

**WEST MIDDLESEX AREA SCHOOL DISTRICT**

REQUEST FOR PROPOSAL (RFP)

FOR

STUDENT TRANSPORTATION SERVICES

CENTRAL ADMINISTRATION OFFICE

ATTN: MARY STERNTHAL, BUSINESS MANAGER

3591 SHARON ROAD

WEST MIDDLESEX, PA 16159

Proposal Electronic Submission by: **Tuesday July 14, 2026, 10:00 AM**

The District is soliciting proposals for Student Transportation Services. These services will include Primary Transportation, Special Transportation, and Auxiliary Transportation as hereinafter defined. Proposals shall be provided to cover a seven-year contract and an alternate bid to cover a five-year contract. All base proposals must include at least the minimum specifications described in this Request for Proposal. The proposing Contractor may add additional services or provide for enhancements of contractual rights for the District, but may not propose a service that is less than specified herein or limit the District's contractual rights below those specified herein for the base proposal. In addition to the base proposal, Contractors may provide alternative proposals that they believe will better serve the District or provide a more economical program or equivalent service. The District reserves the right to negotiate prices, services, and contractual terms after proposals are received. All questions concerning this proposal should be directed via email only to Mary Sternthal, Business Manager at [msternthal@westmiddlesex.org](mailto:msternthal@westmiddlesex.org) with "Contracted Pupil Transportation Services Proposal" in the subject line.

## **TENTATIVE REQUEST FOR PROPOSAL TIME SCHEDULE:**

**Tuesday, June 30, 2026:** Request for Proposal Posting and Circulation to Potentially

Interested Contractors

By or Before: **Tuesday, July 14, 2026, 10:00 AM** Electronic proposal submission due to [msternthal@westmiddlesex.org](mailto:msternthal@westmiddlesex.org), Contracted Pupil Transportation Services Proposal.

**July 15 -21, 2026:** Proposal review and evaluation, which may include interviews with selected proposing transportation service providers.

**July 27, 2026:** Transportation Service Contract award at Voting Meeting - tentatively.

## **Introduction & Intent**

The West Middlesex Area School District invites proposals for contracted student transportation services covering seven years (2026-27 through 2032-33) for 172 days annually. Additionally an alternate bid for a five year term (2026-27 through 2030-31). The purpose of this RFP is to establish a contractual relationship with one independent contractor to provide safe, reliable, and cost-effective transportation for District students. The District reserves the right to reject any or all proposals or to waive a requirement if deemed in the best interest of the District.

We anticipate transporting approximately 700 students from charter/non-public schools within an approximate 25-mile radius of the district border, excluding a fluctuating number of special education students. Transportation will be necessary for extracurricular activities and/or field trips. The District's transportation schedule generally consists of four runs per bus, two in the AM (High School and Elementary) and two in the PM (High School and Elementary).

ATTACHMENT 1 summarizes the vehicles used for student transportation in the 2025-2026 school year. In the 2026-2027 school year, it is anticipated that the number of buses will be approximately the same.

## **Scope of Services**

The anticipated term of the Agreement shall be seven (7) school years commencing August 31, 2026, and continuing through June 30, 2033, unless terminated earlier in accordance with the terms of the Agreement. The alternate bid will be five (5) school years commencing August 31, 2026, and continuing through June 30, 2031, unless terminated earlier in accordance with the terms of the Agreement.

The successful Contractor shall assume full responsibility for providing transportation services beginning with the start of the 2026-2027 school year (starting the first day of school-August 31, 2026) and shall complete all transition, staffing, vehicle acquisition, technology implementation, training, and operational readiness activities prior to that date.

The District reserves the right to negotiate a mutually agreeable transition schedule with the successful Contractor following contract award.

The contractor shall provide the following categories of service:

Primary Transportation – Daily to/from school transportation for resident pupils, including regular and emergency transportation.

Special Transportation – Services for students with disabilities and those requiring specialized equipment or vehicles (e.g. lift buses).

Auxiliary Transportation – Midday runs, vocational/technical programs, early dismissals, extracurricular and athletic trips, field trips, and other transportation needs as requested.

Cooperative Runs – Participation in shared or regional runs with neighboring districts where feasible, to achieve cost savings.

For Primary Transportation services, the Contractor will provide and prepare all bus scheduling, routes, and stops using electronic routing software supplied by the Contractor. The anticipated software (TransFinder or similar product) will be designed to interface with the District's student management software system (CSIU) daily. The determination of such schedules, routes, and stops shall be the District's right and responsibility. The District shall provide current enrollment demographics to the Contractor, which must be provided to each driver and posted on the bus. Any changes to the schedules or routes must be noted on the bus copy. Except in case of an emergency, neither the driver nor the Contractor has the right to change the route of any bus without the express authorization of the District. This includes, but is not limited to, reversing the route, changing the roads to or from the start of the route, changing roads within the route, or changing the scheduled stops on the route.

Using electronic communication, the Contractor will notify all parents or guardians of students who use their vehicles of the appropriate schedules, rules, and other information. This will be done for all parents or guardians two weeks before the start of school. Each time a change is made, the affected persons will be notified.

The Contractor agrees to be the first point of contact for all problems, inquiries, etc., and will handle these situations to the best of their ability in conjunction with the District's established policies. All changes requiring additional charges will be reviewed with and approved by the District prior to implementation or promise.

The Contractor will travel the roadways on days of anticipated inclement weather (freezing temperatures, flooding, snow, etc) and provide the Superintendent or designee with a road condition report before 5:00 AM.

The Contractor will revise and/or re-route vehicles to accommodate the needs of the Special Transportation students within the constraints of their existing fleet, except that, if additional charges are required, the Contractor will review the change with the District's Transportation Department prior to implementation.

### **Employee Transition Requirement**

The successful Contractor shall offer employment opportunities to all qualified District transportation employees actively employed by the District at the time of contract award, including drivers, mechanics, dispatchers, and other transportation personnel whose positions are affected by the transition to contracted transportation services.

Such offers shall be made in sufficient time to facilitate an orderly transition of services. Nothing herein shall require the Contractor to employ individuals who do not possess the licenses,

certifications, clearances, qualifications, or physical capabilities required for the position being offered. The Contractor shall provide the District with documentation demonstrating compliance with this requirement prior to the commencement of services.

### **Fleet & Equipment Requirements**

No vehicle in daily use shall exceed 10 years of age and spare vehicles cannot exceed 12 years of age. Vehicle age will be computed using August 1 of the given school year. A failure to meet the maximum age requirements will result in a fee reduction of one-half (1/2) of the daily rate for each vehicle over the maximum age and one-half (1/2) of the daily rate for each vehicle that would have to be replaced with new vehicles to meet the maximum average age.

All vehicles must be equipped with:

- Crossing arms, two-way communication radios (the Contractor shall provide a minimum of two handheld radios for District use), Child-Check systems, and a GPS-based fleet management system.
- The GPS system shall provide real-time vehicle tracking, route monitoring, historical route reporting, and integration with the District's routing software and student information system. The system shall include a secure parent/guardian mobile application that provides live bus location tracking, estimated arrival times, route notifications, and service alerts. Student information shall be updated daily and maintained in compliance with all applicable privacy laws.
- All buses shall be equipped with digital video surveillance systems capable of recording all passenger seating areas, loading and unloading zones, and driver activity. Each bus shall contain a minimum of two cameras, with audio recording capability. Video recordings shall be retained in accordance with applicable laws and made available to the District within 24 hours of a request, or immediately in the event of a serious incident.
- The Contractor shall provide District administrators with secure web-based access to GPS, routing, and video management systems for monitoring, reporting, and incident investigation purposes.

The Contractor shall maintain an adequate number of spare vehicles to ensure uninterrupted service. At a minimum, the Contractor shall maintain one spare vehicle for every five (5) route vehicles, plus sufficient specialized vehicles to meet special transportation requirements.

All buses must display clearly identifiable markings.

### **District Transportation Facilities**

The District intends to make available its existing transportation office, bus garage, fueling infrastructure, maintenance equipment, vehicle parking areas, and related transportation assets for use by the successful Contractor through a separate lease and/or facility-use agreement.

The anticipated lease rate for the transportation facilities shall be One Dollar (\$1.00) per year. The specific terms and conditions of the lease and facility-use agreement shall be negotiated separately and approved by the District's Board of School Directors.

Utilities, custodial services, routine maintenance, snow removal, grounds maintenance, and facility repairs shall be allocated between the District and Contractor as specified in the separate lease and/or facility-use agreement.

The Contractor shall be responsible for maintaining the facilities in a safe, clean, and orderly condition and shall comply with all applicable laws, regulations, and District requirements governing the use of District property.

The District reserves the right to retain ownership and control of all transportation facilities, fueling infrastructure, maintenance equipment, and related assets and may establish additional requirements regarding their use through the separate lease or facility-use agreement.

The availability of District facilities and assets shall not be construed as a reduction in the Contractor's responsibility to provide all services required under this Agreement.

#### **Vehicle Purchase Requirement (Existing District-Owned Fleet)**

As part of its proposal, the Contractor shall agree to purchase the District's existing transportation fleet utilized for student transportation services upon commencement of the Agreement. The purchase shall include all buses and other transportation vehicles identified by the District and mutually agreed upon by the parties. This does not include the purchase of the vans.

The purchase price for each vehicle shall be based upon its Fair Market Value (FMV) as of the effective date of the Agreement. Fair Market Value shall be determined through a mutually acceptable valuation method, which may include independent appraisals, industry-recognized vehicle valuation guides, comparable sales data, or other objective valuation methods acceptable to the District.

The Contractor shall submit with its proposal a statement acknowledging its willingness to purchase the District's existing transportation vehicles and describing the methodology it proposes to use in determining Fair Market Value.

The bidder shall provide a proposed Fair Market Value purchase price for each District-owned vehicle identified by the District. The District reserves the right to accept, reject, or negotiate any proposed valuation.

The District reserves the right to:

- Retain ownership of any vehicle it determines is not necessary for the performance of transportation services;
- Obtain an independent appraisal of any vehicle proposed for sale;
- Accept or reject any proposed valuation;
- Negotiate final purchase prices prior to contract award.

The successful Contractor shall complete the purchase of the agreed-upon vehicles prior to the commencement of transportation services unless otherwise approved by the District in writing.

The Contractor's pricing proposal shall assume ownership of the purchased vehicles and shall not include additional charges associated with acquiring the District's existing fleet beyond the agreed-upon Fair Market Value purchase price.

### **Fleet Adjustment and Service Requirements**

The District and Contractor will consult regularly regarding the District's transportation needs. In the event of increases or decreases in the number of students requiring Transportation, or in routes or schedules, the number of buses and the number of spare buses will be adjusted accordingly. If the number of buses needed for the District for transportation shall decrease by more than 10% in any 6 months of the term of this Agreement, Contractor and District shall, in good faith, negotiate the rate of compensation to cover changes in overhead or any other costs.

All vehicles used by the Contractor shall be maintained in sound mechanical condition and at all times during the term of this Agreement shall conform to the standards promulgated by the Bureau of Traffic Safety, Pennsylvania Department of Transportation, and any other appropriate regulatory authority, and shall bear evidence of approval by the Bureau and proof of satisfactory inspection by the Pennsylvania State Police. The Contractor shall keep all vehicles in a clean and sanitary condition, both interior and exterior. The school district may inspect any vehicle at any reasonable time or board any vehicle at any normal stop for inspection.

The Contractor shall maintain preventive maintenance records for all vehicles utilized in the performance of this Agreement, including inspections, repairs, servicing, and maintenance schedules. Such records shall be retained throughout the term of the Agreement and shall be provided to the District within five (5) business days of a request.

The rates quoted in this proposal shall include all costs necessary to provide the services specified, including equipment, drivers, maintenance, tires, parts, insurance, administrative expenses, and overhead. Fuel costs shall be provided separately by the District as set forth herein and shall not be included in the Contractor's pricing. Contractor shall be responsible for any fuel losses, theft, contamination, misuse, or unauthorized use resulting from the acts or omissions of the Contractor, its employees, agents, or subcontractors.

The School District shall purchase and provide all fuel necessary for the transportation of West Middlesex Area School District students under this Agreement. The Contractor shall utilize fuel supplied or authorized by the School District and shall maintain locked pumps with complete inventory and leak-detection monitoring systems to monitor fuel consumption and usage.

The Contractor shall provide the School District with any fuel usage reports, inventory records, or other documentation reasonably requested by the School District for monitoring and accounting purposes.

The School District shall be solely responsible for all fuel costs incurred in connection with the transportation services provided under this Agreement. The Contractor shall not be responsible for fuel price fluctuations, fuel surcharges, or any fuel costs associated with the performance of this Agreement unless otherwise expressly agreed to in writing by the parties.

### **Personnel & Safety**

Drivers shall meet all applicable PA Department of Education and PennDOT requirements, including licensing, annual physicals, TB testing, drug/alcohol screening, CPR and first aid certification, and clearances.

By August 10 of each year, the Contractor shall supply the District with a list of drivers' names, addresses, and telephone numbers, along with copies of the required regulatory clearances and each driver's license. The first week of each month thereafter, the same informational requirements shall be submitted for any new driver employed, along with the names of any driver discharged.

Contractors shall maintain an adequate number of standby drivers available within ten minutes of a missed run. Contractors shall maintain staffing levels sufficient to provide uninterrupted transportation services. Driver shortages shall not excuse performance requirements.

Contractors must provide driver training programs covering safety, discipline, special needs transportation, and customer service.

Drivers are required to attend annual safety and discipline management workshops. Contractors must supply discipline documentation forms and post student rules on all buses.

The contractor will employ a full-time manager and a dispatcher who can act as a stand-by driver when needed. The stand-by driver must have a dual certification and possess the same certifications and licenses as the regularly scheduled driver.

It shall be the responsibility of the Contractor to maintain student behavior on each vehicle in accordance with such regulations as have been adopted by the District or may be adopted. All major disciplinary problems must be promptly reported to the appropriate School Officials in

writing on forms furnished by the District. The District agrees to assist in rectifying the aforesaid disciplinary problems.

To facilitate maintaining student behavior, the Contractor will provide each driver, before the start of school, with rules and procedures for the West Middlesex Area School District relating to discipline.

### **Service Standards & Penalties**

The contractor must maintain service during peak demand periods, including athletic and field trips.

### **Performance Standards**

The Contractor shall meet the following minimum performance standards throughout the term of the Agreement:

- Maintain an on-time performance rate of at least 98% for all regularly scheduled routes. A route shall be considered on time when it arrives at its scheduled stop or school destination no more than ten (10) minutes after the scheduled arrival time and no earlier than five (5) minutes before the scheduled arrival time, unless otherwise approved by the District.
- Complete 100% of all scheduled routes, except in circumstances beyond the Contractor's reasonable control (e.g., severe weather, road closures, or declared emergencies).
- Submit a monthly performance report to the District summarizing:
  - On-time performance statistics
  - Missed or delayed runs
  - Vehicle breakdowns
  - Driver shortages affecting service
  - Student discipline incidents
  - Accidents and safety-related events
- Participate in an annual performance review with District administration to evaluate safety, service quality, staffing, customer service, and compliance with contract requirements.

Failure to meet these standards may result in corrective action plans, financial penalties, or contract termination for cause.

Penalties will be imposed for:

- Missed or late runs (\$ daily rate deduction).
- Failure to provide a replacement vehicle within 30 minutes of breakdown.
- Unauthorized route/stop changes.

- Leaving a bus unattended with students on board.
- Student left unattended on a bus (\$10,000 penalty per incident).
- Repeated disciplinary failures.

The District reserves the right to secure alternate service at the contractor's expense if required.

### **Records & Reporting**

The Contractor must acknowledge that it is an experienced school transportation carrier and is knowledgeable regarding the Pennsylvania Department of Education (PDE) record-keeping and reporting requirements, including daily attendance logs for students provided specialized transportation. The Contractor shall obtain and maintain all records required by the PDE for school transportation programs, and shall provide the District with copies of all records required to be maintained by the District. The Contractor is to furnish the District with the following information on each vehicle prior to the beginning of each school term: Vehicle identification numbers, make, model, and year. The Contractor shall also furnish such information as the District may request or require, including, but not limited to, the number of bus routes, pupils carried per bus from place of origin to a destination, miles of vehicle travel with and without pupils, accident reports, and similar relevant data. By the tenth workday of each month, the Contractor shall furnish the mileage and pupil data as required by the District. The Contractor agrees that it will fully reimburse the District for any penalties or fines incurred or subsidy lost due to the Contractor's failure to properly obtain, maintain, or report such required information or its failure to prepare and maintain adequate records to support the required data.

### **Cybersecurity & Data Privacy**

The Contractor shall comply with all applicable federal and state laws governing the privacy, security, and confidentiality of student and employee information, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Children's Internet Protection Act (CIPA), and applicable Pennsylvania laws.

All student, routing, GPS, video, stop location, scheduling, and transportation-related data generated, collected, or maintained under this Agreement shall remain the sole property of the District.

The Contractor shall:

- Protect all student, parent, employee, transportation, routing, and District data from unauthorized access, disclosure, alteration, or destruction.
- Use industry-standard administrative, technical, and physical safeguards to protect confidential information.
- Limit access to confidential information to authorized personnel with a legitimate business need.
- Ensure that all subcontractors and third-party vendors with access to District data comply with the same privacy and security requirements.

## **Data Breach Notification**

The Contractor shall notify the District in writing within twenty-four (24) hours of discovering any actual or suspected data breach, cybersecurity incident, unauthorized access, or disclosure involving District information. The Contractor shall cooperate fully with the District in investigating, mitigating, and remediating any such incident and shall bear all costs associated with any breach caused by the Contractor's acts or omissions.

## **Insurance & Bonds**

Contractor must provide:

- Bid Bond equal to 10% of contract value.
- 25% Performance Bond, renewable annually at the District's discretion
- Public liability and property damage insurance with limits of \$1,000,000 per accident (or as otherwise required by law), naming the District as additional insured.
- Workers' Compensation and Employer's Liability coverage per statutory requirements.
- A statement acknowledging the District's intent to provide transportation facilities and related assets through a separate lease or facility-use agreement and describing the bidder's anticipated use of such facilities.

The Contractor shall carry with an insurance company or companies authorized to insure such risks in Pennsylvania, public liability and property damage insurance with respect to each vehicle used by it under this Agreement in policy amounts of not less than \$5,000,000 per accident, or such greater amount as shall be required by law. The District shall be an additional named insured under said policies. Certificates of said policies shall be on file with the District before service begins. ATTACHMENT 2 stipulates the specific insurance coverage.

## **Proposal Requirements & Evaluation**

Proposals must include:

- Title page with contractor contact info.
- Profile of contractor (size, structure, experience).
- References from school districts.
- Cost proposal for a 7-year term.
- Signed non-collusion affidavit.
- Detailed driver selection/training plan
- Detailed employee compensation and benefits plan, including wage rates for regular route drivers, special transportation drivers, substitute drivers, mechanics, dispatchers, and transportation management personnel assigned to the District. The proposal shall also include a description of employee benefits, including health insurance, retirement benefits, paid leave, attendance incentives, safety incentives, and any other compensation programs offered to transportation employees.

- A written acknowledgement of the requirement to purchase the District's existing transportation vehicles and a description of the bidder's proposed methodology for establishing Fair Market Value.
- The bidder shall provide a detailed implementation timeline describing staffing, vehicle acquisition, route development, technology implementation, parent communication, and service startup activities.

Evaluation Criteria: Cost, contractor experience, safety record, service enhancements, and references.

### **Detailed driver selection/training plan**

Compensation and Benefits Plan. The bidder shall provide a detailed description of its proposed employee compensation package for personnel assigned to West Middlesex Area School District, including but not limited to:

- Starting and maximum wage rates for regular route drivers, special transportation drivers, substitute drivers, dispatchers, mechanics, and transportation managers;
- Health insurance, dental insurance, vision insurance, retirement benefits, paid leave, attendance incentives, safety incentives, and other employee benefits;
- Proposed wage scales and anticipated annual wage increases during the term of the Agreement;
- Any employee retention, recruitment, sign-on, referral, or longevity incentive programs;
- A description of how current District transportation employees will be transitioned into the bidder's compensation and benefits structure.

The District reserves the right to consider employee compensation, benefits, staffing stability, and workforce retention programs as part of its evaluation of proposals.

By September 30 of each contract year, the Contractor shall provide the District with an updated summary of compensation and benefits applicable to employees assigned to District transportation services, including wage schedules, benefit offerings, and any material changes to compensation programs. Individual employee compensation information shall not be required.

### **Termination & District Rights**

This contract may be terminated by the District by providing 30 days' written notice to the Contractor due to non-performance by the Contractor or due to other reasons that would constitute just cause. Upon such termination by the District, damages to be recovered from the performance guarantee indemnity bond or Irrevocable Letter of Credit shall include, but not be limited to, all costs required to obtain alternative transportation services for the duration of this contract. Failure to meet the established Performance Standards for two (2) consecutive months

or three (3) months during any contract year shall constitute grounds for contract default and may result in termination for cause.

### **Transition Assistance**

Upon expiration, non-renewal, or termination of this Agreement, the Contractor shall cooperate fully with the District and any successor transportation provider to ensure an orderly and uninterrupted transition of services.

The Contractor shall:

- Continue providing transportation services through the final day of the contract term unless otherwise directed by the District.
- Provide route, stop, scheduling, vehicle, and operational information reasonably requested by the District.
- Assist in transferring student transportation data, including routing information, to the District or successor provider.
- Cooperate in meetings and planning activities necessary to ensure continuity of service.
- Return all District-owned equipment, records, keys, access credentials, fuel cards, radios, and other District property upon request.
- Not take any action that would interfere with the District's ability to transition transportation services.
- The Contractor shall provide the District with an export of all routing, stop, student, vehicle, and scheduling data in a format reasonably acceptable to the District no later than thirty (30) days prior to the expiration or termination of the Agreement.
- The Contractor shall provide all route files, GPS data, student transportation records, stop information, and routing software exports in a commonly usable electronic format without additional charge.

The obligations contained in this section shall survive the expiration or termination of the Agreement until the transition is completed.

### **District Right of First Refusal**

Upon expiration, termination, or non-renewal of this Agreement, the District shall have the exclusive option for a period of sixty (60) days to purchase any vehicles used primarily to provide transportation services under this Agreement at Fair Market Value. The purchase price shall be the Fair Market Value of the vehicles at the time of purchase, as determined by mutual agreement of the parties or, if necessary, by an independent appraisal process acceptable to both parties. If the District elects not to exercise this right, the Contractor may retain, sell, or otherwise dispose of the vehicles at its discretion.

## **Other**

The Contractor and the District hereby stipulate that the Contractor, while engaged in performing service under the terms and conditions of this Agreement, is an independent contractor and is not a servant, agent, or employee of the District.

The Contractor agrees to indemnify, defend, and hold harmless the District for any act of omission or commission of the Contractor's employees that is within the scope of their employment with the Contractor.

The Contractor agrees that any driver employed and working under this Agreement may be investigated relative to fitness and competency by the District as it deems reasonable, necessary, and proper. The Contractor further agrees to notify its employees of the District's right to conduct such personal examinations and obtain their consent prior to being employed for service under this Agreement.

The Contractor agrees to cooperate with the District in conducting semi-annual bus evacuation drills as required by the Department of Education.

The District will give weighted consideration to a Contractor willing to provide a Bus Safety School on a bi-weekly or as-needed basis during the school year. The School shall have separate elementary and secondary programs, be designed to serve as the final deterrent for students with discipline problems prior to the complete loss of bus riding privileges, be no less than 45 minutes in length, and accommodate the accompaniment of a parent or guardian to generate a signed discipline contract at the conclusion of the presentation. Contractors intending to provide this service shall state their intentions and price in a cover letter.

The Contractor will be paid monthly based on properly prepared invoices. Payments shall be based on a "per day" billing for services performed only when school is in session. The invoice shall enumerate the services performed in accordance with the contract pricing proposal, plus any additional charges or credits.

## Attachment 1

### Vehicles used for the 2025/2026 School year

<b>BUS #</b>	<b>ROUTE</b>	<b>YEAR</b>	<b>MAKE</b>	<b>MODEL</b>	<b>ROUTE MILEAGE</b>	<b>ROUTE TIME</b>	<b>CURRENT ESTIMATED MILEAGE</b>
0	VO-TECH	2017	THOMAS	EFX	134.9	~ 4.5	125,144
1	ELEM/HS	2023	THOMAS	C2	84.1	3.9	33,417
3	ELEM/HS	2022	BLUE BIRD	VISION	110.03	4.12	102,833
4	SPARE	2016	THOMAS	C2			135,142
8	SPARE	2018	THOMAS	C2			117,009
12	ELEM/HS	2022	BLUE BIRD	VISION	63.52	3.25	82,074
14	ELEM/HS	2019	BLUE BIRD	VISION			101,944
16	ELEM/HS	2019	BLUE BIRD	VISION	74.01	3.35	92,486
24	ELEM/HS	2023	THOMAS	C2	127.72	3.55	44,402
25	ELEM/HS	2024	THOMAS	C2	64.62	3.07	7,373
38	ELEM/HS	2024	THOMAS	C2	81.1	3.28	8,830
22	SPECIAL NEEDS	2020	BLUE BIRD	MICRO	101.67	~ 4.5	67,001
75	AMISH	2016	CHEVROLET	EXPRESS		~ 4.5	111,011
4	SPARE	2015	CHEVROLET	EXPRESS			112,773

## **Attachment 2**

**Insurance:** All bidders must provide evidence sufficient to the District of insurance in the following amounts:

- A. Commercial General Liability with policy limits of not less than One Million (\$1,000,000) for each occurrence and Two Million (\$2,000,000) in the aggregate for bodily injury, personal/advertising injury and property damage;
- B. Automotive Liability covering owned and rented vehicles operated by bidder, its consultants, agents, servants and employees with policy limits of not less than One Million (\$1,000,000) combined single limit and in the aggregate;
- C. Umbrella or excess liability insurance with policy limits of not less than Two Million Dollars (\$5,000,000);
- D. Workers' Compensation at statutory limits and Employers' Liability with a policy limit of not less than One Million (\$1,000,000);
- E. To the extent that services typically covered under professional liability insurance are to be rendered, Professional liability insurance covering the negligent acts, errors and/or omissions in the performance of services by bidder, its consultants, agents, servants and/or employees with policy limits of not less than One Million (\$1,000,000) per claim and in the aggregate.
- F. Cyber Liability and Data Breach Response Insurance covering privacy breaches, unauthorized access, ransomware incidents, notification costs, credit monitoring, regulatory defense, and related expenses with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Bidder shall provide the District with Certificates of Insurance evidencing compliance with the insurance requirements set forth in this Section immediately, or as soon thereafter as possible, following contract award. The Certificates will identify the Owner as a named, additional insured on all applicable policies of insurance.

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Anti-Bid-Rigging Act, 73 p.s. §§ 1611 et.seq. Governmental agencies may require Non Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on the prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in the disqualification of the bid.

## **Documents Required for Bid Submission**

Please complete the following:

1. Non-Collusion Affidavit
2. Bidder Information
3. Deviation Form
4. Cost of Proposal 7 year term (2026-2027 through 2032-2033)
5. Cost of Proposal 5 year term (2026-2027 through 2030-2031)

**NON-COLLUSION AFFIDAVIT**

Contract/Bid No.: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I state that I am \_\_\_\_\_  
\_\_\_\_\_ (Title), \_\_\_\_\_ (Name of Firm)

I am authorized to make the affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in the firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor the approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

\_\_\_\_\_ its affiliates, subsidiaries,  
(Name of Firm)

officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that \_\_\_\_\_

(Name of Firm)

understands and acknowledges that the above representations are material and important, and will be relied on by the West Middlesex Area School District in awarding the contract(s) for which this bid is submitted. I understand and the firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the West Middlesex Area School District of the true facts relating to the submission of bids for this contract.

(Name and Company Position)

Sworn to and subscribed

before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

(Notary Public)		(My Commission Expires)

## BIDDER INFORMATION SHEET (Page 1 of 2)

Official Company Name of Bidder: \_\_\_\_\_

Address of Bidder:	_____ _____
Telephone Number of Bidder:	_____
Date of Bidder's Proposal:	_____

Company Representative's Name: \_\_\_\_\_

Signature of Company Representative: \_\_\_\_\_

Company Representative's Title: \_\_\_\_\_

### Three school district references

#### **Reference 1**

District Name: \_\_\_\_\_

Point of contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### **Reference 2**

District Name: \_\_\_\_\_

Point of contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### **Reference 3**

District Name: \_\_\_\_\_

Point of contact name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_



## DEVIATION FORM

In the event that the undersigned Bidder intends to deviate from the specifications, the bidder is to fully document and describe each deviation in complete detail, including reasons for the deviation. The Bidder should include in its description how the deviation is equal to or better than the specification. General statements regarding deviations are not acceptable and will result in bid rejection. All approved deviations must be acknowledged and approved in writing by the District.

If no deviations are submitted, the bidder assures the District of full compliance with the specifications, instructions, and conditions.

If deviations are found on said sample and not listed, the bidder may be disqualified, in the District's sole discretion.

Company \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

CONTRACTED DAY-TO-DAY SCHOOL BUS

TRANSPORTATION - 5 YEAR PRICING

West Middlesex Area School District

Vehicle Description	# Routes	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
72 Passenger Bus - Type C						
Wheelchair Vehicle - Type A						
Hourly rate over five (5) hours for any route type						
Late runs - any vehicle						
Summer routes - 72 passenger Type C						
Sports/Activity Trips per hour (2 hours)						

Please also include the price of the performance bond, if there is an additional fee for this.

\* In the event that the routes exceed (5) five hours total drive time for the day, this hourly rate will be billed in 15-minute increments.

\*\* In the event that a trip exceeds (2) two hours, this hourly rate will be billed in 15-minute increments.

CONTRACTED DAY-TO-DAY SCHOOL BUS  
 TRANSPORTATION - 7 YEAR PRICING  
 West Middlesex Area School District

Vehicle Description	# Routes	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033
72 Passenger Bus - Type C								
Wheelchair Vehicle - Type A								
Hourly rate over five (5) hours for any route type								
Late runs - any vehicle								
Summer routes - 72 passenger Type C								
Sports/Activity Trips per hour (2 hours)								

Please also include the price of the performance bond, if there is an additional fee for this.

\* In the event that the routes exceed (2) hours total drive time for the day, this hourly rate will be billed in 15-minute increments.

\*\* In the event that a trip exceeds (5) hours, this hourly rate will be billed in 15-minute increments.