

**Request for Proposal**  
for  
**Student Transportation Services**

For SAU 27 - Litchfield School District  
One Highlander Court  
Litchfield, NH 03052  
603 578-3570

***Submission Due Date: October 26, 2018***

SAU 27 - Litchfield School District invites proposals from student transportation contractors to provide Student Transportation Services as defined in the Request for Proposal (RFP), through a contract for services with an initial term of five (5) years with an option for extension of up to five (5) additional years. The RFP will be released on October 4, 2018 and will be available upon request from the SAU 27 Business Office or online at [www.litchfieldsd.org](http://www.litchfieldsd.org). Proposals may be delivered in person or by USPS to the SAU 27 Business Office, One Highlander Court, Litchfield, NH 03052. All proposals must be received by 4:00 PM EST. SAU 27 reserves the right to extend this deadline by providing a written addendum to the Request for Proposal. ***Proposals submitted by facsimile or electronic mail will not be considered.***

**REQUEST FOR PROPOSAL (RFP) INVITATION**

The Litchfield School District (herein referred to as “SAU 27”) is soliciting proposals from student transportation contractors (herein referred to as the “Carrier”) to provide Student Transportation Services (“Transportation Services”), through a contract for services with an initial term of five (5) years and an option for extension of up to five (5) additional years for a total of five (10) years.

Transportation Services will include the provision of vehicles, drivers, fuel, repairs and service, and all necessary inspections, licensing and certifications sufficient to meet the requirements of the contract. The Carrier shall determine the most efficient routings to be reviewed and revised as necessary on a yearly basis and shall provide any and all assistance to satisfy special route planning needs and will serve as a focal point for the dissemination of route and schedule information to school officials, families, and students.

SAU 27 will accept proposals delivered in person, by courier or by USPS to the SAU 27 Business Office, One Highlander Court, Litchfield, NH 03052. All proposals must be received by 4:00 PM EST, Monday, October 26, 2018 to be considered a Responsive Proposal. Proposals submitted by fax or e-mail will be considered non-responsive and will not be accepted. SAU 27 reserves the right to allow a carrier to cure any technical defects in its submission, at SAU 27’s sole discretion. Responsive Proposals shall provide that the terms of the Proposal shall remain valid for at least 120 days.

Copies of the RFP are available at the SAU 27 Business Office, located at One Highlander Court, Litchfield, NH 03052. The Business Office is open to the public Monday through Friday from 8:00 AM to 4:00 PM. SAU 27 is committed to prohibiting discrimination in employment on the basis of age, gender, race, creed, color, marital status, physical or mental disability, national origin, economic status or sexual orientation.

The Carriers and their subcontractors, as required by law, shall not discriminate against any employee or applicant for employment with them with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of age, gender, race, creed, color, marital status, physical or mental disability that is unrelated to the individual’s ability to perform the duties of a particular job, national origin, economic status or sexual orientation. Breach of this covenant may be regarded as a material breach of the contract.

The proposal shall include the costs for Student Transportation Services for the school district. Proposal evaluations and subsequent contract award will be based upon the best perceived value to SAU 27. Three (3) copies of the proposal and one (1) signed original document must be submitted in a sealed envelope clearly marked on the outside with the name, address, contact person, phone number and EMAIL address for the firm responsible for the proposal.

The envelope must be marked in the lower left-hand corner with the following notation:  
RFP – Student Transportation Services

Documents should be addressed to:  
SAU 27 - Litchfield School District  
Attn: Business Administrator  
One Highlander Court  
Litchfield, NH 03052

Any information provided in a proposal becomes available for public inspection and distribution as required under New Hampshire “right-to-know” laws. In submitting a Responsive Proposal, the Carrier represents and warrants that any costs incurred in preparing its proposal shall be borne by the Carrier only.

The RFP is not a low-bid price competition. Instead, proposals will be evaluated in accordance with the Carrier’s responsiveness to the requirements set forth within the RFP, in SAU 27’s sole discretion. Any contract awarded will be based on upon the best perceived value to SAU 27.

All proposals will become the property of SAU 27.

**QUESTIONS REGARDING the RFP**

Carriers interested in making a submittal are directed not to make personal contact with the Superintendent or any member of the School Board Members from the Litchfield School District or any personnel or employees of the District. Any contact will constitute grounds for disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing to:

SAU 27 - Litchfield School District  
Attn: Business Administrator  
One Highlander Court  
Litchfield, NH 03052

Any questions and subsequent responses regarding the RFP will be distributed to the contractors that completed the “Student Transportation Services RFP Receipt Acknowledgement” (see Appendix E).

## **Background Information**

SAU 27 is a single school district New Hampshire public school system comprised of the Litchfield School District. Student transportation is required for students in one (1) elementary school, one (1) middle school, and one (1) high school. The three (3) schools that will be served by the Carrier are listed below. Please refer to Appendix B for addresses and other pertinent information. The Transportation needs addressed in this RFP include daily home to school and school to home transportation, as well as required athletic and co-curricular bussing and a late bus service for the Middle School and High School.

Griffin Memorial School  
229 Charles Bancroft Highway  
Litchfield, NH 03052

Litchfield Middle School  
19 McElwain Drive  
Litchfield, NH 03052

Campbell High School  
1 Highlander Court  
Litchfield, NH 03052

## **Coordination of Transportation**

SAU 27 reserves the right to collaborate with the Carrier in the daily delivery of Student Transportation services. SAU 27 may work jointly with the Carrier to determine the most efficient daily bus routes, times, and bus stops in accordance with applicable state and local codes, regulations and ordinances. SAU 27 reserves the right to appoint a Transportation Coordinator who will regularly consult with the Carrier in order to determine the most efficient delivery of transportation services, review and approve Carrier billing and to serve as a liaison with the Carrier.

SAU 27 reserves the right to make changes in bus routes, scheduling, bus stops, and student pick-up lists when such changes are in the best interest of the school district and students.

## **Current Service**

At the end of the 2018-2019 school year, SAU 27 will complete a five (5) year contract with First Student, a regional school transportation firm with an office and transit terminal located in Nashua, NH.

The beginning of the year enrollment number of pupils for Litchfield School District for the 2018-2019 School Year by School are as follows:

Griffin Memorial School: 420

Litchfield Middle School: 407

Campbell High School: 439

Total Enrollment: 1,266

The student population that uses provided transportation is currently transported through use of nine (9) seventy seven (77) passenger buses. All nine (9) in circulation for the Elementary and Middle School routes. Five (5) buses are currently utilized for High School due to reduced ridership.

The numbers above do not reflect athletic or co-curricular usage.

### **Appendices**

The following are enclosed as appendices to this RFP:

- A) RFP quotation forms;
- B) list of school addresses and daily schedules;
- C) Student Transportation Services RFP Receipt.

### **Scope of Request**

#### **Quotation Format**

Bidders are invited to bid on a cost-per-bus-per-day basis assuming the standard number of days specified herein. The day shall be considered to mean those operational hours to pick up students at home, deliver them to school, retrieve them from school and return them to home.

#### **Contracted Services**

Services provided under this contract that should be addressed in the response to the RFP will include the following:

**1) Home to School and School to Home Student Transportation**

Request is for cost per bus per day.

**2) Trips Out of District** – The Carrier shall provide all out-of-district trips for all vocational, athletic and co-curricular trips, including but not limited to, field trips and other functions of all types. Field trips and other functions, located within local communities, within a radius of twenty (20) miles to be included as part of the daily bus rate for vehicles leased under this agreement. The Carrier shall be paid in accordance with a rate schedule to be determined for trips or functions that require

travel outside of the specified mileage radius. Out of District vocational trips include daily routes to Pinkerton Academy in Derry and Alvirne High School in Hudson.

**3) Late Bus Service for Middle and High School**– SAU 27 will require additional daily transportation of students from school to home from after school programs which require students to stay later than the regular end of school day. This service will be provided to Middle and High School Students.

**4) Digital Cameras, Recording Devices, and GPS** –SAU 27 requires the Carrier to provide digital video and audio recording equipment on all buses in the fleet provided under the contract. Such equipment shall be and remain the property of the Carrier, and the Carrier shall maintain and repair said devices as indicated and needed. If equipment is discovered to be damaged and out of service, SAU 27 requests that repairs or replacement happen in a timely manner not to exceed fifteen (15) days. SAU 27 requests that cameras be located in the front and rear of all buses.

The system shall produce excellent quality imagery/resolution and provide for removable digital media for off-bus viewing.

SAU 27 requires that all buses be equipped with GPS tracking devices and software. Further, SAU 27 requests that tracking information for all buses and current locations of buses be provided upon request.

## **Operating Requirements**

### **Carrier Requirements**

1. **School Year** – SAU 27 is scheduled to operate schools one hundred eighty (180) days per year. The SAU reserves the right to cancel scheduled school days, open school on a delayed basis or to close school early with minimal notice because of weather or other emergencies. Should the SAU extend the days of operation beyond one hundred eighty (180), the Carrier shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate for services.
2. **Exceptions to Schedule** – All buses and drivers must be available at the school or where pickups would otherwise occur that day on one (1) hour's notice for early closing of one or more schools due to weather or other emergency. A minimum of one half (1/2) day's notice will be provided in the event of cancellation or closing for other school activities.
3. **Terminal** – The Carrier shall maintain and operate a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers provided under the Responsive Proposal. The maintenance facility shall comply with all EPA, local, state and federal regulations. Replacement buses dispatched from this terminal will be required to arrive at the point of breakdown within 20 minutes of notification.

Within 30 calendar days of receiving a written notice of contract award, the Carrier shall provide either evidence of ownership of a transportation terminal, or a letter of intent to lease or buy a facility from the owner for the initial term of the contract with SAU 27. Within sixty (60) calendar days of the written notice of contract award, the Carrier shall provide evidence of ownership of a transportation terminal or a signed lease for a transportation terminal for the term of the contract with the SAU. The SAU will consider location changes during the term of the contract so long as the Carrier can guarantee no disruption to service from the change.

4. **Terminal Staffing** – The Carrier must have a qualified manager, a separate dispatcher, and a qualified mechanic who all work full-time at the terminal. None of these may be a regularly scheduled driver. This terminal must be opened and operated by either the manager or dispatcher at least from 6:00AM to the return of the day's last bus and at least two (2) hours each regular workday the remainder of the year. The Carrier will designate one person for 24/7 contact by cell phone in case of emergency.
5. **Technology Support** – The Carrier shall provide its maintenance and dispatch terminal with the technology infrastructure necessary to communicate with the SAU, and with individual schools, and to produce and maintain route documentation, etc. This support shall include Internet access, email, and contemporary business automation.
6. **Evacuation Drills** – The Carrier agrees to conduct bus evacuation drills for all students twice per school year. Such drills shall be scheduled with each individual school and be conducted at times which will not conflict with regular route operations and in a location to be designated by the respective districts. The Carrier shall provide all drivers with specific training in bus evacuation procedures.
7. **Driver Training** – The Carrier shall provide quality training in school bus driving, student management and safety for each of its drivers in accordance with state and federal regulations. The Carrier must maintain current, accurate records documenting the training and required credentialing of each driver, including substitute drivers. Driver records and credentials shall be available for inspection upon request by SAU 27.
8. **Rights Reserved** – SAU 27 reserves the right in its sole determination and discretion to prohibit a driver it deems to be unsuitable, for any reason, from providing further services under contract with the SAU. SAU 27 agrees to consult with the Carrier prior to prohibiting a driver from providing services under contract, and will document that decision to the Carrier in writing.
9. **Wages and Benefits** – In no event will the Carrier's staff ever be considered employees of SAU 27.
10. **Other Carriers** – SAU 27 reserves the right to contract for transportation services with other carriers in specific instances when there may be unique circumstances in providing transportation, when a lack of available buses or drivers limits the ability of the Carrier to meet SAU 27 requirements or requests for field trips/athletic events, or when a coach

bus is requested for a specific trip, or when the use of the Carrier under this circumstance is deemed cost prohibitive by SAU 27.

11. **Staffing Plan** – The Carrier shall prepare a staffing plan which demonstrates how an adequate number of drivers, substitute drivers, monitors and aides will be made available to satisfy the needs of SAU 27.

### **Vehicle (Bus) Requirements**

1. **Fleet Needs** - Currently, for the regular school year, the school district is transporting between students by school in the following manner (AM and PM):
  - a. GMS: Nine (9) buses, average three hundred (300) per day.
  - b. LMS: Nine (9) buses, average three hundred fifteen (315) per day.
  - c. CHS: Five (5) buses, average seventy (70) per day.
2. **Compliance** – All vehicles provided by the Carrier shall comply in every respect with all state and federal laws, as well as all applicable regulations and ordinances pertaining to the transportation of pupils in effect at the start of the base contract period and promulgated or enacted during the life of the contract period, including option years.
3. **Vehicle Age** – At no time during the term of the contract shall the age of any vehicle, bus chassis, motor or bus body provided hereunder be greater than ten (10) years, based the date of manufacture.
4. **Bus Signage** – All buses under contract for daily transportation of students must bear “Litchfield School District” or the Carrier name on both sides and shall be used solely for transporting assigned students during the entire year.
5. **Radio Communication** – All buses shall be equipped with two-way radio communication equipment having sufficient capacity for communication between each bus and the Carrier’s dispatch terminal. SAU 27 requires that the Superintendent’s Office and the Litchfield School Principals be provided radio equipment and access to these same radio communication channels. The Carrier shall provide each bus / driver with a cell phone for use when the bus is out of radio range (e.g., field trips, athletic trips).
6. **Inspection** – All buses must be cleaned and inspected daily. Daily inspection will include but not be limited to brakes, lights, tires, radiators, oil, gas, heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of such inspections shall be maintained by the Carrier, and made available to SAU 19 upon request. The SAU reserves the right, at the sole cost of the Carrier, to require inspection and certification of the condition of the buses at any time by the Division of Motor Vehicles of the New Hampshire Department of Safety.



A vehicle not passing the daily inspection shall not be utilized to transport students until it will pass the daily inspection. A pass will be deemed to mean that all inspected items are in good working order.

7. **Regular Service Interval** – A regular schedule for servicing all vehicles consistent with manufacturer’s recommendations and fleet maintenance standards shall be maintained and shall include, but not be limited to oil, grease, tires, battery, brakes, lights, all equipment related to wheelchair accessibility, and all safety appliances, monitors, and accessories. Records of maintenance activities shall be maintained by the Carrier, and made available to SAU 27 upon request.
8. **Safety Equipment** – All buses will be required to be equipped with the child checkmate system or comparable equipment. Buses will be fitted with fire extinguishers, first aid kits and will be sufficiently equipped to safely negotiate snow covered roads during winter travel.
9. **School Bus Safety Training** – The Carrier will maintain an ongoing school bus safety program that will inform and remind bus drivers of safety procedures. This safety program should also involve all of the schools served under this contract and recognize National School Bus Safety Week with age-appropriate educational programming. The priority of this programming should be on elementary age students. Support for planning and delivery of this programming will be coordinated by SAU 27.
10. **Bus Cleanliness** - The buses shall be cleaned each day, and through the day as required, to help ensure a healthy and safe environment for the passengers.

### **Driver Requirements**

1. **License** – All bus drivers are required to have the appropriate level commercial driver’s license with a school bus certificate and an S-endorsement, as required by state and federal regulations.
2. **Minimum Age** – All bus drivers shall meet minimum age requirements consistent with state and federal regulations.
3. **Drug Screening, Background Checks** – The Carrier shall maintain drug screening protocols, and conduct criminal record checks on all drivers, and maintain employment records of these activities as required by state and federal regulations. The Carrier must submit, to the State of New Hampshire, a criminal record request with finger prints on a driver prior to the driver beginning employment. The Carrier may, with the expressed written consent of SAU 27, employ an operator on a provisional basis until the results of the criminal record check are received from the State of New Hampshire or other approved screening agency. The Carrier will be solely responsible for the submission and cost of criminal record checks. No individual who has a felony conviction may be employed as a bus driver or monitor by the Carrier. Should any other offense be identified by such record check, all such offenses shall be disclosed to and discussed

with the SAU prior to permitting that employee to provide any services under the contract.

4. **Tobacco Use** – Bus drivers may not use any tobacco products while transporting students, while alone on the bus or while on SAU 27 property.
5. **Exam** – Bus drivers are to submit certificates of physical examination as required in RSA 200:37 and Federal Motor Carrier Safety Statute.
6. **Driver Information** – The Carrier shall be required to maintain and furnish the following information on each driver to the SAU on request:
  - a. Name of driver
  - b. Residence address
  - c. Telephone number
  - d. Certificate of physical examination
  - e. Record of previous driving experience
  - f. Date and identification number of current commercial driver’s license / school bus certificate or endorsement
  - g. Bus and route assignments
  - h. Evidence of satisfactory references
  - i. Proof of background check through appropriate law enforcement agencies as defined in RSA 189:13-a, and Federal Motor Carrier Safety Statute.
7. **Expectations** –
  - a. All bus drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with students, student families, SAU 27 and members of the public.
  - b. All bus drivers will enforce those reasonable rules of behavior required by SAU 27 and the Carrier. Operators or the Carrier’s designee shall report in writing to SAU 27, on a form provided by the Carrier, the names and offenses of students who fail to abide by the expected rules of behavior while on the bus.
  - c. No driver will allow children to leave the bus except at scheduled stops unless authorized by the SAU.
  - d. Drivers are to remain on the bus at all times when children are on board except as relieved by an authorized adult.
  - e. A driver shall make certain that all children are seated and the aisle is clear before moving the bus at each bus stop.
  - f. A driver does not have the authority to refuse transportation to any eligible child, nor does a driver have the authority to remove a child from the bus.

- g. A driver will refer all requests for changes to stop location, additional stops, or any other change to the terminal manager who will pass the request on to the SAU.
- h. The Carrier will be required to record student counts, mileage, and time slips for all routes and trips and to provide these records to the SAU upon request.
- i. Drivers shall not be permitted to carry any person, other than students assigned to the bus, or a school officer, teacher or chaperone while transporting students without the express consent of the Carrier and SAU 27 with exception of Carrier employees such as supervisors or driver trainees, and bus monitors. Note specifically that non-student members of a driver's family shall not be permitted on a bus transporting students without the express consent of the Carrier and SAU 27.
- j. Drivers shall not permit any person other than authorized law enforcement and emergency personnel (or those identified above) to step aboard the bus while students are present in the vehicle.

## V. Contract Terms & Conditions

1. **Term** – The initial term of the contract for services will be five (5) years and an option for extension of up to five (5) additional years, commencing with the opening of the 2019-2020 school year on July 1, 2019.
2. **Non-Appropriation** – The contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for student and / or school transportation services during the ensuing fiscal year, SAU 27 may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”
3. **Contract Documents** – The contract documents shall consist of the “Request for Proposal – Special Education Transportation Services”, any questions and written explanations or clarifications of the RFP provided, all documents submitted by the Carrier in satisfying this request, and signed contractual agreements executed in a form approved by SAU 27.
4. **Performance Bond** – Within two weeks of the notice of contract award, and then annually not later than July 1<sup>st</sup>, the Carrier may be asked to furnish to SAU 27 a performance bond or a written guarantee from a bank in the form of a letter of credit securing performance of the obligations of the Carrier. The letter of credit or performance bond shall be in an amount not less than the annual value of services provided, shall be in a form acceptable to SAU 27, shall be in effect throughout the duration of the contract and executed option, and shall be provided at no additional cost to SAU 27. Evidence of the Performance Bond may be requested when the SAU has good faith reason to believe that the Carrier may not be able to fully perform under the contract.

5. **Payment Terms** – Payment for services under this contract will be paid based upon invoices presented on a monthly basis for services rendered, with payment terms to be defined as net thirty (30) days.
6. **Termination for Performance** – The contract may be terminated at any time by SAU 27 for unsatisfactory performance. In such case, the SAU shall provide written notice to the Carrier citing the unsatisfactory performance, giving the carrier ten (10) school days to improve its performance to the satisfaction of the SAU. In the event that the Carrier's performance does not improve to the satisfaction of SAU 27, the contract for services with the Carrier may be immediately terminated.
7. **Termination Options** – In the event of a contractual termination, SAU 27 reserves the right to employ another Carrier to complete the term of this agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by SAU 27. In that event, the Carrier will be required to indemnify SAU 27 for any loss that may be sustained.
8. **Default** – SAU 27 shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default for any reason, the SAU shall have the right to terminate the contract.
9. **Unnecessary Transportation** – SAU 27 shall have the right to terminate the contract for services on thirty (30) days written notice, without further financial obligation, if conditions arise making the transportation of SAU 27 students unnecessary.
10. **Non-Transferable** – The Carrier shall not have the right to transfer or assign the contract to any other person, firm or corporation.
11. **Liability Coverage** – During the term of the contract the Carrier shall maintain general liability coverage in an amount not less than \$5,000,000, and commercial vehicle liability coverage for bodily injury and property damage in an amount not less than \$10,000,000 combined single occurrence limit, and workers compensation coverage as required by federal and state statute. Certificates of insurance naming SAU 27 and the Litchfield School District as additionally insured entities must be filed with the SAU 27 Superintendent of Schools Office within two weeks of the award for services, and then not later than July 1<sup>st</sup> of each contract and contract option year. The Insurance Certificate shall provide that no less than thirty (30) days prior notice of insurance cancellation or material change in coverage shall be afforded to the SAU.
12. **Indemnification** – The Carrier shall defend, hold harmless, and indemnify to the maximum extent provided by law, SAU 27 and the Litchfield School District and School Board of Litchfield, their officers, agents and employees from and against any and all claims, suits or demands for injuries or damages of any kind to any person or firm, in any way arising out of the performance of the contract.

## **Request for Proposal – Terms & Conditions**

1. **Right to Reject** – SAU 27 reserves the right to waive all formalities and reject any and all proposals when it is in the best interest of the SAU to do so.
2. **Eligibility** – To be eligible for an award, a carrier must be deemed “responsible”. A responsible carrier:
  - a. has the ability, capacity and skill to provide the required services,
  - b. can provide the services within the time frame specified,
  - c. has a satisfactory record of integrity, judgment and experience,
  - d. has sufficient financial resources to provide the services, and
  - e. has provided at least three (3) favorable written references from clients.

If a proposing Carrier is currently or in the past 5 years has been involved in litigation, it must provide a narrative describing the general nature of the litigation, the attorneys for the parties, if any, the court where the matter is pending, if any, and sufficient detail to understand the nature of the claims made and damages asserted.

3. **Minimum Requirements** – The winning carrier must demonstrate the following minimum requirements:
  - a. Demonstrable successful experience transporting a student population of a size comparable to SAU 27.
  - b. Positive references from public school systems currently being served.
  - c. The financial ability to meet the capital requirements of the contract, and successfully deliver the contract over the long term.
  - d. Evidence of ability to meet the insurance requirements as set forth below from an insurance company legally authorized to act within the State of New Hampshire with a Best Rating of at least “A”.
4. **Disqualification** – A Carrier may be disqualified from consideration if that Carrier has been declared in default or had a contract terminated for cause within the last five (5) years, or the Carrier presents an unacceptable insurance claims history.
5. **Inherent Acceptance** – The submission of a proposal constitutes the Carrier’s acceptance of and agreement to the terms and conditions of this Request for Proposal.
6. **Proposal Evaluation** – Responsive Proposals will be evaluated on the basis of the completeness of the proposal for services, ability to meet minimum requirements, the cost of services, and the qualifications of the firm as evidenced by demonstrated experience and references. While price will be a substantial factor in awarding the contract for services, SAU 27 expressly reserves the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit.

## **Proposal Specifications**

Proposals must include the following information:

1. A general profile of the firm, including the location of the transit terminal in and from which buses will be housed, dispatched and maintained.
2. Appendix A – “RFP Quotation Form” completed and signed for the base request and the alternate.
3. An inventory listing of buses to be used in the first year of the contract. This listing shall include the make of the bus and bus body, year of the bus’ manufacture, capacity, present mileage, and general condition for each bus.
4. The name of the terminal manager who will be assigned to this contract and his / her qualifications and experience. A resume may be submitted to provide that information.
5. A copy of the Master Agreement for each of the Carrier’s unionized operations.
6. A statement regarding the location of the transit terminal, the availability of the transit terminal to the respondent for lease or purchase, and the impact the location of the terminal will have on operations.
7. A statement regarding the respondent’s training and safety programs for bus drivers.
8. A statement regarding the respondent’s recruitment programs to hire and retain bus drivers.
9. Names, addresses, phone numbers, and contacts in other public school systems, particularly those similar in size to SAU 27, for whom similar services have been delivered in the past five years, or are currently being delivered.
10. A statement regarding any past or pending litigation with a client.
11. The name, address, telephone number, fax number, cell phone number, and email address of the firm and the contact person for this proposal.
12. Any comments or exceptions to the requirements of this Request for Proposal. Note: If the Carrier will not be meeting any requirement or responding to a request presented in the RFP, the carrier must provide a separate listing of each such item, providing the page and section number, and may provide any comment it wishes to address same.
13. Three (3) copies of the completed proposal and one (1) signed original document are requirements at submission.

Respondents may additionally be asked to provide copies of audited financial statements for the most recent three (3) fiscal years, and / or a five (5) year loss run history from the respondent's insurance company, a letter from the respondent's insurance broker to the effect that the carrier has not defaulted or had a contract terminated for cause in the last five years.

## **Appendices**

The following are enclosed as appendices to this RFP:

Appendix A - RFP Quotation Form	Page 16
Appendix B - School Addresses, Schedules and Contact Information	Page 17
Appendix C – Student Transportation Services RFP Receipt Acknowledgement	Page 18

- ***Please note that additional information, such as School Calendar for 2018-19 and District Policies in regards to student transportation are available upon request.***

**Appendix A – RFP Quotation Form**

Carrier proposals must include this quotation form, completed for all years of the proposed contract, and signed and dated (Please provide quotation for years 1-5 and anticipated percentage increase for option years 6-10).

<b>Carrier Name:</b>					
	Year 1	Year 2	Year 3	Year 4	Year 5
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
1) Student Transportation					
1) Cost per bus per day					
2) Late Bus Service					
2) Cost per bus per day					
3) Out of District (Athletic, Cocurricular, Vocational) Transportation					
3a) Cost Per Mile					
3b) Cost Per Hour Wait					
3c) Minimum Charge					
4) Field Trips (Outside 20 mile radius)					
4a) Cost Per Mile					
4b) Cost Per Hour Wait					
4c) Minimum Charge					
<b>Signature / Title:</b>			<b>Date:</b>		



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**Appendix B – School Addresses, Schedules and Contact Information**

Griffin Memorial School  
229 Charles Bancroft Highway  
Litchfield, NH 03052  
Hours: 8:25 AM – 2:50 PM  
(Tel) 603 424-5931 (Fax) 603 424-2677  
Principal: Scott Thompson

Litchfield Middle School  
19 McElwain Drive  
Litchfield, NH 03052  
Hours: 7:30 AM – 2:05 PM  
(Tel) 603 424-2133 (Fax) 603 424-1296  
Principal: Tom Lecklider

Campbell High School  
1 Highlander Court  
Litchfield, NH 03052  
Hours: 7:35 AM – 2:23 PM  
(Tel) 603 546-0300 (Fax) 603 546-0310  
Principal: Bill Lonergan

**Appendix C**

**Student Transportation Services**

**For SAU #27 - Litchfield School District  
1 Highlander Court  
Litchfield, NH 03052**

**Student Transportation Services RFP Receipt Acknowledgement**

**Contractor Name:**

**Contractor Address:**

**Contact Person:**

**Phone Number:**

**FAX Number:**

**E-mail Address:**

**Date RFP Acquired:**

**Signature:**

**Printed Name:**

**Title:**

**Addendum A**

- Litchfield School District would like optional pricing for the provision of Safe Stop software incorporated with the requested GPS.
- Litchfield School District would like optional pricing for the provision of seatbelts on all buses.