

**Invitation for Bids**  
**for**  
**Student Transportation**  
**for the period**  
**July 1, 2026, through June 30, 2029**

Easton Public Schools  
48 Spooner St  
Easton, Massachusetts

**February 12, 2026**

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EASTON PUBLIC SCHOOLS  
EASTON, MA 02067

**INVITATION FOR BIDS  
For  
STUDENT TRANSPORTATION**

Sealed bids for a base bid of full transportation services in-town and including late pickups, events, and field trips, and one add alternate of a school bus camera system, will be received at:

Easton Public Schools, Central Office  
48 Spooner Street  
Easton, MA 02356

ATT: Tony Kopacz – Director of Facilities and Operations

The Awarding Authority is the Town of Easton School Committee.

Contract Documents may be picked up at the Easton Public Schools Central Office or downloaded at [eastonmaschools.org](http://eastonmaschools.org), as of **February 12, 2026, at 12:00pm**.

Bids must be received by **Friday, March 9, 2026 at 10:00am, at which time they** will be publicly opened, read, and recorded at the Easton Public Schools, Central Office.

All bids must be on the Bid Form annexed hereto and be signed by the bidder with his business address. All bids must include the Statement of Non-Collusion and Tax Affidavit Form annexed hereto, completed and signed as indicated therein.

Bids must be submitted in a sealed envelope and be addressed to "The Easton Public Schools, School Committee" and endorsed "**Bids for School Transportation, July 1, 2026, through June 30, 2029**".

The Awarding Authority reserves the right to waive any informalities in the Bids, or to reject any and all bids if it considers it to be in the public's interest to do so.

By: Easton School Committee  
48 Spooner Street  
Easton, MA 02356

# INVITATION FOR BIDS

## 1.0 General Bidding Information

### 1.1 General Requirements

The bidder shall be held to have read this **Invitation for Bids (IFB)** document in its entirety, and all other documents referred herein (collectively referred to as "Contract Documents").

The prime intent of the Contract Documents is to always ensure safe and efficient quality transportation.

The provisions herein reflect the requirements of the Easton School Department and shall not be modified to accommodate the individual bidder's needs.

Questions regarding this Invitation for Bids should be directed to Tony Kopacz, Director of Facilities and Operations by email at [akopacz@easton.k12.ma.us](mailto:akopacz@easton.k12.ma.us), on or before **Friday, February 27, 2026** at **10:00am**. Written responses will be emailed to all bidders on record after picking up the IFB. If any changes are made to the IFB, they will be made in the form of an addendum. Any addenda will be emailed to all bidders on record as having picked up the IFB. Bidders may not rely on any information or communications, oral or otherwise, which are not contained in an addendum.

The Awarding Authority reserves the right to cancel this IFB or reject in whole or in part any bids if the Awarding Authority determines that cancellation or rejection serves the best interests of Easton Public Schools.

### 1.2 Bidding Procedures

All bidders must use the bid forms provided.

Bond requirements as specified in part 8.0 of the IFB must accompany the bid.

Bids must be submitted in a sealed envelope, addressed to the Awarding Authority. They must bear the name of the bidder and must specify on the envelope:

**"BIDS FOR SCHOOL TRANSPORTATION, July 1, 2026, through June 30, 2029"**

The address of the Awarding Authority is as follows:

Easton Public Schools, Central Office  
48 Spooner Street  
Easton, MA 02356

Bids are to be submitted by **10:00a.m.**, local time on **Friday, March 9, 2026** at which time all bids will be publicly opened, read, and recorded.

### 1.3 Awarding Procedures

All bids will be taken under advisement. After analyzing each bid, a decision will be made by the Easton School Committee. The contract will be awarded within thirty (30) days after the bid opens to the lowest responsive responsible bidder. The time for an award may be extended for up to forty-five (45) additional days at the sole discretion of the School Committee.

A bidder may correct, modify, or withdraw a bid by written notice received by Tony Kopacz, Director of Facilities and Operations, 48 Spooner Street, Easton, MA 02356 before the time set for bid opening. Bid modifications must be submitted in a sealed envelope clearly marked "Modification Number\_\_\_\_\_". Each Modification must be numbered in sequence and reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the School Committee or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake in the intended bid is evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

All bid prices submitted in response to this IFB must remain firm for seventy-five (75) days following the bid opening.

A bid must be signed as follows:

1. If the bidder is an individual, by him/her personally;
2. If the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner;
3. If the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation.

A bid must include a reference list. All bidders must submit a complete list of jobs performed in the past five (5) years, with contact names and telephone numbers.

All bids must include the following paperwork:

1. Bid Form (Cover Letter)
2. Bid Price
3. Contractor Experience Form and Qualifications
4. Equipment Listing
5. Location and Staging Plan
6. Plan for Maintenance
7. Employee Substance Abuse Policy
8. Tax Affidavit Form
9. Non-Collusion Affidavit
10. Corporate Vote
11. Certificate of Foreign Corporation
12. Verification of Prevailing Wage
13. Contract Form
14. Appendix A, B, C, D verification
15. Bid Bond

### **Rule for Award**

This contract will be awarded to the responsive and responsible bidder who meets all the requirements contained in the Contract Documents and offers the lowest bid. The low bid will be determined by the base bid, which consists of the combined costs of Regular Transportation in items 1-4, and any accepted alternate, as defined in section 11.2.

Discrepancies between annual costs (unit price of price pre bus multiplied by number of buses) will be

resolved in favor of the unit prices (price per bus). Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

#### **1.4 Ability & Experience of Bidder**

No award will be made to any Bidder who cannot satisfy the Awarding Authority that they are responsible and have sufficient ability and experience (minimum of 5 years experience) to prosecute and complete the obligations contained in the Contract Documents successfully within the time named. The Awarding Authority's decision or judgment on these matters shall be final, conclusive, and binding.

The Awarding Authority may make such investigations as it deems necessary, and the Bidder shall furnish to the Awarding Authority, under oath if so required, all such information and data for this purpose as the Awarding Authority may request.

### **2.0 General Information**

#### **2.1 Bus Routes and Buses**

All buses must be Dual Rear wheels and have at least seventy-one passenger (i.e. seat) capacity.

The Contractor and the Supervisor of Transportation will collaboratively establish the runs and routes for each school year and all subsequent years of the contract. The Superintendent of Schools or his/her designee reserves the right to rearrange, adjust, or combine routes and schedules when it is in the best interest of the Easton Public Schools to do so. In **school year 2026-2027**, preliminary routes will be due on August 1st, and on the same date each year of the contract to the Superintendent of Schools and final routes will be agreed upon by August 15th, and on the same date each year of the contract.

The Superintendent of Schools or his/her designee reserves the right to change any route, the number of students on any route, or its Transportation Policy at any time to ensure safe and efficient service. The number of buses to be used shall be determined solely by the Superintendent of Schools or his/her designee. Buses for "regular bus routes" or "late buses" may be added or deleted in any contract year and shall be at the base bid price per vehicle per day on the Bid Form for that contract. There will be no charge to Easton Public Schools for the deletion of a bus at any time.

#### **2.2 Number of Pupils**

In the current school year (**2025-2026**) we had expected approximately **two thousand six hundred thirty-seven (2637)** pupils to be transported.

Those pupils are distributed as follows:

Seventeen buses are currently used for morning and afternoon runs.

K-2 - All students are offered transportation

Currently, Easton Public Schools offers pay-to-ride busing for grades 3-12, which allows parents of children who live within one and a half (1.5) miles of their school to elect to pay for school bus transportation for their children.

Data for 2025-2026 that may help formulate these bid options:

<b>2025-2026</b>	<b><u>Estimated Riders</u></b>
Blanche Ames Elementary School	677
Richardson Olmsted Elementary School	675
Easton Middle School	658
Oliver Ames High School	627
<b>Total</b>	<b>2637</b>

**2.3 Mileage**

The current routes include an average of **1150** miles per day including first pick-up to last drop-off. The estimated mileage for **2026-2027** is currently undetermined and contingent upon students who reside less than two miles from their school requesting transportation. The school year will include 180 days of transportation.

**2.4 Time Schedule**

The school hours are established by the Easton Public School Committee. The transportation schedule must be arranged to ensure the arrival of students at least five minutes and no more than fifteen minutes before the designated start time unless otherwise deemed necessary by the Superintendent of Schools or his/her designee. On the return trip, all buses are to arrive at schools by the designated end times. These times will vary on early dismissal days or inclement weather emergencies. Generally, there are six (6) early dismissal days per school year at the elementary level, six (6) early dismissal days per school year at the middle school, and five (5) early dismissal days per school year at the high school. The Contractor must participate once yearly in a full school evacuation drill.

The Superintendent of Schools or his/her designee will approve all the bus schedules.

The estimated start date for the 2026-2027 school year is between August 25th and September 8th of 2026. School Committee calendar approval has not been finalized as of the release of this document.

The tentative school hours for the 2026-2027 school year are as follows:

<b>Current Year School Hours</b>	<b><u>STARTING TIMES</u></b>	<b><u>ENDING TIMES</u></b>
BA	9:10am	3:30pm
RO	8:40am	3:00pm
Middle School (Grades 6-8) Late runs 2-4 days per week	7:55am 3:30pm	2:25pm 4:30pm
Oliver Ames (OA) High School (Grades 9-12) Late runs 2-4 days per week	7:55am 3:30pm	2:25pm 4:30pm

Transportation routes may be amended, added, or discontinued at the discretion of the Superintendent of Schools or his/her designee when emergencies occur or other unforeseeable circumstances arise. Such changes will be implemented within two (2) days of written notification, to the extent feasible.

The Superintendent reserves the right, in his/her sole discretion, in advance of any new fiscal year, to also change the number of buses used in the performance of the contract, school hours, and time schedule.

The School Committee and/or Superintendent's decision in each of these respects shall be final. If the Contractor fails to affect any such route changes or fails to increase or decrease the number of buses on a temporary or short-term basis (i.e. during early release days or other short-term changes in schedule) within two (2) days after the receipt of written notice to do so, then the Contractor shall be in violation of the contract.

If such a violation occurs or any violation of the contract remains unsolved, due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the School Committee would in such event sustain, the Contractor shall pay liquidated damages to the Easton Public Schools in the sum of \$500.00 per incident, per day, for each and every day that such failure shall continue, with said amount agreed to be the amount of damages which the Easton Public Schools would sustain. Such damages are not a penalty and shall be deducted from the payment due the Contractor. These shall be in addition to any other rights and remedies available to the School Committee.

## **2.5 School Sponsored Trips**

Bidders are required to submit a bid on furnishing transportation, buses of eighty-three (83) passenger capacity, which will be used to furnish transportation for late bus runs, out-of-district and in-district field trips, athletic contests, Elementary after-school care, and other school-sponsored activities as the School Committee may determine. Field trip and late buses may be the same buses as those used for regular runs if the company can accommodate the need for these without negatively impacting the existing transportation schedule.

It will be the responsibility of the transportation vendor to provide drivers for field trips that are familiar with the destinations. While helpful, maps shall not be the main source of direction for the drivers. The vendor must provide training sessions for all drivers who may be employed on a field trip. It is not the responsibility of school department personnel or chaperones to provide drivers with directions.

Failure to provide bus services in compliance with this section will result in liquidated damages for each bus on a trip, for each occurrence, equal to the total cost of the field trip as stipulated in the contract or the total cost of alternative transportation, if required, as determined by the School Committee, due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the School Committee would in such event sustain.

In no instance shall the regular transportation schedule be modified as a result of transporting students for the above-named activities.

The time of School Sponsored Trips for price determination will begin when the bus arrives as ordered at its pick-up destination and when it returns students to their ending destination. During trips when the bus drops students off at a destination and is not required to wait on the same site for a return run, the School Department will not be charged for hours the bus is not waiting on site.

Nothing in this bid will preclude the Easton Public School Department from using their own vehicles or alternative vendors for these types of transportation purposes.

## **3.0 Equipment and Fuel**

### **3.1 Conformance with Law and Regulation**

The Contractor shall use buses that conform to the General Laws of the Commonwealth of Massachusetts and all other applicable laws, rules, and regulations and meet fully the requirements of the Commonwealth of Massachusetts, Registry of Motor Vehicles, and all other applicable regulatory authorities. For out-of-town trips, only buses that meet the requirements of the Department of Public Utilities, and all other laws, will be used. All buses must be Dual Rear wheel drive and have eighty-three (83) passenger capacity.

### **3.2 Inspections**

Written reports of the conditions of buses as determined at the time of mandatory inspection by the Registry of Motor Vehicles shall be presented to the Supervisor of Transportation no later than ten (10) days following the date of inspection.

All equipment shall be subject to inspection and examination by the School Committee or its designees at any time during the term of the contract, without creating any obligation to do so. The Contractor will furnish all facilities and give necessary assistance for inspections and examinations as the School Committee may direct or request. Rejected equipment shall be promptly declared inoperable, and shall not be allowed to transport schoolchildren.

### **3.3 Maintenance**

The Contractor agrees to always keep the buses in good working condition and to furnish all necessary fuel, oil, grease, tires, maintenance, and repairs throughout the entire period of the contract.

### **3.4 Cleanliness**

School buses are to be kept clean at all times, inside and out, in a condition of cleanliness satisfactory to the School Committee or its designee.

### **3.5 Required Equipment**

The following equipment constitutes the **minimum** criteria required for a bidder to submit a bid that is responsive to this IFB.

All buses shall be equipped with snow tires any time road conditions warrant such equipment. All tires, at all times, shall be of the same size and same type, whether regular tires or snow tires. Each bus must carry at all times, and in proper working order:

1. All equipment as required by law
2. One set of flares
3. One first-aid kit
4. One set of wheel chock blocks
5. One fire extinguisher
6. Immediate communication must be available between the Offices of the Superintendent and the Contractor and Dispatcher.

Minimally, all buses must be equipped with a two-way radio and/or telephone

communication system that can communicate with a local dispatcher who can contact or be contacted by the Easton Public School Department at all times. There shall be no “dead spots” that leave the bus outside this communication system.

All communication equipment shall be fully operational and tested each day. Spare radio equipment must be available and maintained to ensure that all buses have working two-way communication with the dispatcher.

Before transporting children, all drivers must be instructed in the proper utilization of the radio equipment.

If it is found that any of the two-way communication systems are not in operation, then the Contractor shall be in violation of the contract. In this and any case, due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the School Committee would in such event sustain, the Contractor shall pay damages to the Easton Public Schools in the sum of \$200.00 per incident, per day, for each and every day that such failure shall continue, and for, liquidated damages. These damages shall be deducted from the payment due the Contractor. The School Department may, at its option, arrange for the immediate repair of said radios and deduct the cost of repair from payments due to the Contractor. This shall be in addition to other remedies available to the School Department.

7. All vehicles must always have a copy of their routes and a map of Easton.
8. All vehicles will be clearly labeled by a route identification number approximately six inches in height on each of the four sides of the bus. One will be on the rear bumper and one on the front bumper on the "passenger" side of each school bus vehicle in a conspicuous manner.
9. Vehicles must be painted "school bus yellow."
- 10A. Each bus shall be equipped with Cameras for viewing by school administrators, when requested.
- 10B. **Add Alternate: Bus Cameras**  
The School Department is researching the option of purchasing and installing its own bus camera system, but is offering the option for vendors to supply a bus camera system as an add alternate.

Any bus camera system proposed as an add alternate by a vendor must meet the following minimum criteria:

The successful bidder shall provide a complete cloud-based school bus video surveillance solution, including hardware, software installation, training, and ongoing support.

#### **System Architecture**

- Onboard cameras with a mobile network video recorder or gateway
- Edge recording with automatic cloud synchronization

- Secure cloud-hosted video management system (VMS)

### **Camera Requirements**

- Minimum 1080p high-definition resolution
- Interior and exterior camera coverage
- Wide dynamic range and low-light or infrared capability
- Vandal-resistant housings suitable for school environments

### **Onboard Recording and Storage**

- 30 days of local video storage per bus
- Automatic overwrite when storage capacity is reached
- Tamper detection and alertin

### **Cloud Platform**

- Secure cloud storage hosted in compliant data centers
- Role-based access control
- Search and playback by date, bus number, route, and event

### **Connectivity**

- LTE or 5G cellular connectivity
- Wi-Fi offload at depots or school facilities
- Adaptive bandwidth management

### **Security and Privacy**

- Encryption of video data in transit and at rest
- Compliance with FERPA and Massachusetts student data privacy laws
- Audit logs for all system access

Any device that is not fully functioning must be repaired or replaced within three (3) business days. During repairs and/or replacements a bus must be provided that has a fully functioning camera system. The Contractor will share access to the District so the District has access at all times. The Contractor shall submit with the bid documentation describing the camera system to be used. All video and data obtained in the mobile digital recording devices will become the sole property of Easton Public Schools. No video may be viewed prior to being turned over to a representative of the Easton Public Schools without prior authority from the Superintendent or his/her designee to preview it. The video system shall be supplied, installed and fully operable in 100% of the vehicles by the first day the vehicle is put into service in Easton.

Each bus will have a posting of “Video Surveillance on This Bus” in plain sight for all riders to see.

## **3.6 Listing of Vehicles**

Each bid shall contain a detailed description, on the forms provided, of each bus to be furnished, including the year of manufacture, model, number, present mileage, make of body, make of bus, seating capacity, and present condition. Contractor must submit annual update documentation on each of the following dates identifying and detailing composition of bus fleet to be used as of each of the following dates:

- a.) August 1, **2026-2027**, b.) August 1, **2027-2028** c.) August 1, **2028-2029**.

### **3.7 Number, Age, and Size of Vehicles**

In the current school year (**2025-2026**), at least seventy-one dual rear-wheel buses with eighty-three (83) passenger capacity buses are used for morning and after-school runs. For (**2026-2027**) it is estimated, but not guaranteed, that the school system may require up to seventeen (17) or more, dual rear-wheel buses with eighty-three (83) passenger capacity to transport students. It is estimated all buses will be needed for a minimum of four (4) hours per school day. Maximum time for regular routes is approximately 5 hours.

At no time during the term of the contract shall any bus, including spares, be more than five (5) years old. For the purpose thereof, the age of each bus shall be counted from the date of its purchase when new. The Contractor, on or before August 1 of each school year, must file with the School Committee the certificate of title, bill of sale, or other evidence satisfactory to the School Committee, for each bus to be used thereunder, showing the date of purchase when new.

The School Committee or the Superintendent reserves the right to change the minimum number of buses required in each year of the contract if an increase or decrease in enrollment dictates such a change or to meet safety regulations relative to the General Laws of the Commonwealth of Massachusetts and all other applicable laws, rules, and regulations and the Rules and Regulations of the Department of Motor Vehicles and all other applicable regulatory authorities relating to the transportation of public school children. If such is the case, the contract shall be adjusted accordingly in accordance with the pricing laid out in Section 11.2.

In the event the number of students eligible for regular transportation increases or decreases for regular transportation, the additional bus price or deleted bus price will be the same price per bus as bid in Section 11.2 and the contract adjusted accordingly.

### **3.8 Other Operating Costs**

In all cases, tolls, parking fees, and bus expenses will be paid by the successful bidder.

Except as specifically limited by this contract, the bid price shall be construed to cover all costs incurred by the bidder to perform the work required by the contract.

### **3.9 Fuel Adjustment Clause**

This clause will not apply until such time as the fuel price changes at least 15% from the base period price. This change will be adjusted monthly. The price on the first Monday of the month will be the price for the entire month.

For each \$0.01 increase in the cost per gallon as reflected in the low rack reseller (regular gasoline) or low tank reseller (diesel fuel) posting for Boston according to the New York Journal of Commerce, the Contractor may charge the Committee an additional \$0.002 per mile for all miles traveled. Proof of the New York Journal of Commerce shall be the Contractor's responsibility and he shall submit photocopies of the changes with invoices.

For each \$0.01 decrease in the cost per gallon as reflected in the low rack reseller (regular gasoline) or low tank reseller (diesel fuel) posting for Boston according to the New York Journal of Commerce, the Contractor shall credit the Committee an additional \$0.002 per mile for all miles traveled. In conjunction with this provision, the Contractor will submit to the Committee, by the fifteenth of each month school is in session, photocopies of the New York Journal of Commerce posting for Boston.

Mileage for the purpose of fuel surcharges covered under this adjustment clause shall be defined as that for regular day transportation.

This escalation will be adjusted four times annually on a quarterly basis during the school year. The price on the first and fourth Monday of the month will be averaged and this average will be used to determine the price for the entire month of service.

The base cost for the calculation of the fuel adjustment clause is to be the low rack reseller (regular gasoline) or low tank reseller (diesel fuel) posting for Boston according to the New York Journal of Commerce on Monday, February 10, 2026, excluding taxes.

Any fuel taxes reimbursed to the Contractor that are directly associated with the contract will be returned/credited to the Committee.

It is understood and agreed that, in accordance with the provisions of Section 4221 of the Internal Revenue Code, the Committee may purchase the fuel used by the Contractor in the operation of its buses for the transportation required by the contract and have said fuel delivered to the Contractor's pumps and storage facilities located at its local terminal serving the Easton Public Schools. Upon making such delivery, the Committee shall be credited against any sums then due or thereafter to become due to the Contractor in the amount of the actual cost of the fuel.

The Contractor shall maintain any records necessary or required to accomplish the implementation of this provision.

This clause will not apply until such time as the fuel price changes at least 15% from the base period price. This change will be adjusted monthly. The price on the first Monday of the month will be the price for the entire month.

All fuel adjustments must be submitted in writing within the month of adjustments.

### **3.10 Maintenance and Garaging**

The Contractor agrees to furnish all necessary fuel, oil, grease, tires, maintenance, and repairs through the entire term of the contract and maintain adequate supplies of same at no cost to the School Committee.

The Contractor shall maintain a garage and service facility within the town of Easton or within any town that touches the borders of Easton. This property shall be privately owned or leased at the Contractor's expense or on the Town or School property (if available) with rent to be negotiated. The Superintendent of Schools or his/her designee shall have access to garages and service facilities for inspection purposes, without creating any obligation to do so. Excise Tax for the buses will be paid to the Town of Easton as may be required by law.

In line with keeping vehicles in good working condition and as proof of an ongoing preventive maintenance program, the Contractor shall keep adequate records accessible by the Committee, at the maintenance facility. Such records shall include repair orders and daily driver inspection forms and must be kept for the term of the contract.

### **3.11 Substitute Vehicles and Operators**

The successful bidder will provide at least two fully operational spare buses, which meet all the equipment requirements specified in 3.0, to be held in reserve at the local base of operations. Necessary spare drivers are to be available at all times for bus operations during the time that scheduled

buses are in operation.

The spare buses may be used to replace buses that are out of service for maintenance, repairs, or inspection. Spare buses may be used for field trips as long as their use does not interfere with regular routes if the need for such exists. Regular routes take precedence.

If service is interrupted on any route or routes for any reason and the spare buses are in service, the Contractor must provide a bus or buses that meet all the equipment requirements. Note: This does not require that the spare drivers are on-site or that they are paid for their wait. The School Department expects that the contractor can always cover all runs and that spare vehicles are available if breakdowns or accidents occur and that sufficient drivers are on staff to cover the absences of regular drivers or to cover additional runs. The School Department needs assurance that there will be no instances where a driver is sick and no driver is available or that a bus breaks down and no spare is available.

## **4.0 Vehicle Operation**

### **4.1 List of Operators**

The Contractor must make available to the Superintendent of Schools or his/her designee, at their request, any record of previous motor vehicle violations of any driver.

All drivers, on-site dispatchers, supervisors, or other agents of the Contractor are required to consent to a CORI check as a condition of providing services under this contract.

The Contractor shall file a list of drivers, including information needed for CORI checks with the Superintendent of Schools, on or before August 15, 2026. This list shall include all regular and substitute drivers for the Superintendent or its designee's approval. If any new drivers are hired during the course of the year, the Superintendent shall be informed immediately. All operators, including substitutes, must prominently display a photo ID, which must be provided by the Contractor whenever driving a Easton School bus. The Contractor shall use all responsible and lawful efforts to supply safe drivers for the performance of this contract. The Easton Public Schools shall arrange for CORI checks on all Contractor drivers who operate buses for the Easton Schools.

### **4.2 School Committee & Superintendent's Rights**

The School Committee, the Superintendent, or his/her designee reserves the right to accept or reject any drivers and local supervisors/dispatchers if it is deemed to be in the best interest of the Town of Easton. It is understood that the School Committee, the Superintendent, or his/her designee reserves the right to withdraw or revoke at any time its approval of any driver or local supervisor/dispatcher. Upon notification in writing, the Contractor will immediately replace the driver or local supervisor/dispatcher.

The Committee retains the right to request updated CORI (Criminal Offenders Record Information) checks of any drivers, supervisors, and dispatchers for the Contractor.

The Superintendent of Schools or his/her designee, acting under the direction of the School Committee, will have authority over the Contractor, bus drivers, and in all matters about school transportation. The responsibility for hiring and discharging personnel in respect to the foregoing shall rest entirely upon the Contractor.

### **4.3 Conformance with Law and Regulation**

The Contractor shall comply with the rules, regulations, and requirements of Chapter 90, Section 8A, of the General Laws of Massachusetts, and amendments thereto and all other applicable laws, rules, and regulations, in respect to the operation and licensing of the school bus operators, and Chapter 90 Sections 1A (Registrations), 7A (Inspections), 7B, 7D1/2, and 17 (Markings). Holders of D.P.U. licenses must meet similar qualifications.

#### **4.4 Medical Examination**

Superintendent's designee that it has obtained, reviewed, and maintains on file all required medical examination documentation for each regular and substitute driver to be employed under this Contract, and that each such driver has been medically cleared and is able to safely perform the essential functions of the position. The Contractor shall not be required to submit individual medical records to the District but shall make such certifications available upon request.

#### **4.5 Vehicle Speed**

No person shall operate a school bus at a rate of speed over the posted speed limits, or in violation of the statutes of the Commonwealth of Massachusetts. Vehicles entering or leaving school parking lots will enter and leave safely and not over 5 mph.

The Contractor agrees that no bus will be operated by a person of whose character or habits the Committee or the Superintendent of Schools may disapprove; that the Contractor will use only careful and temperate and responsible drivers; that the speed and method of operation will at all times be such as will assure a high degree of safety for the pupils therein, and that he will comply in every respect with the requirements of the Massachusetts statutes, applicable laws, rules and regulations including those of the Registry of Motor Vehicles, and all other applicable regulatory authorities relating and the direction and the wishes of the Easton School Committee.

#### **4.6 Inclement Weather**

The Contractor will stay in close contact with the School Superintendent or his/her designee when road or weather conditions are questionable. All decisions regarding school openings and closings rest with the Superintendent of Schools or his/her designee.

#### **4.7 School Emergency**

In the case of a School Emergency, the Contractor will dispatch buses as quickly as possible to assist the School Department, in housing or transporting students to another location. The Contractor should have an emergency call order in place to reach drivers, including but not limited to assigned route drivers. Any employee of the Contractor who is legally able to drive a bus should be dispatched if necessary. The Contractor must participate once yearly in a full school evacuation drill.

#### **4.8 Time Schedules**

Drivers will adhere to the time schedule established for their bus routes as closely and safely as possible as is consistent with the safe operation of the vehicle.

The Contractor agrees to follow time schedules approved by the Superintendent of Schools or his/her designee, including boarding and discharging stops. Such stops are to be located at convenient points on their designated routes.

Circumstances that cause unavoidable delay, or in any way interfere with the proper performance of the scheduled trip, are to be reported to the school authorities immediately.

In NO instance shall the regular transportation schedule be modified as a result of transporting students

for other activities or trips.

#### **4.9 Pick-up and Drop-off Points**

Drivers are to pick-up and discharge passengers only at the scheduled pick-up and drop-off points as designated by the Superintendent of School or their designee. If conditions warrant adding, deleting, or changing the location of one or more pick-up points, this information shall be conveyed to the Superintendent and/or their designee for consideration.

In the event of an accident, snowstorm breakdown, or other emergency no bus driver shall allow any student to leave the bus to walk home. Drivers shall be instructed in the proper handling of such emergencies. Two-way communication devices are to be used in these events to ensure proper supervision is always in place.

#### **4.10 Complaints**

The Contractor shall require that any and all complaints made to the driver by parents or pupils relative to school bus transportation, or controversies with parents over transportation problems are to be reported immediately to the Contractor and he/she is to report the same to the Superintendent and/or their designee for investigation and resolution. Drivers shall be advised to file written reports with the Contractor on all matters of concern to allow school authorities to deal with issues in a timely and efficient manner.

#### **4.11 Orientation, Practice Run, and Training Requirements**

Every driver is required to make "practice runs" with the Contractor's bus, of his/her routes prior to the first day of actually transporting any children, without cost to the Easton Public Schools. The Superintendent and/or their designee shall oversee "practice runs" to ensure driver's familiarity with their routes.

Annually, the Easton Public School Department will conduct an orientation for school bus personnel and administrators prior to the opening of school. All drivers and related personnel, such as the dispatcher, are required to attend at no cost to the Easton Public Schools.

The Contractor shall conduct an in-service program with the drivers to acquaint them with the proper procedures to follow in case of:

1. A brake failure
2. Bus stalling
3. How to react to skids
4. An accident
5. Inappropriate student behavior
6. Inappropriate parent interchanges
7. Bus becoming stuck or otherwise inoperable
8. Children involved in an accident on a bus

#### **4.12 Easton Public School Bus Rules and Regulations**

Easton Public School Bus Rules and Regulations for drivers and students are contained in Appendix B. The School Committee reserves the right at any time at its sole discretion to change these rules and regulations. Bidders must review this document.

#### **4.13 Accident Reporting**

The Contractor shall **immediately** notify the Superintendent and/or their designee of **any** accident and shall follow the School Department's procedures for a school bus accident. (See Appendix C.)

The Contractor shall make detailed reports in writing to the office of the Superintendent of Schools within twenty-four hours of any accident involving a school bus while being operated for the School Department. This shall include a list of names of students and any members of the public who are on, or hurt on, or by, a school bus regardless of the cause.

If a bus has been involved in an accident or other event that may injure children, the driver shall immediately report the incident.

#### **4.14 Other Passengers**

Drivers shall not be permitted to transport any person other than a school officer, teacher, or chaperone while transporting pupils. The only exception to this will be with written permission of the Superintendent of Schools or his/her designee.

#### **4.15 Other Driver Requirements**

Drivers will be required to fill out time slips after every athletic event and field trip on forms supplied by the Contractor, and approved by the Easton Public Schools. If the School Department is being charged for wait time, drivers are to remain on their buses or in the immediate vicinity during the entire waiting period for all athletic events and field trips unless approved by the Superintendent and/or their designee

If a pay-to-ride bus pass system is in place, the driver must check all students for bus tags during every loading. Drivers should be stationed at their doors when loading students. Drivers should be aware and alert to who is getting on or off buses at all times. Before parking a bus and leaving it unattended, drivers must check the bus to be certain all persons and baggage are off the bus.

The Contractor is required to have an employee Substance Abuse Policy for the duration of the contract. Easton Public Schools prohibit smoking of any kind while on the bus or on school property. All bidders shall submit a copy of this policy with their bid.

All bus personnel must be familiar with and follow the School Committee policies on Sexual Harassment and Discrimination.

All drivers and substitute drivers will be trained in EPI pen administration and will be expected to assist students with EPI pen administration.

### **5.0 Contractor Experience and Supervision**

#### **5.1 Previous Experience Requirement**

The corporate entity that is bidding must have, for at least the past five years, provided high-quality school bus services, similar to those required by this IFB, to two or more communities at least the size of Easton.

The bidder must provide, on the forms in Section 11.0, the information necessary to verify the above experience requirement.

#### **5.2 Local Supervisor/Dispatcher**

The base station is for the purpose of providing the services of a dispatcher who is available to deal with problems or emergencies or other issues that might occur while buses are on the road. Buses and

base stations and dispatchers may be located at the same place. Cell phone communication is acceptable as long as the cell phone has appropriate services available for calls. Beepers are not acceptable.

A local supervisor/dispatcher must be available Monday through Friday, and at any time when school is in session, when buses are on the road or when buses are away on school trips. For the two weeks before the first week of school, the supervisor/dispatcher must be available to the Easton Public Schools from 8:30 A.M. to 5:30 P.M., Monday through Friday. The supervisor/dispatcher shall have at least one (1) year of successful experience as a supervisor of school bus operations including, but not limited to, route development, personnel and bus scheduling, personnel supervision, and complaint resolution. Such experience shall have been within the past three years and have been in a district at least the size of Easton.

The bidder must attach the list of duties and resume of the person to fill the supervisor/dispatcher position to the appropriate form in Section 11. If the person to fill this position has not been selected, a complete job description, including education and experience requirements, must be attached to the appropriate form.

The supervisor/dispatcher may **not** drive a bus/van **at any time** in the performance of this contract except in cases of extreme emergency or with the written permission of the Superintendent and/or their designee. If the Contractor fails to comply, then the Contractor shall be in violation of the contract. In this case, due to the impracticability and extreme difficulty of fixing and ascertaining the actual damages the School Committee would in such event sustain, the Contractor shall pay liquidated damages to the Easton Public Schools in the sum of \$500.00 per incident, per day, for each and every day that such failure shall continue. These damages are not a penalty and shall be deducted from the payment due the Contractor. The dispatcher will be able to be reached at all times by phone.

### **5.3 Route Development**

Route development is a crucial factor in maintaining a safe, efficient, and effective transportation system. The person designated by the bidder to develop the routes for the system must have at least three years of successful experience in developing school bus routes.

It is the intention of the Easton School Department to formulate the preliminary routes together with the Contractor after school closes in June and by July 7 of each school year covered by the contract. If an emergency were to occur after that time, our Superintendent and/or their designee will work with the contractor to modify any routes.

The timeline of the 2026-2027 school year and subsequent years of the contract follows:

- 1) Preliminary bus riders due to Contractor no later than **July 7th**.
- 2) Preliminary Routes completion with School Department personnel by **August 1st**.
- 3) Final routes will be agreed upon by **August 15th** between the contractor and the District.

The route developer shall be on-site in Easton from 8:30 A.M. to 5:00 P.M., Monday through Friday, for the two weeks prior to the first week of school and during all the school days in September. The supervisor/dispatcher may be designated as the route developer provided he or she has the required three years of experience.

The bidder must attach the resume of the person to fill the route development function to the appropriate form in Section 11. If the person to fill this position has not been selected, a complete job description, including education and experience requirements, must be attached to the appropriate form.

#### **5.4 Account Manager**

The name, business address, telephone number, and resume of the official directly responsible for all aspects of the successful implementation of the Easton School Bus Contract must be included on the appropriate form in Section 11. The Account Manager must have at least five years of successful experience in school bus management to include, but not limited to, personnel (operator and maintenance) selection, training, scheduling, supervision and evaluation, bus safety, maintenance and procurement, route development, complaint resolution and public relations, and contract management.

#### **5.5 Contractor Organizational Chart**

The bidder must include on the appropriate form in Section 11 an organizational chart that shows the relationship and names of positions (and incumbents' names where available) below and above the account manager position.

### **6.0 Other Requirements**

#### **6.1 Current and Future Legislation**

The Contractor will be held responsible for complying with Chapter 71, of the General Laws of the Commonwealth of Massachusetts, as amended , and for any other or further legislation governing school buses and/or school transportation enacted by the General Court of the Commonwealth of Massachusetts or other regulatory authorities.

The Easton School Committee and the Contractor shall negotiate any adjustments to the extent that future legislation makes it necessary for the Contractor to modify any item of equipment or other conditions affecting this bid beyond what is required or known at the acceptance of the Contract.

#### **6.2 Contractor Liability**

Liability for the Contractor's personnel while in the performance of duty under this contract shall be the responsibility of the Contractor. The School Committee shall not be held liable for any personnel utilized or in the employ of the Contractor.

#### **6.3 Indemnification of School Committee**

The Contractor shall defend, indemnify, and hold harmless the School Committee, Easton Public Schools, the Town of Easton, and their respective boards, committees, officers, agents, volunteers, and employees (collectively "the Town"), from and against any claims, suits, liabilities, costs, loss, expense, or damages, including costs of defending any action on account of any claim, injury or damage to buildings, property, or any person, arising out of or related in any way to, directly or indirectly, or resulting from services provided under the contract, or any act, omission, or negligence of the Contractor, its employees, officers, agents, subcontractors, or others for whom the Contractor is legally responsible.

The foregoing provision shall not be deemed to be released, waived, or modified in any respect, because of any insurance provided by the Contractor under the contract.

#### **6.4 Failure to Perform**

If the Contractor fails to perform services in a manner consistent or in accordance with the terms and conditions of this contract, the Easton School Committee may make any reasonable purchase or contract to purchase services in substitution for service due from the contractor, and may deduct the cost of any substitute contract, or the damages sustained by the Easton Public Schools due to

non-performance or non-conformance of services, together with incidental and consequential damages from the contract price, and shall withhold such damages from sums due or to become due.

If the damages sustained by the Easton School Committee, as determined by the Superintendent, exceed sums due or to become due, the Contractor shall pay the difference to Easton Public School upon demand.

The Contractor agrees that if it is determined at any time by the Easton School Committee that the Contractor has failed to comply with the provisions, terms, or conditions of this contract, the Easton School Committee, may in its discretion and after having given the Contractor 5-day written notice, terminate this contract. Grounds for termination may include but are not limited to default in performance, non-conformity of performance, breach of the terms and conditions of this contract, failure in any respect to perform the service with promptness and diligence, bankruptcy, receivership or a general assignment for the benefit of Contractor's creditors.

### **6.5 Payment Schedule**

The Contractor shall invoice the Easton Public Schools monthly, for services rendered, providing such detail as required by the Superintendent of Schools and/or their designee. The Easton Public Schools will make every effort to process within thirty (30) business days of their receipt.

### **6.6 Inclusion in Contract**

The terms of this IFB shall be deemed incorporated, by reference, into the contract signed with the successful bidder.

## **7.0 Insurance**

### **7.1 Evidence of Insurance**

The Contractor shall furnish evidence of necessary public liability, and other insurance required by law, which will obviate any possibility of liability to the Easton School Committee, the Town of Easton, Easton Public Schools, or their respective boards, committees, officers, agents, volunteers, and employees. The Contractor must submit written evidence satisfactory to the School Committee that insurance, as described below, has been secured at the time the contract is executed.

The certificate of insurance must be submitted to the Easton School Committee by the successful bidder evidencing the existence of the insurance that is required to be furnished shall contain the following language:

"No cancellation of or change or revision in the insurance by the Insurer or Insured, the existence of which insurance is evidenced by this certificate, shall be valid unless written notice thereof is given to the Superintendent of the Easton Public Schools, 48 Spooner Street, Easton, MA 02356 at least thirty (30) days before the Intended date of cancellation, change or revision by mail, postage prepaid and evidenced by a return receipt."

The certificate shall also name the Town of Easton, the Easton Public Schools, and the Easton School Committee as additional insureds. At all times, the company or companies issuing the policy shall meet with the approval of the Committee, and the policies or certificates shall be filed with the Registry of Motor Vehicles and with the Town Clerk of Easton and otherwise, as required by law.

## **7.2 Insurance Limits**

The Contractor shall maintain the following insurance at all times:

Commercial General Liability including Products/Completed Operations with the combined single limit for bodily injury and property damage of no less than \$1,000,000 per occurrence/\$3,000,000 aggregate.

Automobile Liability (owned, non-owned, and hired) of \$1,000,000 for Each Accident.

Umbrella Liability of \$5,000,000 Each Occurrence and \$5,000,000 Annual Aggregate;

## **7.3 Insurance Carrier**

All insurance must be written with a carrier rated as A or better by Best's Rating Service or equivalent. Coverage territory must include the United States, its territories and possessions, and Canada. (or Worldwide) Carrier must be legally licensed authorized to write such insurance within the Commonwealth of Massachusetts, as applicable.

## **7.4 Worker's Compensation Coverage**

Worker's Compensation shall be carried by the successful bidder on all employees working under the provisions of this contract as follows:

Statutory Benefits-State of Hire Employers Liability:

\$500,000, Each Person for Injury by Disease

\$500,000, Policy Limit for Injury by Disease

\$500,000 for each Person for Injury by Accident.

Evidence of sufficient Worker's Compensation coverage to satisfy the Committee shall be filed with the Easton Public School Committee and also the Town Clerk. At all times, the company or companies issuing the policy shall meet with the approval of the Committee, and the policies or certificates shall be filed with the Registry of Motor Vehicles and with the Town Clerk of Easton and otherwise, as required by law.

## **8.0 Bonds**

### **8.1 Bid Bond**

The bidder shall accompany his/her bid with a bid bond or certified check made payable to the Town of Easton, in the amount of 10% of the contract price for one year aligning with section 11.2 Bid Price - for sections 1-4. Bidders are reminded that the bid deposit covers the Town for damages when a bidder withdraws its bid after the bid submission date and before the deadline for which bidders are required to hold their bid firm. Be advised that to the extent permitted by law, the Town will retain all bid deposits for withdrawn bids. This bid bond or certified check will be liquidated as damages if the contract is awarded, but not accepted by the Contractor. Said bond or certified check shall be returned to any unsuccessful bidders promptly after the awarding of the contract.

The bid bond or certified check shall be returned to the bidder awarded the contract at the time of the acceptance of the contract.

### **8.2 Performance Bond**

The Contractor, when awarded the contract, shall post with the Easton Town Clerk at his own expense, satisfactory bond or bonds totaling 100% of the contract price for one year, for the faithful performance of this contract, by its terms, protecting the Committee and the Town of Easton against loss on account of any breach thereof. The Contractor shall post the bond before August 1 of each year.

## **9.0 Contract Termination**

## **9.1 General Provisions**

This contract shall terminate at the close of the day on June 30, 2029.

The Committee may terminate this contract after continued violation of any provision hereof. Lack of due notice will in no way affect the liability of the Contractor for such violation. It is further agreed that this is a contract of personal service, and any event, which shall prevent the Contractor from personally controlling the performance of the contract shall allow the School Committee to immediately terminate the contract, at its election. It is the intent hereof, that in no event shall the School Committee be obliged to accept the performance of the contract from any person other than the Contractor. This provision is inserted to make it clear that the safety and security of the school children on the buses is the first care and consideration of the School Committee.

## **10.0 Miscellaneous**

### **10.1 Student Safety**

The safety and security of the school children on the buses is the first care and consideration of the School Committee. Nothing contained in this IFB or contract shall be taken to limit or in any way diminish the right of the School Committee to take any reasonable action to safeguard the children who are to be transported to and from school. The Contractor agrees to obey immediately, upon notice from the School Committee, any safety regulations affecting the operation of the buses, leaving the reasonableness of it to be discussed later. Failure to obey any such rule or regulation, or the failure of the Contractor to perform any other provision hereof, shall give grounds for the termination of the contract forthwith.

The Contractor shall be required to furnish any training or instruction for drivers at no additional cost to the School Committee. This includes any instruction as may be required by the Commonwealth or as requested by the School Department concerning safety procedures or the management of children.

The Contractor must offer a safety program and provide the School Department with a copy of its drug/alcohol education program for its drivers.

The Contractor shall arrange to hold emergency evacuation drills and classroom instruction in safe riding practices from school buses three (3) times a year at each school, at no additional cost to the town.

### **10.2 Non-appropriation: Availability of Funds**

The contract may be canceled without liability to the Town of Easton, Easton Public Schools, or the Easton School Committee if funds are not appropriated or otherwise made available to support the continuation of the agreement after the first fiscal year.

**11.0 BID FORMS**

**11.1 Cover Letter**

BID FORM

SCHOOL BUS TRANSPORTATION BIDS  
FOR  
EASTON PUBLIC SCHOOLS

TO: The Easton School Committee

The undersigned assures that this bid is made in good faith, without fraud, collusion, or connection of any kind with any other bidders for the same work; that They have informed themselves fully in regard to the **"INVITATION FOR BIDS"**, **"INSTRUCTIONS TO BIDDERS"**, attached to this proposal. Also, they have made their own examinations and estimates and from them make this proposal.

The undersigned understands that the School Committee herein addressed reserves the right to waive any informalities, or to reject all bids, as it considers it to be in the best interests of the Easton Public Schools and the Town of Easton.

With the above understanding, the undersigned proposes to furnish to the Easton Public Schools public transportation.

Corporate Seal

DATE:

SIGNATURE:

COMPANY:

TITLE:

BUSINESS ADDRESS:

TELEPHONE:

**11.2 Bid Price**

TO: The Easton School Committee

The undersigned submits a bid for transportation of pupils in response to the Invitation for Bids for School Transportation (“IFB”) and agrees if this bid is accepted:

**A.** That the Contractor will contract with the School Committee herein addressed for the transportation of school children for a period of three (3) school years beginning July 1, 2026. This contract is a three (3) year contract commencing July 1, 2026, and concluding June 30, 2029.

**B.** That the IFB shall be considered a part of the contract to be entered into.

**1. Regular Transportation**

**Current School Times including “pay-to-ride students” and “free ride”**

Transport ALL k-2 student and both “pay-to-ride students” and “free ride” students in grades 3-12 and who live 1.5 miles or farther from their school.

Total cost per bus per day based on 180 school days for each of 3 years.

Estimated need: 17 (or more) buses for 180 days per year and an estimated 1150 miles per day.  
Bids must include number of buses.

2026-2027 Price Per Bus Annual Cost  
per day\$ \_\_\_\_\_ X \_\_\_\_ # of buses X 180 days \$ \_\_\_\_\_

2027-2028 Price Per Bus Annual Cost  
per day\$ \_\_\_\_\_ X \_\_\_\_ # of buses X 180 days \$ \_\_\_\_\_

2028-2029 Price Per Bus Annual Cost  
per day\$ \_\_\_\_\_ X \_\_\_\_ # of buses X 180 days \$ \_\_\_\_\_

**2. Late Buses**

Late bus run for the Middle School and High School per bus, per day charge for approximately 20-25 miles per bus, per day, when needed. (General Stops)

0-4 days per week during the school year. (36 days up to 144 days per school year)

**Easton Public Schools reserves the right to operate buses 1X – 4X per week**

**2.1 Late bus must arrive at Easton Middle School and Oliver Ames by 3:30.**

2026-2027	Price Per Bus	Weekly	Annual Cost
per day\$ _____	X 2 buses (1 days per week) per week\$ _____	Annual\$ _____	_____
per day\$ _____	X 2 buses (2 days per week) per week\$ _____	Annual\$ _____	_____
per day\$ _____	X 2 buses (3 days per week) per week\$ _____	Annual\$ _____	_____
per day\$ _____	X 2 buses (4 days per week) per week\$ _____	Annual\$ _____	_____

2027-2028 Price Per Bus Weekly Annual Cost

per day\$ \_\_\_\_\_ X 2 buses (1 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (2 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (3 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (4 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_

2028-2029 Price Per Bus Weekly Annual Cost  
 per day\$ \_\_\_\_\_ X 2 buses (1 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (2 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (3 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_  
 per day\$ \_\_\_\_\_ X 2 buses (4 days per week) per week\$ \_\_\_\_\_ Annual\$ \_\_\_\_\_

**3. Emergency Bus Evacuation Drill** (Once per Year). A potential drill would run from approximately 9:15 to 11:45. The bus will pick up students and staff on our Easton Public Schools Campus and transport them to a PLACE TO BE DETERMINED (up to 20 miles round trip). This is an estimated cost for a one-day training. The District will provide the contractor advance notice of this drill by the start of the school year.

Cost of Drill: \_\_\_\_\_

Easton Public Schools reserves the right to change the number of buses used in evacuation drill.

**4. School Sponsored Trips and Community Education**

*Estimated need: Busses for 100 field or athletic event trips. These trips will require approximately 14,000 miles of travel as well as 1200 hours of waiting time. Some trips will require multiple buses.*

4a. Price per mile: \_\_\_\_\_ x 14,000 miles = \$ \_\_\_\_\_  
 Annual cost

**Three-year Total:** \$ \_\_\_\_\_ (A)  
*Annual Cost x 3 Years*

4b. Price per hour of waiting time: \_\_\_\_\_ x 1200 hours = \$ \_\_\_\_\_  
 Annual cost

**Three-year Total:** \$ \_\_\_\_\_ (B)

**5. Base Bid**

**THREE-YEAR GRAND TOTAL:\*** \$ \_\_\_\_\_  
 (Annual Total x 3 Years) *(Total 1 through 4 based on 4 lates buses per year - week - subject to change due to need)*  
**\*Does NOT include add alternate of vendor camera system**

**5A. Add alternate - Vendor-owned bus camera system**

**THREE-YEAR GRAND TOTAL:** Vendor owns cameras \$ \_\_\_\_\_  
 (Annual Total x 3 Years)

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

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

In any given year, depending on the provision of secondary bussing, a two or three tier bus route system could be provided. Any change will be at the unit prices specified in this bid form.

- Example of 2 Tier
  - Tier 1 - Oliver Ames High and Easton Middle School
  - Tier 2 - Richardson Olmsted grades 3-5 and Blanche Ames Elementary School K-2
- Example of 3 Tier
  - Tier 1 - Oliver Ames High and Easton Middle School
  - Tier 2 - Richardson Olmsted grades 3-5
  - Tier 3 - Blanche Ames Elementary School K-2

Nothing in this bid will preclude Easton Public Schools from using their own vehicles or alternative vendors for transportation purposes.

During times when the bus drops students off at a destination and is not required to wait on the same site for a return run, the School Department will not be charged for hours the bus is not waiting on site.

**11.3 Contractor Experience Form and Qualifications**

1. The District requires a minimum of 5 years experience providing high quality - school bus services. Do you meet the minimum requirement? Yes \_\_\_\_\_ No \_\_\_\_\_

2. How many eighty-three (83) passenger buses do you operate? \_\_\_\_\_

3. With what school departments are you now under contract for regular or special education school transportation?

4. List all school department transportation contracts held by you in the last five (5) years. (Use additional sheets, if necessary.) References may be contacted.

Name of School Department.	Number of buses	Length of Contract	Type of Service	Years of Service
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
d. _____	_____	_____	_____	_____

5. Provide a separate typed list of office personnel, telephone numbers, maintenance staff, maintenance facilities, optional motor vehicle equipment and other additional information you may wish to include that would be assigned to Easton's services.

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6. List of describe type of two-way communications between bus, school and dispatcher:

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**11.3 Contractor Experience Form and Qualifications**  
**(Continued)**

6. The District requires A local supervisor/dispatcher must be available Monday through Friday, and at any time when school is in session, when buses are on the road or when buses are away on school trips. For the two weeks before the first week of school, the supervisor/dispatcher must be available to the Easton Public Schools from 8:30 A.M. to 5:30 P.M., Monday through Friday. The supervisor/dispatcher shall have at least one (1) year of successful experience as a supervisor of school bus operations including, but not limited to, route development, personnel and bus scheduling, personnel supervision, and complaint resolution. Such experience shall have been within the past three years and have been in a district at least the size of Easton. Are you able to meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_
7. The minimum criteria for the route developer shall have three years of experience. The expectation is that route developer on-site in Easton from 8:30 A.M. to 5:00 P.M., Monday through Friday, for the two weeks prior to the first week of school and during all the school days in September. The supervisor/dispatcher may be designated as the route developer provided he or she has the required three years of experience. Are you able to meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_
8. The minimum criteria for The Account Manager must have at least five years of successful experience in school bus management to include, but not limited to, personnel (operator and maintenance) selection, training, scheduling, supervision and evaluation, bus safety, maintenance and procurement, route development, complaint resolution and public relations, and contract management. Are you able to meet this requirement? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Describe the organization or provide Organizational Chart. List persons and telephone numbers of staff including owners, management personnel, etc.

## 11.4 Equipment Listing

### INFORMATION ON KINDS/CONDITIONS OF BUSES TO BE USED

NAME OF BIDDER

ADDRESS:

TELEPHONE:

State the kinds of buses you propose to use in the transportation of the pupils of the Easton Public Schools and a description of your camera system.

Registration #	Chassis	Make of Body	Yr. Of MFG	Yr. Purchase	Present Mileage	Capacity
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### **11.5 Location and Staging Plan**

State your plan for the location and staging of buses that will be used to provide transportation services to Easton Public Schools. Minimum criteria - The Contractor shall maintain a garage and service facility within the town of Easton or within any town that touches the borders of Easton. This property shall be privately owned or leased at the Contractor's expense or on the Town or School property (if available) with rent to be negotiated.

### **11.6 Plan for Maintenance**

State your plan for the maintenance of buses that will be used to provide transportation services to Easton Public Schools. The School Department expects that the contractor can always cover all runs and that spare vehicles are available if breakdowns or accidents occur and that sufficient drivers are on staff to cover the absences of regular drivers or to cover additional runs.

**11.7 Employee Substance Abuse Policy**

Provide a copy of your Substance Abuse Policy for employees. Easton Public Schools prohibit smoking of any kind while on the bus or on school property. All bidders shall submit a copy of this policy with their bid.

DATE: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

**11.8 Tax Affidavit Form**

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, I hereby certify under the penalty of perjury that to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signed under penalties of perjury this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_ has complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Authorized Signature of  
Individual or Corporate Name

\_\_\_\_\_  
Corporate Officer (if applicable)

\_\_\_\_\_  
Date

**11.9 Affidavit of Non-Collusion**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

\_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

**11.10 CORPORATE VOTE**

At a duly authorized meeting of the Board of Directors of \_\_\_\_\_, held on \_\_\_\_\_ at which all the Directors were present or waived notice, it was VOTED that \_\_\_\_\_, \_\_\_\_\_ of this corporation, be and hereby is authorized to execute contracts and bonds in the name and behalf of said corporation, affix its corporate seal thereto, and such execution of any contract or obligation of this company's name shall be valid and binding upon this company.

A true copy,

ATTEST: \_\_\_\_\_

Place of Business:

Date of this Contract:

I hereby certify that I am the Clerk of \_\_\_\_\_ and that \_\_\_\_\_ is the duly elected \_\_\_\_\_ of said company and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this proposal.

Corporate Seal \_\_\_\_\_

DATE: \_\_\_\_\_ Clerk

**11.11 Verification of Prevailing Wage**

*A copy of the correspondence from the Division of Occupational Safety is attached to this bid package.*

The undersigned certifies that the bid submitted complies with the requirements of prevailing wage rates for operators under school bus transportation contracts as determined by the Commonwealth of Massachusetts Division of Occupational Safety under the provisions of G.L. c. 71, sec 7A.

Authorized Signature

Date:

Title

**11.12 CONTRACT FORM**

SCHOOL BUS SERVICE FOR THE TRANSPORTATION OF STUDENTS

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, **2026**, by and between the Easton School Committee and \_\_\_\_\_ hereinafter called the "Contractor."

The Contractor, subject to the authority of said Easton School Committee and under the supervision of the Superintendent of Schools, agrees to transport school children and teachers, if and when authorized, in accordance with the terms of the Invitation for Bids and bid of the Contractor contained herein by reference.

The Contractor agrees to comply with all of the requirements continued in the Invitation for Bids for Student Transportation, dated **March \_\_\_\_\_, 2026**, which is incorporated herein by reference.

This Agreement shall commence at the signing of this Contract and shall terminate **June 30, 2029**, unless terminated sooner as provided by the terms of the IFB.

The Contractor agrees to comply with all provisions of the General Laws of Massachusetts as they relate to and provide for the transportation of students; and with all rules, regulations, and provisions of the Registry of Motor Vehicles and the Department of Public Utilities of Massachusetts applicable to school transportation.

The School Committee, or the Superintendent if authorized by the School Committee, may make such changes in the route schedules as it may deem to be in the best interest of the pupils and school programs.

In consideration of said services in the transportation of school children and the maintenance and operation of the necessary vehicles, the School Committee agrees to pay the Contractor, at the rates stated in the Contractor's bid response.

The School Committee agrees, subject to the IFB, to make payment hereunder to the Contractor each month, **July, 2026, through June, 2029**, during the term of the contract as designated in the IFB.

In Witness Whereof, the parties to these presents have caused this instrument to be signed and sealed in the day and year first above written.

For the Contractor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Address

For the Town of Easton:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Superintendent of Schools