



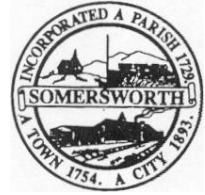
## **SCHOOL ADMINISTRATIVE UNIT FIFTY-SIX**

**Rollinsford School District – Somersworth School District**

51 West High Street

Somersworth, NH 03878

(603) 692-4450 • Fax (603)692-9100



**October 3, 2019**

### **Request for Proposals**

**RFP – 10-19**

#### **SPECIAL EDUCATION STUDENT TRANSPORTATION** **FOR THE SOMERSWORTH AND ROLLINSFORD SCHOOL DISTRICTS OF** **SCHOOL ADMINISTRATIVE UNIT 56**

You are cordially invited to submit bids for Special Education Student Transportation Services in accordance with the attached specifications, terms and conditions. Prospective submitters are advised to read this information over carefully prior to submitting their proposals.

A copy of the RFP for the Special Education Student Transportation Services is located on [www.sau56.org](http://www.sau56.org) or call 603-692-4450.

All RFP's (Three (3) copies and one (1) signed) must be submitted in a **sealed envelope, plainly marked:**

**"Sealed RFP –09-19–Special Education Student Transportation Services**

SAU#56

51 West High Street

Somersworth, NH 03878

*Proposals submitted by facsimile or electronic mail will not be accepted.*

*Proposals submitted as confidential in whole or in part will not be accepted.*

All RFP's **must be received no later than Friday October 25, 2019 at 2:00 PM**

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**REQUEST FOR PROPOSAL (RFP) INVITATION**

The School Districts of Somersworth and Rollinsford within SAU 56 (herein referred to as "SAU 56") are soliciting proposals from student transportation contractors (herein referred to as the "Carrier") to provide, special education transport services, through a contract for services with an initial term of three (3) years and an option for extension of up to two (2) additional years.

Student 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 provide 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 56 will accept proposals delivered in person, by courier or by USPS to the SAU 56 Business Office, 51 West High Street, Somersworth, NH 03878. All proposals must be received by 2:00 PMEST, Friday October 18, 2019, to be considered a Responsive Proposal. Proposals submitted by fax or electronic mail will be considered non-responsive and will not be accepted. Proposals submitted in whole or in part as confidential will not be accepted. Responsive Proposals shall provide that the terms of the Proposal shall remain valid for at least 120 days.

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 race, color, religion, national origin, age, sex, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the contract.

Each proposal shall include the cost for Student Transportation Services for each separate school district. 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. All proposals will become the property of SAU 56.

**Background Information**

SAU 56 is a New Hampshire School Administrative Unit serving the Somersworth and Rollinsford School Districts. Current enrollment is approximately 1822 students in three (3) elementary schools, one (1) middle school, and one (1) high school.

**Somersworth School District**

Idlehurst Elementary School  
Maple Wood Elementary School  
Somersworth Middle School  
Somersworth High School  
Career Technical Center

**Rollinsford School District**

Rollinsford Grade School  
Marsh Wood Middle School  
Marsh Wood High School

**School District**

SAU 56

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**Coordination of Transportation**

SAU 56 personnel will collaborate with the Carrier in the daily delivery of Special Education Transportation services to the districts. SAU 56 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 56 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 districts and students.

**Current Service**

At the end of the 2019-2020 school year, SAU 56 will complete a five (5) year contract with Durham Transportation Services, Inc.

SAU 56 is currently using four (4) special education buses and in June 2019, there were ninety-five (95) Somersworth and one (1) Rollinsford in district students. These numbers are anticipated to remain similar during the new contract years. The out of district schools may change at any time.

Out of district schools and streets on which students reside are as follows and include one (1) full time monitor:

Crest	Winter Street Somersworth
Monarch	Patricia Street Somersworth
John Powers School	Stockdale Circle Rollinsford
Charles Ott Academy	Sligo Road Rollinsford
St. Charles School	High Street Somersworth
St. Charles School	Verona Street Somersworth
St. Charles School	Spring Street Somersworth
Birchtree	Indigo Hill Road Somersworth
Birchtree	Guy Street Somersworth
Noble High School	State Road North Berwick Maine
Marshwood	Cottage Lane Rollinsford

The above schools and streets could change at any time.

**Quotation Format**

Bidders are invited to bid on an in district 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. Bidders are invited to bid on a per child, per route cost for out of district placements.

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**Operating Requirements Carrier Requirements**

1. **School Year** – Somersworth schools are scheduled to operate schools one hundred seventy-seven (177) days per year and Rollinsford Schools are scheduled to operate schools one hundred seventy-nine (179) days per year. The Districts reserve 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 Somersworth School District extend the days of operation beyond one hundred seventy-seven (177) and Rollinsford School District extend the days of operation beyond one hundred seventy-nine (179), the Carrier shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate for services. Should the Districts reduce the number of school days, compensation based on the daily rate will be reduced by the daily rate for services for each day less than one hundred seventy-seven (177) days for Somersworth and one hundred seventy-nine (179) for Rollinsford.

The school year for purposes of the contract will extend from the first day of school in August or September of each year until the day before the start of the subsequent school year. Services provided to the Districts during the extended year period (summer months) will be at the current school year's rate.

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 day's (1/2) days' notice, if possible, 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 inside any of the three school districts within twenty (20) minutes of notification.

4. **Terminal/Office Staffing** - The Carriers terminal must be open 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 Districts, 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. In addition the Carrier will submit with its bid documentation written individual evidence of criminal record search for each driver completed in accordance with RSA 189:13-a and SAU 56 and District policies, as well as documentation of successful completion of a certified course in defensive driving and successful completion of First Aid and Heimlich maneuver. Driver records and credentials shall be available for inspection upon request by SAU 56 or the Districts.

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8. **Rights Reserved** – The Districts reserve the right in their sole determination and discretion to prohibit a driver deemed to be unsuitable, for any reason, from providing further services under the contract. The Districts agree 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 56 or the School Districts of Somersworth and Rollinsford.

10. **Bus Aides and Monitors** - The Carrier is responsible for employing aides and/or monitors, when necessary, under the contract. School bus safety specific training, including operation of wheelchair lifts, shall be provided by the Carrier. When necessary, specialized training relative to individual students shall be provided by SAU 56 or the Districts. The Carrier shall bill the Districts for actual hourly wages paid to the aide or monitor for such specialized training. In no event will the Carrier's staff ever be considered employees of SAU 56 or the School Districts of Somersworth and Rollinsford.

**Vehicle (Bus) Requirements**

1. **Currently** - the two Districts are transporting ninety-five (95) special needs students on four (4) SPED buses. In addition, the Carrier should plan to provide Student Transportation Services for homeless students and for those students who live in areas which cannot be accessed by the full sized regular education buses.

Special Education students are currently transported to:

1. Rollinsford Grade School
2. Idlehurst Elementary School
3. Maple Wood Elementary School
4. Somersworth Middle School
5. Somersworth High School
6. Crest
7. Monarch
8. John Powers School
9. Charles Ott Academy
10. St. Charles School
11. Noble High School
12. Birchtree
13. Marshwood High School

The SPED buses may also be used to transport Homeless students and students to Career Technical sites and on Life Skills field trips.

2. **During the 2019 Extended School Year Program** (summer school) which runs on dates to be determined for sixteen (16) and forty (40) days depending on the placement. One hundred ten (110) students are expected to be transported on five (5) SPED buses.

The students are expected to be transported to:

1. Rollinsford Grade School
2. Idlehurst Elementary School
3. Maple Wood Elementary School
4. Somersworth Middle School
5. Somersworth High School
6. John Powers School
7. St. Charles School

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8. Birchtree
9. Crest
10. Monarch
11. SLC

3. **Replacement Availability** - The Carrier shall have a pre-planned arrangement to provide for a replacement bus within twenty (20) minutes if a regular vehicle becomes disabled and contact the school, SAU Office and parent. Spare buses shall be available on site to support this requirement.

4. **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.

5. **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 five (5) years, based upon the date of manufacture.

6. **Bus Signage** - All buses under contract for daily transportation of students must bear "Somersworth School District", "Rollinsford School District", or the Carrier name on both sides.

7. **Radio Communication** - All buses shall be equipped with two-way radio communication and video equipment having sufficient capacity for communication between each bus and the Carrier's dispatch terminal. 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).

8. **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 56 or the Districts upon request. The SAU and the Districts reserve 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.

9. **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 56 and the Districts upon request.

10. **Bus Capacity** - Buses used for daily student transportation on regular routes shall not exceed a carrying capacity of fourteen (14) students, or twelve students (12) plus wheelchairs. Buses servicing out of district students must comply with manufacturers maximum seat belt positions. No bus shall transport students in excess of its rated capacity, as set forth by state and federal regulations or applicable local ordinance.

11. **Safety Equipment** - All buses must 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.

12. **School Bus Safety Training** - The Carrier will maintain an ongoing school bus safety program which shall meet quarterly at a minimum, which will inform and remind bus drivers of safety procedures. Each

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Carrier will submit minutes of the last year's safety meetings and attendance with its bid submission. The Carrier will conduct a safety program in coordination with SAU 56 and the Districts which 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 56.

13. **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.

14. **Video and Audio Recordings** – The Carrier shall comply with all SAU and Districts policies and laws on the use of audio and video recordings on buses. The Carrier shall prominently display a sign in each District's vehicle informing occupants that the audio and video recordings are occurring as required by RSA 570-A:2, II(k). The Carrier shall comply with SAU and Districts requirements on the retention and reviewing of all recordings.

**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 a criminal record request with finger prints on a driver prior to the driver beginning employment in compliance with RSA 189:13-a and SAU 56 and District policies. 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.

4. **Tobacco Use** - Bus drivers and monitors may not use any tobacco products while transporting students, while alone on the bus or while on SAU 56 or the Districts' properties.

5. **Exam** - Bus drivers are to submit certificates of physical examination as required in RSA 200:37 and Federal Motor Carrier Safety Statutes.

6. **Driver Information** - The Carrier shall be required to maintain and furnish the following information on each driver to the SAU or the Districts 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.

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**7. Requirements**

- a. All bus drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with students, student families, SAU 56, and members of the public.
- b. All bus drivers will enforce those reasonable rules of behavior required by SAU 56 and the Carrier. Operators or the Carrier's designee shall report in writing to SAU 56, 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. Drivers shall make certain that all students are seat belted and the aisle is clear before moving the bus at each bus stop.
- f. Drivers do not have the authority to refuse transportation to any eligible child, nor do drivers have the authority to remove a child from the bus.
- g. 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 56 with exception of Carrier employees such as supervisors or driver trainees, and bus monitors.
- h. 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.
- i. If the Carrier knows or should have known that a driver assigned by the Carrier to perform services under the contract is charged and/or convicted of any traffic violation or other crime, the Carrier shall notify the Superintendent in writing within twenty-four (24) hours of the charge and/or conviction and specify the name of the driver or monitor, date of violation or crime, and nature of violation or crime.

**Contract Terms & Conditions**

1. **Term** - The initial term of the contract for services will be three (3) years, commencing with the opening of the 2020-2021 school year on July 1, 2020. The contract may be extended by the Districts for up to two (2) years at a price to be supplied in the Carrier's bid.
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 56 and/or any of the Somersworth and Rollinsford School Districts 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 this "Request for Proposal", 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 56 and the Districts.
4. **Liquidated Damages.** The contract will include a liquidated damage provision in recognition of the expense and difficulties in proving the actual loss suffered by the Districts if the Carrier does not perform the services specified or comply with the conditions of the contract by, for example, not providing timely buses or the required number of buses and/or drivers. Accordingly, instead of



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requiring such proof, the Carrier will be required to pay the Districts the sum of the daily rate of the annual awarded contract for each violation of the contract. The liquidated damages shall be deducted from the Districts' next payment to the Carrier.

5. **Payment Terms** - Payment for services under this contract will be paid monthly upon invoice from the Carrier and payments due and payable within thirty (30) days from date of invoice. For students who are court ordered that fall under Chapter 402, once the Chapter 402 cap is reached, the Districts send all Carrier invoices to the Bureau of Education for payment by the state directly to the Carrier.
6. **Termination for Performance** - The contract may be terminated at any time by the Districts for unsatisfactory performance. In such case, the Districts shall provide written notice to the Carrier citing the unsatisfactory performance, giving the Carrier fifteen (15) school days to improve its performance to the satisfaction of the District. In the event that the Carrier's performance does not improve to the satisfaction of the District, the contract for services with the Carrier may be immediately terminated.
7. **Termination Options** - In the event of a contractual termination, the Districts reserves the right to employ another Carrier to complete the term of the contract. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the Districts. In that event, the Carrier will be required to indemnify SAU 56 and the School Districts of Somersworth and Rollinsford for any loss that may be sustained.
8. **Default** - The Districts 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 Districts shall have the right to terminate the contract.
9. **Unnecessary Transportation** - The Districts 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 56 students unnecessary.
10. **Termination Remedy** - Any termination of the contract by the Districts shall be without cost or penalty to the Districts. The Districts shall be liable to pay the Carrier only such amounts as are due as of the date of termination.
11. **Liability Coverage** - During the term of the contract the Carrier shall maintain general liability coverage in an amount not less than \$3,000,000, and commercial vehicle liability coverage for bodily injury and property damage in an amount not less than \$5,000,000 combined single occurrence limit with no exclusion for sex abuse or molestation, and workers compensation coverage as required by federal and state statute. Certificates of insurance and policy endorsements naming SAU 56 and the School Districts of Somersworth and Rollinsford as additionally insured entities must be filed with the SAU 56 Superintendent of Schools Office within two (2) weeks of the award for services, and then not later than July 1st of each contract and contract option year in a form acceptable to the Districts. The Insurance Certificate and policy endorsements 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** – To the fullest permitted by law, the Carrier shall at its own expense defend, hold harmless and indemnify the Somersworth and Rollinsford School Districts, SAU 56, their Boards, officers, agents, employees and representatives from any and all claims, demands, actions and causes of actions, damages, costs, losses, claims, penalties, loss of service, expenses and compensation, including but not limited to any and all claims for negligence, personal injury, death, property

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damage, and attorneys fees and costs which may in any way arise from or out of the operations of the Carrier pursuant to the terms of this proposal, whether such operations be performed by the Carrier itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this proposal.

**Request for Proposal - Terms & Conditions**

1. **Right to Reject** – The Districts reserve the right to accept any bid and reject any bid and to award the bid to other than the low bidder in the sole discretion of the Districts. The Districts also reserve the right to waive all formalities and reject any and all proposals or any part of any bid or proposal. The Districts also reserve the right to negotiate with a bidder deemed most advantageous if the bid exceeds the budgeted appropriation.

Under no circumstances will SAU 56 or the Districts be responsible for the cost of preparing any bid.

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
- e. Has provided at least three (3) favorable written references from clients

If a proposing Carrier is currently or in the past five (5) years has been involved in litigation, disciplinary actions, administrative proceedings, arbitrations or mediations, it must provide a narrative describing the general nature of the matter, 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 selected Carrier must demonstrate the following minimum requirements:

- a. Demonstrable successful experience transporting a student population of a size comparable to SAU 56.
- 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 56 and the Districts expressly reserve the right to select a proposal that does not represent the lowest cost for services but presents the best perceived benefit to the Districts in the SAU in the Districts' sole discretion.

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**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. A statement describing the respondent's training and safety programs for bus drivers.
5. A statement describing the respondent's recruitment programs to hire and retain bus drivers.
6. Names, addresses, phone numbers, and contacts in other public school systems, particularly those similar in size to SAU 56 and the Districts, for whom similar services have been delivered in the past five years, or are currently being delivered.
7. A statement regarding any past or pending litigation with a client.
8. The name, address, telephone number, fax number, cell phone number, and email address of the firm and the contact person for this proposal.
9. Three (3) copies of the completed proposal and one 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.

**Submission and Opening of Proposals**

1. Proposals must be submitted in sealed envelopes clearly marked "Sealed RFP-10-19-Special Education Student Transportation Services" no later than 2:00 PMEST on Friday October 25, 2019
2. Proposals may be delivered in person, by courier or by USPS to the SAU 56 Business Office, 51 West High Street, Somersworth, NH 03878. ***Proposals submitted by facsimile or electronic mail will not be accepted.***
3. All proposals will be opened at the above date, time and place.
4. Proposals marked confidential in whole or in part will not be accepted. Any information provided in a proposal becomes available for public inspection and distribution as required under New Hampshire Right-To-Know Law. All proposals will become the property of SAU 56.

**Further Information**

Carriers interested in making a submittal are directed not to make personal contact with the Superintendent, Assistant Superintendents or any member of the SAU 56 Board, and/or School Board Members or employees or agents from the Somersworth and Rollinsford School Districts. Any contact

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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 directed to:

Katie Krauss, Business Administrator  
603-692-4450 or e-mailed at [kkrauss@sau56.org](mailto:kkrauss@sau56.org)

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(This form becomes Schedule A upon signature of a contract)

The undersigned agrees to furnish Pupil Transportation as described in the Specifications For Special Education Student Transportation Services at the following costs:

	Year 2020-2021	Year 2021-2022	Year 2022-2023	Year 2023-2024	Year 2024-2025
<b>1. Total Cost for four buses with</b> 14 passenger capacity per the specifications for 177 days (Somersworth) and 179 days (Rollinsford).	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>2. Cost for out of district trips</b>					
a. Crest	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. Monarch	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
c. John Powers School	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
d. Charles Ott Academy	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
e. St. Charles School	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
f. Noble High School	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
g. Birchtree	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
h. Marshwood High School	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>3. Optional:</b> Cost for Homeless transportation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**4. Fuel Adjustment Rates:**

It shall be assumed that the cost of diesel fuel will range from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ for the duration of the contract.

It shall be assumed that the cost of gasoline fuel will range from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ for the duration of the contract.