

DUPAGE HIGH SCHOOL DISTRICT 88

2 Friendship Plaza ~ Addison, Illinois 60101
Phone: (630) 530-3981 ~ Fax: (630) 832-0198
www.dupage88.net

March 12, 2012

Dear Vendors:

This is to solicit your sealed bid to provide Special Education Transportation School Bus Management Services to Addison Trail High School and Willowbrook High School, as noted in the Schedule of Proposals.

Included is the Schedule of Proposals for Addison Trail High School and Willowbrook High School, along with the two "Certification Sheets". Print and complete in detail, sign and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a sealed envelope **clearly** marked, "**Sealed Bid – Special Education Bus Transportation.**"

The Board of Education reserves the right to change quantities, reject any or all bids, or waive minor informalities and make awards in the best interest of this school district.

Bids are due on or before **Monday, April 2, 2012 at 10:00 a.m.** and will be opened and publicly read in the Business Office, Board of Education, 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this bid, please contact me at (630) 530-3972.

Sincerely,

Robert Flemming

Robert Flemming
Director of Business Services

RF:jg

Att. - Instructions to Bidders
Certification Sheets (2)
Schedule of Proposals

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Provide Special Education School Bus Transportation Management Services to DuPage High School District 88.

INSTRUCTIONS TO BIDDERS

Sealed proposals will be received in the Business Office for the Board of Education, DuPage High School District 88 at the place and date as follows:

Business Office
Board of Education
DuPage High School District 88
2 Friendship Plaza
Addison, Illinois 60101

Due Date: **Monday, April 2, 2012 at 10:00 a.m.,** at which time the bids will be opened and publicly read.

Any proposals received after the time and date specified may be too late to be considered. Specifications as may be required for these items are enclosed herewith.

Proposals shall be made on the items as listed in the "Schedule of Proposals".

Proposals shall be submitted on forms to be provided by the Owner and completed in full. The sealed envelope containing your bid should be plainly marked: "**SEALED BID - SPECIAL EDUCATION BUS TRANSPORTATION.**" The Owner reserves the right to reject any or all bids, to waive minor informalities in any bid, or to make award in the best interest of DuPage High School District 88.

Should the bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Owner who will issue necessary clarifications to all prospective bidders by means of addenda as may be appropriate.

It is intended that this contract shall be for a period of three years (2012-13, 2013-14 and 2014-15) renewable prior to March 1 of the third year, by mutual agreement, for an additional two-year period.

Certification:

- A. Bidders must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding Company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

- B. Bidders must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding Company, notarized, and returned with your bid. **Failure to do so shall disqualify your bid.**

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Provide Special Education School Bus Transportation Management Services for DuPage High School District 88, which includes:

Addison Trail High School
213 North Lombard Road
Addison, IL 60101

Willowbrook High School
1250 South Ardmore Avenue
Villa Park, IL 60181

SERVICES TO BE INCLUDED

It is intended that the Company shall include and pay for all costs, except gasoline, incidental to and connected with the operation of the Special Education School Bus Program. Costs shall include but not be limited to the following:

- Vehicles - The Company shall use only vehicles which provide for a minimum of at least twelve (12) persons (including driver). All vehicles shall be in full compliance with all applicable state and local laws and regulations.
- Gasoline, oil, and servicing - The District is exempt from paying Illinois use Tax (IL Rev. State., Ch. 120, S439.3) and sales to the District are exempt from Illinois Retailers Occupation Tax (IL Rev. State., Ch.120, S441). The District is exempt from paying Federal Excise Taxes (I.R.S. Ch.32, Subchapter G, S4221). The Board of Education will pay for gasoline or diesel fuel equal to the number of gallons needed to provide District 88 transportation. The number of gallons will be determined by a mathematical calculation including the total miles traveled and the miles per gallon of each bus. The Company shall secure for the school district gasoline and diesel fuel at the lowest possible price by calling several dealers to obtain price quotations. The School District has the right to ask to see various price quotes per delivery to verify the best price. No bills will be paid without original invoices obtained by the Company. The cost of oil and other servicing is to be borne by the Company.
- Mechanical repairs and replacements - All mechanical labor and replacement of parts incidental to proper maintenance of such vehicles, as required to keep them in a completely safe operating condition as required by statutory regulations. Replacement parts to include all items such as: spark plugs, distributor points, tires, brakes, batteries, mirrors,

bulbs, door mechanisms, body panels and painting, radiator and heater hose, electrical wiring, starters, alternators, various items required for engine overhaul, etc.

- Safety Lane Testing - Costs of the actual testing, as well as any and all costs incidental to maintaining the vehicles so that they will be approved for use. Also to include any costs of getting the vehicles to and from the testing station.
- License - All costs for Illinois license tags as required.
- Insurance - The cost of insurance in the amounts as specified and written by a company or companies mutually agreed upon and acceptable to the Owner. Company must be insured by a carrier with at least an "A" rating as listed by Best's Guide.
 - (a) Worker's Compensation and Employer's Liability Statutory Limits
 - (b) Comprehensive General Liability
 - (1) B.I. \$1,000,000 each occurrence
 - (2) P.D. \$1,000,000 each occurrence
 - (c) Comprehensive Automobile Liability
 - (1) B.I. \$1,000,000 each person
\$1,000,000 each occurrence
 - (2) P.D. \$ 500,000 each occurrence
 - (d) Umbrella excess policy must be provided to increase total liability coverage to a minimum of \$10,000,000. Therefore coverage provided by basic policy may be adjusted from the amounts listed in b and c above.
 - (e) Uninsured Motorists Coverage not less than \$1,000,000 each occurrence.

Any deductible amount specified as part of the insuring agreements shall be the responsibility of the Company. All policies shall insure all of the parties of this contract which includes members of the Board of Education, DuPage High School District 88, DuPage County, Illinois, and its employees, and a copy of the policy shall be delivered to this Board of Education.

The base bid is to include an amount of \$500 per vehicle (based on District 88 seat utilization) for insurance premiums to provide coverages as specified - any changes, either decreases or increases, in this cost shall be

"passed through" to the Owner thus reflecting either an added cost to this Board of Education or a reduction from the invoicing by the Company.

- Drivers - Provide qualified drivers and alternate drivers who will have passed State of Illinois bus operator's tests, meet **all** statutory requirements including, but not limited to, drug testing, criminal background checks, pre and post trip school bus inspections, etc., and are familiar with all rules, regulations and orders heretofore or which hereafter may be made or issued by the Superintendent of Education of the State of Illinois.
- Vehicle damage - Complete and total damage to all units beyond normal wear and tear. The Board of Education agrees to repair or to pay for repairs required to vehicles because of malicious damage attributable to students while the vehicles are in use.
- Length of school year - Service shall be provided for a total of up to 185 days for each school year. Additionally, there are summer school routes which must be covered (sample attached).
- Cold Weather - The Company will provide mechanics, when the District requests, working all night when extremely cold to idle and warm up buses to ensure that all runs the next morning will be made.
- Storage - Proper and safe place to store/park all vehicles when they are not in use. Also, the Company shall provide the garage or building facility as may be required and appropriate and in which maintenance/repair work can be accomplished. The Company must employ mechanics certified in engine repair work as appropriate for their specific equipment. The Company will provide storage tanks for fuel. The Company will provide the bus storage and garage facility on the same location in a place not greater than 1.5 miles from the School District boundary.
- Repair devices/tools - The Company shall furnish/provide any and all tools, testing equipment and machinery necessary and appropriate that may be required to properly maintain and repair this fleet of vehicles.
- Bus routes and time schedules - The Company shall develop and operate bus routes and time schedules based on the requirements of student placements and their schedules as provided by the Company. No routes or time schedules are to be followed that are in any way contrary to any safety regulations, whether or not prescribed by the statutes, that may endanger the lives or property of the driver, passengers, or other persons, or cause undue and excessive damage to the school bus. The Company will be expected to cooperate with other districts regarding scheduling. While it is intended that the successful bidder will be employed as the primary provider of transportation for special education students, it should be noted that it is not exclusive and that in certain instances the company

will, due to certain requirements of particular students, utilize additional sources of transportation.

Additional Information:

- Employees' Manual/Handbook - The Company shall submit an employees' manual/handbook with the bid. The manual should include procedures to be followed in case of an accident, alcohol and drug procedures, and other safety procedures as may be pertinent to the employee and/or protection of students.
- References - The Company shall submit the names of a minimum of two school districts with which it has had a contract for special education transportation over the past three years. The name of a contact person and a phone number should be included.
- Duration of Contract - It is intended that this contract shall be for a period of three years (2012-13, 2013-14, and 2014-15) renewable prior to March 1 of the third year by mutual agreement for an additional two-year period.
- Rate Increases - The Company shall indicate on the "Schedule of Proposals" the rate for the 2012-13 fiscal year. For 2013-14, 2014-15, 2015-16, and 2016-17 the rates shall be determined as follows:

The daily rate shall be increased annually in accordance with the percent increases for the preceding twelve months pursuant to the consumer price index for All Urban Consumers (CPI-U) in the Chicago, Gary, Lake Co. area for June issued by the Bureau of Labor Statistics of the United States Department of Labor but in no event shall rate exceed 10% of the prior year's daily rate. To further identify this index, the comparable figure for June, 2011 (published in July, 2011) was 3.8%.

- Special Movement Charge - There is a \$25 special movement charge for either a mid-day, early, or late release. Billing should clearly detail these charges. Special movement charges are shown on the sample operation schedules.
- Penalty (Regular trips) - The Company shall be assessed a penalty for each trip not operated for causes other than hazardous road conditions as mutually agreed upon with the Owner, or by reason of strike or other reason beyond control of the Company. The amount of penalty shall be equal to two times the contract rate for the trip.
- Two-Way Radios - The successful bidder must provide a base station with FCC authority and also radios for all buses, so that there is constant communication during all bus runs.

All expenses related to ensuring that all buses have working radios in communication with the successful bidder's base station will be borne by the successful bidder.

Following is operational information with respect to both our summer school (July, 2011) and recent (January, 2012) monthly listing (without student names) which includes destination, number of students and special handling requirements.

OPERATIONAL INFORMATION

Section I: **Basic Student Transportation Program**

A complete list of the students to be transported will be given to the successful bidder. The following information regarding our current students is provided to assist you in the preparation of your bid.

Destination and number of students varies throughout the year. These are to be considered as sample schedules only. Current destinations along with estimated pupils transported for 2011-12 are listed below:

District #88 Special Education Transportation

As of January, 2012

School	# Students	Special Handling	Over/Under 25 Miles
A.L.O.P.	9		U
Acacia Academy	1		U
Addison Trail High School	28	2-WC, 2-A/C, 1-SM	U
Aurora Education Center	1	1-Vest	O
Camelot of Hoffman Estates	3	1-A/C	O
Camelot of Naperville	1		O
Clare Woods Academy	1		O
Giant Steps	1	1-A/C	O
Glen Oaks Day School	2		U
Hinsdale South High School	4	3-SM	2-U & 2-O
Hyatt	1	1-SM	U
Krejci Academy	1		O
Lake Park East High School	1	1-WC, 1-A/C	U
Marklund Day School	3	2-WC, 2-A/C	U
McDonald's	4	4-SM	U
Metropolitan Preparatory School	1		U
Parkland Preparatory Academy	8		4-U, 4-O
School of Expressive Arts & Learning	3		U
Transition Program	7	5-SM	U
Westmont High School	1	1-WC, 1-A/C, 2-SM	U
Westmont Transition Program	6	2-WC, 2-A/C	U
Willowbrook High School	23	1-WC, 1-A/C, 2-SM	U

WC=Wheel Chair; A/C=Air Conditioning; SM=Special Movement

District #88 Special Education Transportation

As of July, 2011

School	# Students	Special Handling	Over/Under 25 Miles
Addison Trail High School	6		U
Camelot of Hoffman Estates	3		O
Camelot of Naperville	2		O
Clare Woods Academy	1		O
Giant Steps	1		O
Glen Oaks Day School	3		U
Hillside Academy	4		U
Hinsdale South High School	1		O
Krejci Academy	1		O
Marklund Day School	2	2-WC, 2-A/C	U
Metropolitan Preparatory School	2		U
Parkland Preparatory Academy	5		O
Prairie View	2		O
School of Expressive Arts & Learning	2		I
South Campus	1		O
Southeast Alternative	1		O
Transition Program	6		U
Westmont Transition Program	7	1-WC, 1-A/C	U
Willowbrook High School	18	1-WC, 1-A/C	U

WC=Wheel Chair; A/C=Air Conditioning; SM=Special Movement

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

PROJECT: To Furnish Special Education Bus Transportation for District 88

SCHEDULE OF PROPOSALS

The terms and conditions of this request including those set forth in the preceding Instructions to Bidders, Services to be Included, and Operational Information are to be considered part of this bid. We agree to provide said services in accordance with the above conditions as follows:

Daily Per Pupil Costs:

1. Transportation to school outside of DuPage High School District 88.
 - a. 0 to less than 25 miles (round trip) _____ pupil/day
 - b. 25 miles or over (round trip) _____ pupil/day
2. Special Handling (Costs in addition to those above):
 - a. Wheel chairs add _____ pupil/day
 - b. Crutches add _____ pupil/day
 - c. Help pupils on/off the bus add _____ pupil/day
 - d. Pupils attending for sessions of ½ day only add _____ pupil/day
 - e. Other _____ add _____ pupil/day
(Reasons to be included as part of the contract)

From time to time the Owner may have a need for temporary transportation. While this may be for several weeks or several months, similar bus service will be required in these situations with the rate to be the same as the rates bid in Item #1.

Bids are due on or before **Monday, April 2, 2012 at 10:00 a.m.** local time.

Date: _____ Name of Company: _____

Phone: _____ By: _____
(Print or Type) (Title)

(Signature) Address: _____

SPECIAL EDUCATION BUS TRANSPORTATION

Bids are due on or before **Monday, April 2, 2012 at 10:00 a.m.**, local time.

PLEASE NOTE: Bid results will be available at www.dupage88.net after approval by the Board of Education.

Date: _____ Name of Company _____

Phone: _____ By: _____
(Print or Type) (Title)

Fax: _____ Address: _____

(Signature)

Email Address: _____

For purposes of state reporting only, checking this box certifies that this business is minority-owned, female-owned, owned by a person with disabilities or locally owned.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

CERTIFICATION I

(Bid Proposal)

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from bidding on this contract/project as a result of a conviction of either section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____ (Print or Type) _____ (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your bid.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

[Contractors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

This certifies that we have less than 25 employees.

This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat., ch. 127, par. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Contractor]

By _____
Authorized Agent of Contractor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your bid.