

EDISON TOWNSHIP

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**Board of Education**

MIDDLESEX

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**County**

2020-2021

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**School Year**

**Bid Specifications**

**for**

**Student Transportation Services**

**To and From School**

**Bid Number: 21 08**

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**Legal Notice**

**Specifications**

**Prescribed Questionnaire**

**Statement of Ownership Disclosure**

**Affirmative Action Questionnaire/Statement**

**Non-Collusion Affidavit**

**Bid Sheet**

**LEGAL NOTICE**

**BID 21-08**

**PUPIL TRANSPORTATION – TO AND FROM SCHOOL  
REGULAR & SPECIAL EDUCATION ROUTES**

The School Business Administrator/Board Secretary of the Edison Township Board of Education, in the County of Middlesex, State of New Jersey, by authority of said Board, solicits sealed bids for student transportation. Bids to be received at the Business Office of the Edison Township Board of Education, located at 312 Pierson Avenue, Edison, NJ 08837 up to 10:00 A.M. prevailing time on November 10, 2020.

Specifications are available upon request at the Business Office of the Edison Township Board of Education, located at 312 Pierson Avenue, Edison, NJ 08837 or on the Board's website at [www.edison.k12.nj.us](http://www.edison.k12.nj.us).

All bids must be submitted on the bid form contained in the specifications. Bids which are not submitted on such form may be rejected.

Bidders are required to comply with the requirements of *N.J.S.A* 10: 5-31 et seq. and *N.J.A.C.* 17:27 Affirmative Action.

The Board of Education reserves the right to reject any or all bids.

By order of the Edison Township Board of Education.

Daniel P. Michaud  
School Business Administrator/Board Secretary

DATE: October 22, 2020

# Specification for Student Transportation Services To and From School

Edison Township Board of Education

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2020-2021 School Year

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## **General Provisions**

1. All contractors must comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.
2. The term of the contract will be from September 1 through June 30 according to the school calendar. Student transportation contracts include all the rules and procedures pertaining to student transportation though not expressly stated.
3. The Board of Education intends to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The attached school calendar is part of these specifications and of the contract.
4. The successful bidder is considered an independent contractor and is not an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel can be transported. The vehicle(s) assigned to the routes specified herein cannot be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) must arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.

7. No transportation contract can be subcontracted without the prior written approval of the board of education.
8. Bids are to be placed in a sealed envelope and plainly marked, "Bid for Student Transportation Services Edison Township School District" and presented to the board in session, authorized committee, designated official or employee of the board. The board or designated official will unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the Edison Township Board of Education Business Office, located 312 Pierson Avenue, Edison, NJ 08837 up to 10:00 A.M. prevailing time on Tuesday, November 10, 2020.
9. If awarded a contract, your company/firm must ensure compliance with all applicable federal, state and local regulations and certify such compliance to the board of education upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation commences between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit must be in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

## **Vehicles**

1. Transportation equipment must be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district's board of education.

2. All vehicles must be systematically inspected twice within the school year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor must provide and maintain an adequate number of school buses, including spares, to safely transport all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

## **Accident Reporting**

Contractors must ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with NJAC 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with NJSA 39-4:130.

## **Reporting Student Left Unattended on the School Bus**

Every owner/operator of a school vehicle must immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it is determined that a student was left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus must immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

## **Drivers/Aides**

1. The driver must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, NJSA 18A:6-7.6 through 18A:6-7.12 and NJSA 18A:39-17 through 20 (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor must report this absence to the district transportation supervisor.
3. The bus driver must always be in full charge of the school bus and is required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position and is required to comply with the criminal background check and tuberculosis testing as prescribed by law.
5. Bus aides must attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.
6. If the Board of Education finds any driver or aide assigned to a vehicle operating under a contract awarded by this bid to be unsuitable for the position because of a lack of skills necessary to perform the job duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to

comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

## **Executive County Superintendent Approval**

All transportation contracts require the approval of the Executive County Superintendent of Schools.

## **Payment Terms**

1. Payments to contractors will be made on or about the [enter date of payment] day of the month. Payments are made in monthly installments, provided an appropriate invoice is submitted by first week of the month.
2. The contractor must execute the contract and submit it to the district board of education with all required related documents for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors should visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payment for the month of June will be made by **July 15, 2021**.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.
5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

## **Emergency Provisions**

1. In the event the school is closed due to inclement weather or other emergencies, the contractor will be notified as soon as possible by the public-school authorities providing transportation. Contractors are also advised to check online for school closing announcements.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change must immediately notify the other party.

## **Basis of Bid and Adjustments**

1. The bidder must submit the bid on the bid sheet contained in these bid specifications. Bids are submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If there is a change in the described route, the amount of the contract will be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.
3. The net result of any mileage adjustment to a nonpublic school transportation contract cannot exceed the maximum cost per student in accordance with NJSA 18A:39-1a. Calculations to determine the per student cost must include all students on the route, public and nonpublic.

## **Insurance Coverage**

1. Unless otherwise specified by the board of education, the contractor must provide automotive liability insurance in the minimum amount required by the Motor Vehicle Commission and Department of Education regulations. If the board of education requires an insurance coverage greater than the minimum amount, the contractor must provide automotive liability insurance in the amount of **\$5,000,000** combined single limit per occurrence. Bidders are required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract must be presented by the successful bidder. The



certificate of insurance must state that the contracting board of education is an additional insured party to the policy.

2. The district board of education and the Executive County Superintendent must be notified by the insured whenever any policy is cancelled. Notification must be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.
3. The contractor will protect, defend, and hold harmless the Board of Education from any lawsuits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

## **Bid Guarantee**

1. Each bid must be accompanied by a bid bond, cashier's or certified check for a minimum of five percent (5%) unless a greater percentage is specified by the board for **five percent (5 %)** of the amount of the annual contract cost. In no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee must be made payable to the Board of Education. The deposit will be forfeited if the bidder refuses to execute a contract. Otherwise, checks will be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee is identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts is calculated by multiplying the total per diem cost by **180** days. (actual # of days in school calendar or 180 days)
2. Each bid must be accompanied by a Consent of Surety.

## **Performance Guarantee**

1. A corporate performance surety bond in an amount equal to the annual amount of the contract is required of the successful bidder. The performance guarantee is identified by the submitted multi-contract number or route number. Each bid must be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond provided for per diem contracts must be equal to the total per diem bid multiplied by **180** days.
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond must ensure that the bondsperson providing the performance guarantee provides a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Evidence of the value of the property listed as security must also be provided upon request.

## **Breach of Contract/Penalties**

In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor will be considered in breach of contract. This may result in cancellation of the contract and/or enforcement of contractor's performance bond.

## **Training Programs**

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.
2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and will post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor must submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors must furnish such reports or other documents to the Division of Contract Compliance & EEO as requested by the office from time to time to carry out the purposes of these regulations. Public agencies will furnish such information as requested by the Division of Contract Compliance & EEO to conduct a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

## **Ownership Disclosure**

All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership who own a 10% or greater interest. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partner's 10% or greater interest in that partnership must also be listed. The disclosure continues until names and addresses of every non-corporate stockholder, and individual partner, exceeding the 10% ownership criteria established in this act, has been listed.

## **Business Registration**

All bidders are hereby notified that every business organization must submit with their bid a copy of their Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

## **Drug and Alcohol Testing**

If awarded a contract, your company/firm is required to certify to the board of education that you follow the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

## **Background Checks**

1. The contractor must ensure compliance with the requirements of NJSA 18A:39-17 through 20 governing criminal history background checks and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.
2. The contractor must ensure compliance with the requirements of NJSA 18A:6-7.6 through 12 governing child abuse and sexual misconduct checks. Additional information on this requirement is available from the Office of Student Protection's "[Pre-Employment Resources](https://www.state.nj.us/education/crimhist/preemployment/)" webpage:  
<https://www.state.nj.us/education/crimhist/preemployment/>.

## **Driver and Aide Training**

The contractor must comply with the requirements of NJSA 18A:39-19.1a, 2, and 3 governing the training of school bus drivers and aides and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

## **Disclosure of Political Contributions**

The contractor must file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to NJSA 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate exceeding \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

## **Maintenance of Contract Records**

The relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to NJSA 52:15C-14(d). The contractor must maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. These records must be available to the New Jersey Office of the State Comptroller upon request.

## **Notification Required when a School Bus Driver's License is suspended or revoked**

When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had their bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board or contractor.

The following documents must be submitted for your bid to be considered:

1. Bidder's Guarantee
2. Business Registration Certificate
3. Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
4. Omnibus Transportation Employee Testing Act Compliance Assurance
5. School Bus Driver Annual Certification Compliance Assurance
6. Disclosure of Investment Activities in Iran
7. Prescribed Questionnaire
8. Consent of Surety
9. Statement of Ownership Disclosure
10. Coordinated Transportation Services Agency Membership Form (CTSA only)
11. Affirmative Action Documentation or Questionnaire
12. Non-Collusion Affidavit
13. Bid Sheet



**PUBLIC SCHOOLS OF EDISON TOWNSHIP  
SCHOOL CALENDAR - 2020-2021  
182 INSTRUCTIONAL DAYS**



**GRADUATION DATE**

**Class of 2021:  
JUNE 22, 2021**

**SEPTEMBER**

Tues., SEPT. 1 Staff Report to School/  
Staff Professional  
Development Day  
Wed., SEPT. 2 Staff Professional  
Development Day  
Thurs., SEPT. 3 SCHOOLS OPEN  
(PS - 12)  
Mon., SEPT. 7 Labor Day  
Mon., SEPT. 28 Yom Kippur

**OCTOBER**

Wed., OCT. 7 Single Session Day/  
Professional Development

**NOVEMBER**

Mon., NOV. 2 - Fall Recess -  
Wed., NOV. 4 Fall Recess  
Thurs., NOV. 5 - Teacher's Convention -  
Fri., NOV. 6 Teacher's Convention  
**Mon., NOV. 16 Diwali**  
Thurs., NOV. 26 - Thanksgiving Recess -  
Fri., NOV. 27 Thanksgiving Recess

**DECEMBER**

Wed., DEC. 2 Single Session Day  
Professional Development  
Thurs., DEC. 24 - Winter Break -  
Thurs., DEC. 31 Winter Break

**JANUARY**

Fri., JAN. 1 New Year's Day  
Wed., JAN. 13 Single Session Day  
Professional Development  
Mon., JAN. 18 Martin Luther King's Birthday

**FEBRUARY**

Wed., FEB. 3 Single Session Day  
Professional Development  
Fri., FEB. 12 Lunar New Year  
Mon., FEB. 15 Presidents' Day

**MARCH**

Wed., MARCH 3 Single Session Day  
Professional Development  
Mon., MARCH 29 - Spring Break -  
Wed., MARCH 31 Spring Break

**APRIL**

Thurs., APRIL 1 - Spring Break  
Fri., APRIL 2 Spring Break  
Wed., APRIL 14 Single Session Day  
Professional Development

**MAY**

Thurs., MAY 13 Eid  
Mon., MAY 31 Memorial Day

**JUNE**

Tues., JUNE 22 Last Day of School

FEBRUARY 2021 18 DAYS						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021 20 DAYS						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021 20 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021 16 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**PARENT/TEACHER CONFERENCES**

**PS-5 Schools will be on  
single-session days for conferences.**

**Preschool and Elementary Schools**  
November 12<sup>th</sup>, November 18<sup>th</sup> and  
December 3<sup>rd</sup>

March 11<sup>th</sup>, March 16<sup>th</sup> and March 18<sup>th</sup>

**Middle Schools**  
November 12<sup>th</sup> and February 18<sup>th</sup>

**High Schools**  
December 1<sup>st</sup>

There are three emergency days built into the calendar, which, if taken, will not be necessary to make up in order to meet the 180-day student year. If an additional emergency closing day is needed, it shall be taken from 3/29, 3/30, 3/31, 4/1, 5/13, 5/31

182 - INSTRUCTIONAL DAYS - STUDENTS  
184- WORKING DAYS - STAFF

Adopted: March 23, 2020  
Revised: July 20, 2020  
Revised: August 24, 2020  
Revised: September 21, 2020  
Revised:

SEPTEMBER 2020 18 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2020 22 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020 13 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2020 17 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2021 19 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARKING PERIOD END DATES	
MP 1	NOVEMBER 13, 2020
MP 2	JANUARY 29, 2021
MP 3	APRIL 14, 2021
MP 4	JUNE 22, 2021

KEY	
<span style="background-color: red; color: white;"> </span>	SCHOOL CLOSED
<span style="background-color: blue; color: white;"> </span>	EARLY DISMISSAL
<span style="border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span>	END OF MARKING PERIOD
<span style="background-color: orange; color: white;"> </span>	STAFF REPORT - NO SCHOOL FOR STUDENTS
<span style="background-color: green; color: white;"> </span>	SINGLE SESSION DAY STUDENTS STAFF PROFESSIONAL DEVELOPMENT (STAFF DISMISSAL - TIMES SAME AS FULL DAY)

**STATEMENT OF ASSURANCE**

**OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE**  
(To accompany bid)

The following firm

\_\_\_\_\_ is currently under contract

\_\_\_\_\_ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_



**STATEMENT OF ASSURANCE**

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY  
SUPERINTENDENT OF SCHOOLS**

(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title \_\_\_\_\_

(Print or Type)

Authorized Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_



STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230  
TRENTON, NEW JERSEY 08625-0230

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #:

VENDOR/BIDDER:

**PART 1**

**CERTIFICATION**

**VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES**  
**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive. If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

**CHECK THE APPROPRIATE BOX**

**OR** A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME:

RELATIONSHIP TO VENDOR/BIDDER:

DESCRIPTION OF ACTIVITIES:

DURATION OF ENGAGEMENT:

ANTICIPATED CESSATION DATE:

VENDOR/BIDDER CONTACT NAME:

VENDOR/BIDDER CONTACT PHONE No.:

*Attach Additional Sheets If Necessary.*

**CERTIFICATION**

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title

**SAMPLE**

**PRESCRIBED FORM OF QUESTIONNAIRE**

(To accompany bid)

**SURETY BOND**

\_\_\_\_\_ CORPORATE – Consent of Surety Attached

\_\_\_\_\_ PERSONAL – Consent of Surety Attached

**FAMILIARITY WITH CONDITIONS OF CONTRACT**

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes \_\_\_\_\_ No \_\_\_\_\_

**EXPERIENCE OF BIDDER**

1. Have you had previous experience in school or other bus transportation? \_\_\_\_Yes \_\_\_\_No

2. If yes, how many years experience? \_\_\_\_\_

3. Briefly state the nature of this experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Bidder's Name and Title \_\_\_\_\_

(Print or Type)

Authorized Signature \_\_\_\_\_

**CONSENT OF SURETY – PERSONAL BONDS**

(To accompany the bid – if applicable)

Issued to the \_\_\_\_\_ Board of Education

On behalf of \_\_\_\_\_, as contractor

Bid Date \_\_\_\_\_ Bid Number \_\_\_\_\_

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

**Two Bondspersons Required**

(Please print or type.)

1. Name \_\_\_\_\_

Address \_\_\_\_\_

State location and value over all encumbrances thereon of real estate owned in the county of

\_\_\_\_\_ Property Value \$ \_\_\_\_\_

Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

State location and value over all encumbrances thereon of real estate owned in the county of

\_\_\_\_\_ Property Value \$ \_\_\_\_\_

Location \_\_\_\_\_

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

\_\_\_\_\_  
\_\_\_\_\_

Bondsperson Signature \_\_\_\_\_

**STATEMENT OF OWNERSHIP DISCLOSURE**

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

**OR**

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and

**Exchange Commission (SEC) or foreign equivalent filing**, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

#### **Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting uni>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting uni>** to notify the **<type of contracting uni>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting uni>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

**Coordinated Transportation Services Agency Membership Form**  
(To accompany the bid – CTSA only)

BOARD OF EDUCATION

CHIEF SCHOOL ADMINISTRATOR

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Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Authorized Representative Name and Title \_\_\_\_\_  
(Print or Type)

Authorized Signature \_\_\_\_\_

**AFFIRMATIVE ACTION**  
**QUESTIONNAIRE**  
(To accompany bid)

COMPANY NAME \_\_\_\_\_

1. Our company has a federal Affirmative Action Plan approval.

\_\_\_\_ YES      \_\_\_\_ NO

- A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

\_\_\_\_ YES      \_\_\_\_ NO

- A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER \_\_\_\_\_  
(Print or Type)

TITLE \_\_\_\_\_ DATE \_\_\_\_\_  
(Print or Type)

SIGNATURE \_\_\_\_\_



**FORM OF NON-COLLUSION AFFIDAVIT**

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ of the \_\_\_\_\_,  
(city, town, borough)

of \_\_\_\_\_, in the County of \_\_\_\_\_,

State of \_\_\_\_\_, of full age, being duly sworn according to law on

my oath depose and say that:

I am \_\_\_\_\_ of the firm/agency of \_\_\_\_\_, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

\_\_\_\_\_  
Company/Agency Name (Print or Type)

\_\_\_\_\_  
Authorized Representative - Name and Title (Print or Type)

\_\_\_\_\_  
Authorized Signature

(N.J.S.A. 52:34-15)

Bid Number \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public of New Jersey  
(Seal)

My commission expires \_\_\_\_\_, 20\_\_\_\_

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.:MAC1

DESTINATION(S) Middlesex County Academy for Science, Mathematics and Engineering Technologies, 100 Technology Drive, Edison, NJ

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	New Dover Road & Lund Ave
2	Grove Avenue & Stonehenge Rd
3	Wintergreen Ave & Azalea Drive
4	Wakefield Drive & Netherwood Circle
5	Heritage Drive & McKinley Ave
6	New Dover Road & Parker Road
7	Revere Blvd & Payne Court
8	Denver Blvd & Deutsch Lane
9	Curtis Ave & Utica Road
10	Livingston Ave & Grove Ave
11	Library Place & Mount Pleasant Ave
12	Mount Pleasant Ave & Fairmount Ave

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the Middlesex County Academy at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.:MAC2

DESTINATION(S) Middlesex County Academy for Science, Mathematics and Engineering Technologies, 100 Technology Drive, Edison, NJ

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	Old Raritan Road & Webb Street
2	Old Raritan Road & Wright Street
3	Ziga Lane & Linda Lane
4	Inman Ave & Timberline Drive
5	Snowflake Lane & Hawthorn Drive
6	Timber Oaks Road & Cricket Circle
7	Dogwood Drive & Woodfern Street
8	Teaberry Drive & Almond Lane
9	Plainfield Road & Woodrow Wilson Drive

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the Middlesex County Academy at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.: WV1

DESTINATION(S) Woodbridge Vocational School

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	Avenue C at Willard Dunham Drive
2	Old Post Road at Mill Road
3	Old Post Road and Waverly Drive
4	Ashley Road at Sturgis Road
5	Ovington Avenue at Penn Avenue
6	Loring Avenue at Jefferson Blvd
7	Latonia Street at Garden Street
8	Fox Road at Edmund Street
9	Morgan Drive at Ovington Avenue
10	Knapp Ave at Gaskill Avenue
11	Partch Place at Carmello Drive

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the Woodbridge Vocational School at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.:WV5

DESTINATION(S) Woodbridge Vocational School

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	Kate Place and Inman Ave
2	Brownley Street and Lucille Court
3	Norton Street and Janina Avenue
4	Mount Pleasant Avenue and Winnie Court
5	Oliver Avenue and Calvert Avenue West
6	Marlin Ave W and Winter Street
7	Clive Hills Road and Bryant Avenue
8	Clive Hills Road and Moraine Road
9	Christie Street and Dellwood Road
10	Temple Street and Hamilton Ave
11	North Evergreen Road and Thornall St
12	Oakwood Avenue and Koster Blvd
13	Harmon Road and Merker Drive

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the Woodbridge Vocational School at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.: PV2

DESTINATION(S) Piscataway Vocational School

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	Avenue C at Willard Dunham Drive
2	Old Post Road at Mill Road
3	Old Post Road and Waverly Drive
4	Ashley Road at Sturgis Road
5	Ovington Avenue at Penn Avenue
6	Loring Avenue at Jefferson Blvd
7	Latonia Street at Garden Street
8	Fox Road at Edmund Street
9	Morgan Drive at Ovington Avenue
10	Knapp Ave at Gaskill Avenue
11	Partch Place at Carmello Drive

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the Piscataway Vocational School at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
VOCATIONAL SCHOOL STUDENTS

ROUTE NO.: EV4

DESTINATION(S) East Brunswick Vocational School

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	Forest Haven Blvd at Swimming Pool
2	Pacific Street at Market Street
3	Silver Lake Avenue at Wellington Place
4	Lake View Blvd at Melbourne Street
5	Kearney Avenue at Lee Street
6	Gurley Road at Roger Road
7	Garden Terrace at Violet Place

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:45 A.M..

P.M. Run begins at the East Brunswick Vocational School at 3:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: 54 Passenger

**Equipment :** 54 Passenger Yellow School Bus with Working 8 Way School Lights, Working

Two Way Radio.

**Special Instructions :** A dry run must be completed before the start date. The bus company is responsible for all equipment such as car seats, harnesses, etc. This run is subject to change during the school year.

THE STARTING DATE OF THIS ROUTE IS December 1st, 2020

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: DUG

DESTINATION(S) : Douglas Developmental Disabilities  
151 Ryders Ln/25 Gibbons Circle  
New Brunswick NJ 08901

ARRIVAL TIME AT FIRST STOP 7:15 A.M.

STOP #1	27 Cellar Rd -Thurs Fri
#2	198 Monroe Ave-Thurs Fri
#3	749 Amboy Ave-Thurs Fri
#4	1783 Woodland Ave-Mon Tues-Needs Harness
#5	104 Woodbury Ct-Mon Tues
#6	893 Route 1 South Rm 116-Mon Tues

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 9:00 A.M. or later than 9:05 A.M..

P.M. Run begins at the Douglas Developmental Disabilities at 2:35 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : 24 Passenger School Bus

Equipment : 24 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: This Route DOES NOT RUN on WEDNESDAYS as of this date. Some students only attend Mondays and Tuesdays, others as indicated attend Thursdays and Fridays. A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

Starting Date of this route Will Be December 1st.



ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: BBS

DESTINATION(S) : Bright Beginnings Learning Center and  
FFA (Future Foundations of America)  
1660/1690 Stelton Road - 2 building stops  
Piscataway, NJ 08854

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	84 Trenton Ave, Harness
2	613 Forest Haven Blvd
3	313 Forest Haven Blvd
4	143 College Drive
5	70 Elm St

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Bright Beginnings Learning Center and FFA (Future Foundations of America) at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : 24 Passenger Yellow School Bus

Equipment : 24 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE:BBNE

DESTINATION(S) : Bright Beginnings Learning Center and  
FFA (Future Foundations of America)  
1660/1690 Stelton Road - 2 building stops  
Piscataway, NJ 08854

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	2B Weston Forbes Court
	Harness / Nurse for travel only - see special instructions
2	76 Beechwood Ave

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Bright Beginnings Learning Center and FFA (Future Foundations of America) at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : 24 Passenger Yellow School Bus

Equipment : 24 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year. Nurse to be picked up in the AM with the student and dropped back at the students home after the AM run. Nurse is picked up at students home before the PM pickup from school and both student and nurse are dropped back at home

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE:BBM-Wheelchair

DESTINATION(S) : Bright Beginnings Learning Center and  
FFA (Future Foundations of America)  
1660/1690 Stelton Road - 2 building stops  
Piscataway, NJ 08854

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	48N Reading Road, Harness
2	254 Hana Road, Wheelchair
3	350 Plainfield Avenue, Wheelchair
4	2328 Strawberry Court

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Bright Beginnings Learning Center and FFA (Future Foundations of America) at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : Wheelchair School Bus

Equipment : Wheelchair School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: CLL-1, Wheelchair

DESTINATION(S) : Center for Lifelong Learning, 333 Cheesquake Rd, Parlin, NJ

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	239 White Birch Road (Harness Needed)
2	12 Wright Street (Wheelchair)

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Center for Lifelong Learning School at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : Wheelchair School Bus

Equipment : Wheelchair Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: CLL-2

DESTINATION(S) : Center for Lifelong Learning, 333 Cheesquake Rd, Parlin, NJ

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	4 Fairfax Road (Harness Needed/ 1:1 nurse)
2	59 Bradley Drive
3	81 Idlewild Road
4	39 Idlewild Road
5	25 Second Street (Harness needed)

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Center for Lifelong Learning School at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : 24 Passenger Yellow School Bus

Equipment : 24 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: CLL-4

DESTINATION(S) : Center for Lifelong Learning, 333 Cheesquake Rd, Parlin, NJ

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1      394 College Drive

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Center for Lifelong Learning School at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : 24 Passenger Yellow School Bus

Equipment : 24 Passenger Yellow School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE: CLL-5 wheelchair

DESTINATION(S) : Center for Lifelong Learning, 333 Cheesquake Rd, Parlin, NJ

ARRIVAL TIME AT FIRST STOP 7:30 A.M.

STOP #1	4604 Hana Rd, Wheelchair
2	5 Van Buren Drive, Wheelchair

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:45 A.M. or later than 8:55 A.M..

P.M. Run begins at the Center for Lifelong Learning School at 2:30 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : Wheelchair Yellow School Bus

Equipment : Whhelchair School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE:LKW-Wheelchair

DESTINATION(S) : Lakeview School  
10 Oak Drive  
Edison, NJ 08837

ARRIVAL TIME AT FIRST STOP 7:45 A.M.

STOP #1	28 Lafayette Ave -Wheelchair
2	4 Korleen Court -Wheelchair

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:40 A.M..

P.M. Run begins at the Lakeview School at 1:45 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : Wheelchair School Bus

Equipment : Wheelchair School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.



ROUTE DESCRIPTION  
SPECIAL EDUCATION STUDENTS

ROUTE:LKM-Wheelchair

DESTINATION(S) : Lakeview School  
10 Oak Drive  
Edison, NJ 08837

ARRIVAL TIME AT FIRST STOP 7:45 A.M.

STOP #1	88 Jersey Avenue Wheelchair
2	101 Christie Street

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

**NOTE:** Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:30 A.M. or later than 8:40 A.M..

P.M. Run begins at the Lakeview School at 1:45 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity : Wheelchair School Bus

Equipment : Wheelchair School Bus with Working 8 Way School Lights, Working Two Way Radio, Bus Aide and Air Conditioning

Special Instructions: A dry run must be done before the start date, and all families notified of an approximate start time in a timely manner. Bus companies are responsible for any and all equipment needed for this run including car seats, harnesses and seatbelt locks required. This run is subject to change throughout the school year.

THE STARTING DATE OF THIS ROUTE IS December 1, 2020.

## BID SHEET

EDISON TOWNSHIP  
Board of Education

### Student Transportation Services

- Bids which do not include an adjustment amount will not be accepted.
- In the event bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.
- Alternate bids not solicited by the Board of Education will not be accepted.
- The following routes and aide (if applicable) are to be bid on a PER DIEM basis.
- Routes which require an aide are so indicated by an asterisk (\*).

I hereby submit the following bid(s) to transport students during the 2020-2021 school year in accordance with your advertisement, specifications and route description.

<u>Route Number</u>	<u>Route Cost</u>	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost (if applicable)</u>
1)MAC1	\$ _____	\$ _____	\$ _____(No Aide)
2)MAC2	\$ _____	\$ _____	\$ _____(No Aide)
3)WV1	\$ _____	\$ _____	\$ _____(No Aide)
4)WV5	\$ _____	\$ _____	\$ _____(No Aide)
5)PV2	\$ _____	\$ _____	\$ _____(No Aide)
6)EV2	\$ _____	\$ _____	\$ _____(No Aide)
7)EV4	\$ _____	\$ _____	\$ _____(No Aide)
8)DUG	\$ _____	\$ _____	\$ _____(1 Aide)
9)BBS	\$ _____	\$ _____	\$ _____(1 Aide)

**BID SHEET (Continued)**

Page 2 of 2

<u>Route Number</u>	<u>Route Cost</u>	<u>Increase/Decrease Adjustment Cost</u>	<u>Per Diem Per Aide Cost</u> (if applicable)
10)BBNE	\$ _____	\$ _____	\$ _____ (1 Aide)
11)BBM, Wheelchair	\$ _____	\$ _____	\$ _____ (1 Aide)
12)CLL-1, Wheelchair	\$ _____	\$ _____	\$ _____ (1 Aide)
13)CLL-2	\$ _____	\$ _____	\$ _____ (1 Aide)
14)CLL-4	\$ _____	\$ _____	\$ _____ (1 Aide)
15)CLL-5, Wheelchair	\$ _____	\$ _____	\$ _____ (1 Aide)
16)LKW, Wheelchair	\$ _____	\$ _____	\$ _____ (1 Aide)
17)LKM, Wheelchair	\$ _____	\$ _____	\$ _____ (1 Aide)

**TOTAL****PER DIEM BID** \$ \_\_\_\_\_ (Include route and aide costs, where applicable.)

**Bulk Bid** – If I am awarded all routes as identified by the individual routes bid above, a \_\_\_\_\_% deduction shall be applied to each route and aide cost, where applicable.

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

\_\_\_\_\_  
Bidder's Name (Print or Type)\_\_\_\_\_  
Company Name\_\_\_\_\_  
Company Address and Telephone Number\_\_\_\_\_  
Bidder's Signature\_\_\_\_\_  
Date