chatham St & Williams Ave 2 - Lynnway & Surfside Rd (Johnny Market) 3 - Broad St & Washington St
BUS 3 - AM	BUS 3 - PM
1 - 7:35 AM Eastern Ave & Brookline St 2 - 7:39 AM Eastern Ave & Gilbert St 3 - 7:45 AM Victory Rd & Eastern Ave	1 - Victory Rd & Eastern Ave 2 - Eastern Ave & Gilbert St 3 - Eastern Ave & Brookline St
BUS 4 - AM	BUS 4 - PM
1 - 7:30 AM Ocean St & Michigan Ave 2 - 7:34 AM 25 Bessom St 3 - 7:40 AM Fays Ave & Scranton Way 4 - 7:42 AM 218 Fays Ave 5 - 7:45 AM Edgemere Rd & Lawrence Rd 6 - 7:48 AM Western Ave & Chatham St	1 - Western Ave & Chatham St 2 - Fays Ave & Scranton Way 3 - 218 Fays Ave 4 - Edgemere Rd & Lawrence Rd 5 - 25 Bessom St 6 - Ocean St & Michigan Ave
BUS 5 - AM	BUS 5 - PM
1 - 7:30 AM S Common St & Elm St (Cemetery) 2 - 7:33 AM S Common St & Blossom St 3 - 7:42 AM Broad St & Atlantic St 4 - 7:47 AM 123 Lewis Street (Brickett Elementary)	1 - 123 Lewis Street (Brickett Elementary) 2 - Broad St & Atlantic St [Lynn] 3 - S Common St & Elm St (Cemetery) 4 - S Common St & Blossom St
BUS 6 - AM	BUS 6 - PM
1 - 7:35 AM N Franklin St & Northern Ave (Pizzeria) 2 - 7:37 AM Walnut St & Linwood St 3 - 7:39 AM Walnut St & Cliff St 4 - 7:42 AM Boston St & Federal St 5 - 7:47 AM Boston St & Park St	1 - Boys & Girls Club @ 25 N Common St(KALE) 2 - N Franklin St & Northern Ave (Pizzeria) 3 - Walnut St & Linwood St 4 - Walnut St & Cliff St 5 - Boston St & Federal St 6 - Boston St & Park St
BUS 7 - AM	BUS 7 - PM

Request for Proposal –Student Transportation Services

<p>1 - 7:35 AM Summer St & Linden St 2 - 7:38 AM Summer St & Ashland St 3 - 7:40 AM Summer St & Safford St 4 - 7:43 AM Boston St & Ashland St 5 - 7:46 AM Boston St & Cottage St</p>	<p>1 - Boston St & Cottage St 2 - Boston St & Ashland St 3 - Summer St & Safford St 4 - Summer St & Ashland St 5 - Summer St & Linden St</p>
BUS 8 - AM	BUS 8 - PM
<p>1 - 7:35 AM Breed Sq & Western Ave 2 - 7:40 AM Summer St & Lowell St 3 - 7:45 AM Broad St & Washington St</p>	<p>1 - Breed Sq & Western Ave 2 - Summer St & Lowell St 3 - 106 Broad Street Gregg House</p>
BUS 9 - AM	BUS 9 - PM
<p>1 - 7:30 AM Parkland Ave & B St 2 - 7:34 AM Oak St & Walnut St 3 - 7:37 AM Ocallaghan Way & Kings Hill Dr @ New Castle St (does not intersect) 4 - 7:42 AM Ocallaghan Way & Holyoke St 5 - 7:46 AM Myrtle St & Holyoke St 6 - 7:50 AM Western Ave & Barrett St</p>	<p>1 - Western Ave & Barrett St 2 - Myrtle St & Holyoke St 3 - Ocallaghan Way & Holyoke St 4 - Ocallaghan Way & Kings Hill Dr @ New Castle St (does not intersect) 5 - Oak St & Walnut St 6 - Parkland Ave & B St</p>
BUS 10 - AM	BUS 10 - PM
<p>1 - 7:20 AM Euclid Ave & Verona St 2 - 7:22 AM Euclid Ave & Peary Ave (Crosswalk) 3 - 7:24 AM 289 Euclid Ave 4 - 7:26 AM Broadway & Jenness St 5- 7:28 AM 67 Broadway 6 - 7:29 AM Bay State R Broadway (Bay State Rd) 7 - 7:32 AM Millard Ave & Den Quarry Rd & Lynnfield (Crosswalk on Millard Ave) 8- 7:34 AM 329 Lynnfield st 9- 7:38 AM Cumberland Cir & Maple Valley Rd 10 - 7:40 AM 527 Lynnfield St 11 - 7:42 AM Dartmouth St & Woodland Ave N 12- 7:45 AM Lynnfield St & Trevett Ave 13 - 7:46 AM Lynnfield St & Holly Ave 14 - 7:49 AM 4 Lynnfield St (Fauci Pizza) 15 - 7:51 AM Broadway & Hudson St</p>	<p>1 - Euclid Ave & Verona St 2 - Euclid Ave & Peary Ave (Crosswalk) 3 - Hathaway school(280 Broadway) 4 - Broadway & Jenness St 5 - Bay State Rd & Broadway(Bay State Rd) 6 - Millard Ave & Den Quarry Rd & Lynnfield (Crosswalk on Millard Ave) 7 - 527 Lynnfield St 8 - Dartmouth St & Woodland Ave N 9 - Lynnfield St & Trevett Ave 10 - Lynnfield St & Holly Ave 11 - 4 Lynnfield St (Fauci Pizza) 12 - Broadway & Hudson St</p>
BUS 11	
1 - Lynn YMCA	

APPENDIX B: Bus Ridership at District, 2023-2024

Corner Stop Riders: 612

Door to Door Riders: 55

Kindergarten - Grade 6 Riders: 404

7th & 8th grader riders*: 169

Zip codes serviced by school buses: 01901, 01902, 01904, 01905

Cities serviced outside the district for door to door services: Saugus, Peabody, Haverhill, Danvers, Cambridge, Lowell, Methuen

APPENDIX C: Eligibility requirements for school bus service, 2024 - 2025

- Students currently enrolled to attend KIPP Academy grades K-8 (90 High Rock Street), who live more than 1 mile away from the school, and reside in the city of Lynn are eligible for busing. Due to state regulations, we can not bus students who live less than 1 mile away from school or reside outside the city of Lynn.

APPENDIX D: School Pictures & Bus Parking/Idling

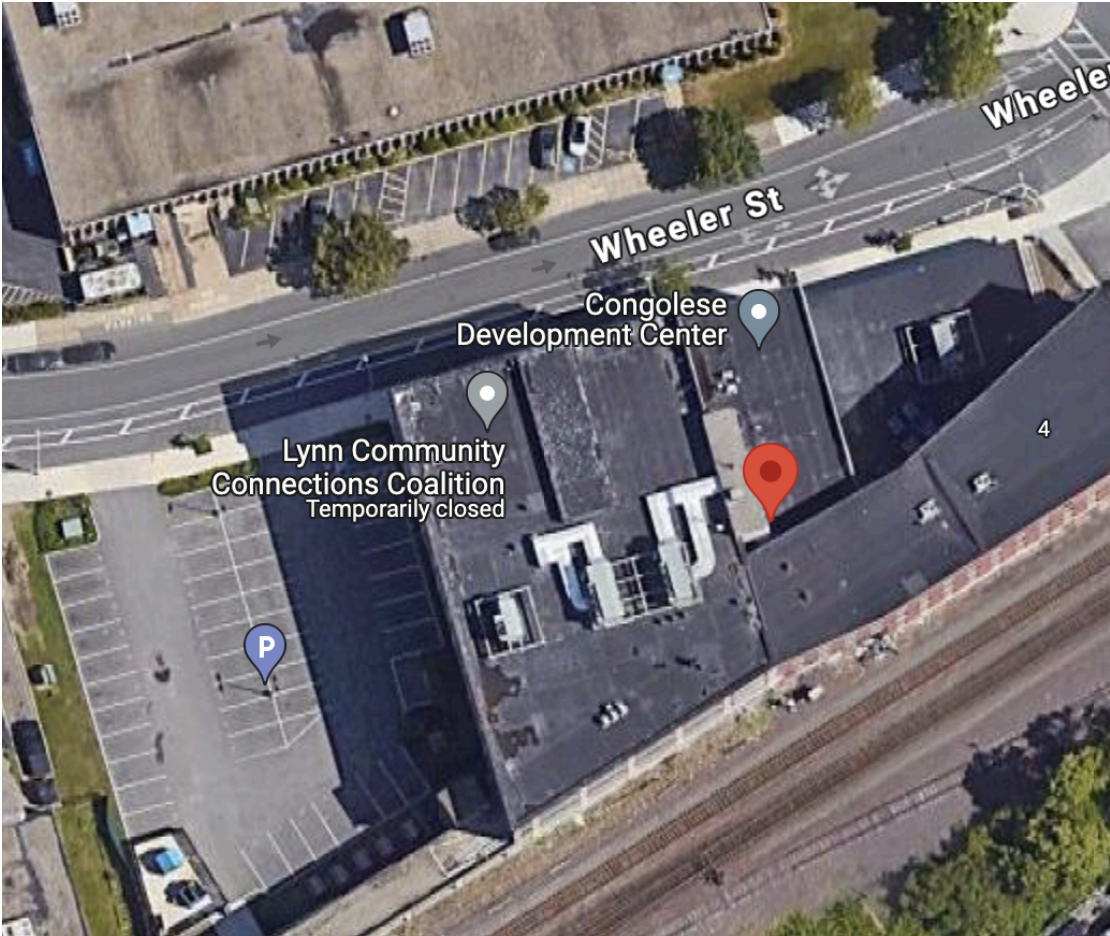
90 High Rock School Lot Entrance/Exit



90 High Rock Parking Lot



20 Wheeler Street Access



APPENDIX E: Proposed School Day, School Year 2024 - 2025

First day of school: August 21

Regular School Day (90 High Rock St): 8:30AM - 3:30PM Mondays through Fridays.

Bus Arrival

- Earliest: 8:00AM
- Latest: 8:20AM

Bus Dismissal

- Earliest: 2:30PM
- Latest: 3:00PM

Early Release School Day (90 High Rock St): 8:30AM - 1:00PM (*Select Fridays)

Bus Arrival

- Earliest: 8:00AM
- Latest: 8:20AM

Bus Dismissal

- Earliest: 12:15PM
- Latest: 12:45PM

BID DOCUMENTS

BID FORM 1: ONE (1) YEAR CONTRACT PRICING

The contract price for years two, three, four, and five will be adjusted on the contract anniversary date by the percentage increase, if any, during the preceding 12 month period beginning July 1, in the Consumer Price Index for all Urban Consumers-Boston SMSA, published by the Bureau of Labor Statistics.

Regular Route Buses (90 High Rock ONLY)

Estimated need: 11 buses for 175 days per year.*

(A) Price per bus per day: _____ x 11 buses x 175 days = _____ Annual Cost

Early Release-Day Buses

Estimated need: 11 buses for 10 days per year.*

(B) Price per bus per day: _____ x 11 buses x 10 days = _____ Annual Cost

Field Trips & Athletic Events Buses (90 High Rock & 20 Wheeler)

Estimated need: Buses for 250 field or athletic event trips. These trips will require 10,000 miles of travel as well as 800 hours of waiting time.**

- 160 athletic games (round trip)
- 75 athletic drop offs (in town - one way)
- 15 field trips (round trip)

(C) Price per mile: _____ x 10,000 miles = _____ Annual Cost

(D) Price per hour of waiting time: _____ x 800 hours = _____ Annual Cost

YEAR ONE GRAND TOTAL: _____ (Total A through D)

**In any given year during the contract term, the School may need to increase or decrease the number of regular route buses by a maximum of 5 buses. Any increase/decrease will be at the unit prices specified on this bid form.*

***In any given year during the contract term, the number of miles may increase or decrease by a maximum of 1000 miles, and the number of hours waiting time may increase or decrease by a maximum of 100 hours. Any increase/decrease will be at the unit prices specified on this bid form.*

BID FORM 2: ANCILLARY/ADDITIONAL SERVICES COSTS

For any additional services offered, please provide information on the pricing structure/cost to the District. Along with pricing, the Contractor may provide any additional information that is relevant to the cost of goods or services.

Daily rate of bus monitor (please include if this is an hourly or daily rate)

Routing Services offered (software, Contractor provided routing and updating)

Other “add on” services

BID FORM 3: FLEET INFORMATION

Please select Option 1 or 2. For Option 1, please include the vehicle information as an attachment to this bid form.

OPTION 1: Each bid shall contain a detailed description of each bus/van to be used, including the year of manufacture, model number, present mileage, and make of body, make of bus/van, seating capacity, and present condition. The School District reserves the right to reject any unacceptable vehicle at any time during the term of this contract.

OPTION 2: In the event that the successful bidder does not have a fleet currently available to meet requirements, documentation satisfactory to the School District, as specified in the requirements, must be delivered to the Director of Operations within ten business days after notice of acceptance of the proposal is given to the bidder.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

BID FORM 4: VENDOR INFORMATION & REFERENCES

Number of years bidder has been in business under present business : _____

Has bidder been involved in a Chapter 11 bankruptcy proceeding within the past ten years? Y/N

Has bidder ever failed to complete any work awarded? Y/N

Has bidder ever been involved in non-accident related litigation in the past five years? Y/N

Describe Below:

Has bidder ever been in any accidents where the result was loss of life? Y/N

Describe Below:

List any formal legal action pertaining to school transportation contracts involving you in the last ten years. (If none, write "NONE") Identify all parties involved and resolution.

List any “quasi-judicial” action involving you relating to school transportation contracts within the last ten years. (If none, write “NONE”) Identify all parties involved and resolution.

List at least three (3) school districts with which you are currently contracting or have contracted with in the State of Massachusetts and attach letters of reference.

School District: _____ # of students in district: _____

Types of transportation services provided: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

School District: _____ # of students in district: _____

Types of transportation services provided: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

School District: _____ # of students in district: _____

Types of transportation services provided: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

BID FORM 5: VENDOR TAX CERTIFICATE

I certify, under the pains and penalties of perjury, that to the best of my knowledge and belief, I have filed all state and federal tax returns and paid all state taxes required under the law.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

FEDERAL IDENTIFICATION NUMBER (FEIN):

BID FORM 6: CERTIFICATE OF NON-COLLUSION AND CERTIFICATE OF BONA FIDE BID

As per Chapter 30B, Section 10, any person submitting a bid for the procurement or disposal of supplies or services to any governmental body shall certify in writing, on the bid, as follows: The undersigned certifies under the penalty of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity, or group of individuals.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

FEDERAL IDENTIFICATION NUMBER (FEIN):

BID FORM 7: ASSURANCE OF NON-DISCRIMINATION COMPLIANCE

Vendor does not subject employees or applicants for employment by this firm to discrimination on the basis of race, color, national origin, handicap, age or sex, in any of the following areas:

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

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

FEDERAL IDENTIFICATION NUMBER (FEIN):

BID FORM 8: ATTESTATION CLAUSE

Under Chapter 233, Section 35 of the Acts of 1983, political subdivisions and agencies of the Commonwealth must annually furnish to the Commissioner of Revenue a list of all persons who have provided goods, services or real estate space in the aggregate of five thousand dollars (\$5,000.00) or more. Chapter 233 of the Acts of 1983, Sections 35 and 36 require that each provider or vendor of goods and services to any municipal agency must attest that it/he is in compliance of all laws relating to taxes. The Attestation must occur at the time of issuing, renewing, or extending a license, contract or agreement. Any person/company failing to execute this Attestation Clause shall not be allowed to obtain, renew or extend a license, contract or agreement. Each successful bidder shall certify that he is in compliance with Chapter 233 by providing a Social Security Number or Federal Identification Number when a contract is issued.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

FEDERAL IDENTIFICATION NUMBER (FEIN):

BID FORM 9: DEBARMENT OR SUSPENSION CERTIFICATE

KIPP Massachusetts is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting this certificate, Vendor certifies that no suspension or debarment is in place, which would otherwise preclude Vendor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

BID FORM 10: CERTIFICATE OF INSURANCE

As the successful bidder on this Contract, you must supply the District Public Charter School with a properly endorsed CERTIFICATE OF INSURANCE. Both the District Public Charter School and the Vendor shall be named as co-insured/additional insured and the District Public Charter School shall be named certificate holder, and certificates of insurance shall be furnished to both parties. Reporting of accidents and claims shall be done by the Vendor. This Certificate MUST accompany the Contract. Unless otherwise provided for by the Contract, Vendor shall meet the following insurance requirements:

- **WORKERS’ COMPENSATION:** The Vendor, before commencing performance of the work required to be done under the Contract, shall provide for the payment of compensation, provided by the General Laws (ter. Ed.) Chapter 152 as amended to all persons to be employed by him/her in connection with said performance and shall continue in full force throughout the period of this Contract.
- **PUBLIC LIABILITY:** The contractor shall take out and maintain at all times during the life of this contract, motor vehicle and general liability insurance with a combined single limit (that includes both bodily injury and property damage) in the amount of TEN MILLION DOLLARS (\$10,000,000.00) where said insurance policy (or policies) shall protect from all claims for damages for personal injury, including accidental death, and from claims for damages for property damage which may arise from operations under this contract, whether such operations be by himself or by anyone directly or indirectly employed by him. The preceding limits may be obtained under a combination of primary liability and so called excess liability or umbrella insurance policies.

The policies shall contain a provision worded as follows: “The Insurance Company waives any right to subrogation against the District Public Charter School which may arise by reason on any payments under this policy.” The policy/policies must contain on the face a notation that it/they cannot be canceled without at least thirty (30) days’ notice in writing to the District Public Charter School as owner. Furthermore, the certificates of all policies shall provide for notice of cancellation of the Contracting officer and the certificates shall indicate that the above provisions have been included.

VENDOR / COMPANY NAME:

SIGNATURE OF AUTHORIZED COMPANY EMPLOYEE:

NAME OF AUTHORIZED COMPANY EMPLOYEE:

POSITION / TITLE OF AUTHORIZED COMPANY EMPLOYEE:

FEDERAL IDENTIFICATION NUMBER (FEIN):
