

South Brunswick Board of Education
P.O. Box 181
Monmouth Junction, New Jersey 08852

County
of
Middlesex

Field Trip Transportation--One Day and Overnight Trips
Bid Specifications

School Related Activity
Student Transportation Services

Bid Number 2019-25

Legal Notice
Specifications
Prescribed Questionnaire
Statement of Ownership Disclosure
Affirmative Action Questionnaire/Statement
Non-Collusion Affidavit
Bid Sheet

LEGAL NOTICE

South Brunswick Board of Education
P.O. Box 181
Monmouth Junction, New Jersey 08852

The South Brunswick Township Board of Education invites the submission of sealed bids on:
BID NO 2019-25.

FIELD TRIP TRANSPORTATION--ONE DAY AND OVER NIGHT TRIPS As Scheduled

School Related Activity Student Transportation Services

Bids will be received until 11:00 AM **on Wednesday, October 30, 2019** at the Business Office, 231 Blackhorse Lane, North Brunswick, NJ, 08902 at which time and place all bids will be publicly opened.

All bid submissions must be either hand delivered or sent via UPS, Fed Ex, etc. Bid submissions will not be accepted via the United States Postal Service as we cannot guarantee the receipt of those packages. Bids WILL NOT be accepted via email. **Mark all bid package submissions with BID ENCLOSED.**

Specifications and Bid Form may be obtained at the same office or requested by email to

steven.corso@sbschools.org.

All bid packages will be sent out via email. You may also obtain Specification and Bid Form from the district's website

https://www.sbschools.org/departments/business/content_rfps_and_bids

The Board of Education reserves the right to reject any or all bids. Bidders are required to comply with the requirements of P.L. 1975, c 127, (NJSA 10:5-31 et seq. and NJAC 17:27). Bidders are required to submit a NJ Business Registration Certificate prior to award of contract and the bidder must have obtained the NJ Business Registration Certificate prior to receipt of bids per P.L.2009, c.315.

David Pawlowski

School Business Administrator/Board Secretary
SOUTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION
MIDDLESEX COUNTY, NEW JERSEY

Specification for School Related Activity
Student Transportation Services

FIELD TRIP TRANSPORTATION--ONE DAY AND OVERNIGHT TRIPS
(As Scheduled)

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.
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 destinations as required.
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 Field Trip Transportation--One Day and overnight Trips**" **Bid No. 2019-25** South Brunswick Board of Education 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 **South Brunswick Board of Education, Board of Education Business Office, located at 231 Blackhorse Lane, North Brunswick, New Jersey 08902** up to 11:00 a.m., **Wednesday, October 30, 2019**

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 N.J.A.C. 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with N.J.S.A. 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. 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.
3. A bus aide must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position and complies with the rules set forth for aides in all applicable state and local regulations.
4. 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 Scheduled, and other duties which may be specified by the board of education.
5. 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. Contracts will be calculated based on the actual services performed.
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. 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 a scheduled trip is cancelled 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 field trip** as specified and on the 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.

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%) of the sums of all individual bid amounts times the number of estimated trips as specified on the enclosed bid sheet. 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).
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.
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. Additionally, evidence of the value of the property listed as security must be provided upon request. **Please note for this bid Personal Surety Bonds are not accepted.**

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.

Trips

The travel route of the vehicle should be the safest most direct route to and from the destination.

Modifications

Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening, will be made known by certified mail to all bidders who requested specifications.

Affirmative Action

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

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.

Request of the Board of Education

All bidders or companies providing responses for requested proposals, are requested to submit with their response package a copy of their "New Jersey Business Registration Certificate" as issued by the Department of Treasury of the State of New Jersey.

The Board reminds all respondents that failure to submit the New Jersey Business Registration Certificate prior to the award of contract will result in the rejection of the proposal.

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 Criminal History Review on the "[Pre-Employment Resources](https://www.state.nj.us/education/educators/crimhist/preemployment/)" webpage: <https://www.state.nj.us/education/educators/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.

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 NJS 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 her 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

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 _____

City, State Zip _____

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 _____

City, State Zip _____



**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

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.

OR

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

**PRESCRIBED FORM OF QUESTIONNAIRE
(To accompany bid)**

SURETY BOND

_____ CORPORATE – 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

Have you had previous experience in school or other bus transportation? ___Yes ___No

If yes, how many years experience? _____

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)**

NOT APPLICABLE!

This form is not applicable as the Board of Education will not accept Personal Surety Bonds and therefore no action is required with this form by bidders!

Important Reminder!

Although Personal Surety Bonds are not acceptable for this bid, the board still requires a Corporate Consent of Surety to be submitted with the bid as noted below:

Consent of Surety—Requirement for Bid

Each bid **shall** be accompanied by a Consent of Surety, which must be dated.

The Consent of Surety shall be issued from a surety company licensed and qualified to do business in the State of New Jersey. All certificate (consent) of surety documents must be signed with original signatures.

The Board will not accept facsimile or rubberstamp signatures. The certificate (consent) of surety, together with a power of attorney must be submitted with the bid. Submission of a Consent of Surety which contains any prior conditions upon the Surety's issuance of the required Bonds (other than the award of the contract) may be cause for rejection of the bid.

Failure to sign the Certificate (Consent) of Surety by either the Surety or Principal, and failure to submit the properly executed Certificate (Consent) of Surety with the bid package, shall be deemed cause for disqualification and rejection of the bid.

STATEMENT OF OWNERSHIP DISCLOSURE/STOCKHOLDERS 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 non-corporate 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; the **Board of Education** 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 the board of education to notify the *board of education* 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 *board of education* to declare any contract(s) resulting from this certification void and unenforceable.

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

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.

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

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 _____

South Brunswick Board of Education

Field Trip Transportation—One Day and Overnight Trips

Technical Specifications

Intent of Bid

The intent of this bid is to solicit competitive bid prices for School Related Activities/ Field Trip Transportation with the South Brunswick Board of Education.

Term of Contract

The term of contract will be from November 1, 2019 through June 30, 2020 and as per the listed field trips.

Scope of Service

Qualified bus transportation companies are to provide field trip bus transportation as per the attached field trips lists.

Field Trips List

The South Brunswick Board of Education, provides as part of the bid specifications, a list of ten (10) one-day field trips. All bidders are to carefully review the specifications. Bidders may offer bid prices on any or all listed field trips. Bidders do not have to bid on all trips.

Award of Contract—Per Field Trip Basis/Per Vehicle Basis

It is the intention of the board of education to award the contract on a per field trip basis/per vehicle basis to the lowest responsible bidder. Bidders are not to amend or change any bid specifications with their particular conditions.

Example of Award of Contract

For bidding purposes only, it is the intention of the board to award the contract on a per field trip/per vehicle basis.

For example:

| Field Trip Number | Company A | Company B | Company C |
|---------------------|----------------------|----------------------|----------------------|
| #1 Waterloo Village | \$400.00 per vehicle | \$410.00 per vehicle | \$425.00 per vehicle |

The apparent low bidder is Company A, with the low bid price of \$400.00 per vehicle. Please note the above amounts were intended for example purposes only and not to suggest any bid pricing.

Important Notification

The transportation vehicle shall remain at the field trip site for the entire period of time. The vehicle assigned to each field trip shall not be utilized for other purposes during the time so scheduled.

Conditions

The transportation company shall only transport passengers assigned by the South Brunswick Board of Education. Relatives, friends of drivers and other non-authorized passengers are prohibited to be on the bus.

The transportation company shall not sublet, sell, transfer, assign, delegate or in any other fashion whatsoever dispose of his interest under the contract or any portion thereof to any other person, firm, corporation, or bus company without written consent from the South Brunswick Board of Education.

Scheduling of Field Trips -- Purchase Order Required

Authorized personnel of the South Brunswick Board of Education may schedule trips by phone, mail or fax, however no trip is officially confirmed unless the bus company receives a signed, authorized purchase order from the South Brunswick Board of Education before the date of the trip.

Exception - In some cases, field trips may be paid by Student Activity Fund checks and a Board of Education purchase order is not required. The school principal will notify the bus company in this case.

Cancellation Notice -- 24 Hour Notice

There may be instances where field trip transportation has to be cancelled. The Board of Education acknowledges the right of the bus company to recoup financial costs due to late cancellation. The Board of Education will make every effort to notify the bus company on a timely basis should the need arise to cancel a scheduled trip.

Penalties

- Late Arrivals

If the transportation vehicle arrives at the school and/or the destination, for pickup of students more than 15 minutes after the mutually agreed upon scheduled time the contractor shall be penalized the amount of \$100.00.

- No Arrival

If a transportation vehicle fails to show after one half (1/2 hour) of the scheduled time and there is no good faith effort by the company to send a replacement vehicle, the company shall be assessed a penalty of \$250.00 and may be deemed in breach of contract.

- **Vehicle Not Equipped Properly**

There is an expectation that all vehicles be properly equipped and all equipment be in working order. The board may assess a penalty of up to \$500.00 for non-working equipment or bathroom facilities when applicable.

Tolls; Parking Charges

Payment of tolls is the responsibility of the bus company.

Payment of any parking charges is the responsibility of the school district.

Breakdowns

If a breakdown occurs during the transportation of students or while a bus is on route for the commencement of such transportation of students, or while a bus is used for the South Brunswick Board of Education, the contractor agrees to supply a replacement bus, on a timely basis, so that there will be no undue interruption of the scheduled run.

The bus driver shall, by two-way communication, inform the bus company of the breakdown and it is the responsibility of the bus company to contact the contracting principal of the school and the Transportation Manager and advise of the breakdown.

The direction of the vehicle shall be the safest most direct to and from the destination.

School Related Activity Transportation **Additional Provisions**

ANTI-BULLYING BILL OF RIGHTS—REPORTING OF HARASSMENT, INTIMIDATION AND BULLYING

The contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. The district shall provide to the contracted service provider a copy of the board’s Anti-Bullying Policy.

In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

ANTI-DISCRIMINATION PROVISIONS—N.J.S.A. 10:2-1

N.J.S.A. 10:2-1. Anti-discrimination provisions. Every contract for or on behalf of the State or any county or municipality or other political subdivision of the State, or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

- a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;
- b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;
- c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and
- d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

No provision in this section shall be construed to prevent a board of education from designating that a contract, subcontract or other means of procurement of goods, services, equipment or construction shall be awarded to a small business enterprise, minority business enterprise or a women's business enterprise pursuant to P.L.1985, c.490 (C.18A:18A-51 et seq.).

CONSENT OF SURETY—REQUIREMENT FOR BID

As a requirement for this bid, each bid **must** be accompanied by a Consent of Surety, which must be dated.

The Consent of Surety shall be issued from a surety company licensed and qualified to do business in the State of New Jersey. All certificate (consent) of surety documents must be signed with original signatures.

The Board will not accept facsimile or rubberstamp signatures. The certificate (consent) of surety, together with a power of attorney must be submitted with the bid. Submission of a Consent of Surety which contains any prior conditions upon the Surety's issuance of the required Bonds (other than the award of the contract) may be cause for rejection of the bid.

Failure to sign the Certificate (Consent) of Surety by either the Surety or Principal, and failure to submit the properly executed Certificate (Consent) of Surety with the bid package, shall be deemed cause for disqualification and rejection of the bid.

CHAPTER 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

As a requirement for this bid, all bidders must complete, sign and submit with their bid response, the Chapter 271 Political Contribution Disclosure Form which said form is part of the bid package. Failure to complete, sign and submit the form may be cause for the rejection of the bid. Pursuant to N.J.A.C. 6A:23A-6.3 (a) (1-4) please note the following:

Award of Contract -- Reportable Contributions -- N.J.A.C. 6A:23A-6.3 (a) (1)

“No board of education will vote upon or award any contract in the amount of \$17,500 or greater to any business entity which has made a contribution reportable by the recipient under P.L.1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to a member of the board of education during the preceding one year period.

Contributions During Term of Contract – Prohibited -- N.J.A.C. 6A:23A-6.3 (a) (2-3)

“Contributions reportable by the recipient under P.L. 1973, c83 (codified at N.J.S.A. 19:44A-1 et seq.) to any member of the school board from any business entity doing business with the school district are prohibited during the term of the contract.”

“When a business entity referred in 4.1(e) is a natural person, contribution by that person’s spouse or child that resides therewith, will be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein will be deemed to be a contribution by the business entity.”

The Chapter 271 Political Contribution Disclosure form shall be submitted with the response to the bid/proposal. Failure to provide the completed and signed form may be cause for disqualification of the bid/proposal.

CHILD ABUSE AND NEGLECT; REPORTING SUSPICIONS OF

Bus drivers or aides who have reasonable cause to believe that a child has been subjected to any type of child abuse or neglect, must IMMEDIATELY report any such suspicions to their supervisor.

The bus company supervisor must report the suspicions, verbally and then followed up in writing, first to the school principal and then to either the Director of Transportation or the School Business Administrator. It is the responsibility of the school principal to investigate the suspicions and to notify the Division of Child Protection and Permanency.

IDLING OF SCHOOL BUS VEHICLES—Enforcement—Three (3) Minute Rule

The Board of Education reminds all school bus contractors, that all efforts will be taken to strictly enforce New Jersey's idling requirements for school bus vehicles.

Idling Limit Time for School Bus Vehicles—Three (3) Minutes

No person shall cause, suffer, allow, or permit the engine of a gasoline-fueled motor vehicle or diesel-powered motor vehicle to idle for more than **three (3) consecutive minutes** if the vehicle is not in motion.

Reference N.J.A.C. 7:27-14.3 and N.J.A.C. 7:27-15.8.

Actively Discharging of Picking Up Passengers—Fifteen (15) Minutes

School bus vehicles may idle while actively discharging or picking up students for a fifteen (15) consecutive minutes in a sixty (60) minute period.

Reference N.J.A.C. 7:27-14 and N.J.A.C. 7:27-15

IRAN DISCLOSURE OF INVESTMENT ACTIVITIES

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 or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.NewJersey.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification.

If the Director finds a person or entity to be in violation of 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.

In addition, bidders must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes on the lower portion of the enclosed form.

The Board of Education has provided in this bid package a form entitled:

Disclosure of Investment Activities in Iran

All bidders are to complete, sign and submit the form with their bid response.

Failure to complete, sign and submit the Disclosure of Investment Activities in Iran form with the bid response, shall be cause for rejection of the bid.

One Day and Overnight Field Trips

Trip #1--Friday, February 28, 2020 through Sunday, March 1, 2020 to Norwin HS, North Huntingdon, PA

South Brunswick HS to Norwin HS, North Huntingdon, PA

11:45 pm arrival at school/ 12:00 am (midnight) depart

Leave site 3/1/20 at 8:00 pm / arrive at school 2:00 am

Type of Vehicle—**One (1) Coach Bus**

***Bus to stay, and shuttle students between hotel and sites.**

Trip #2--Wednesday, March 11, 2020 through Sunday, March 15, 2020 to Concert Band Festival, Indianapolis, IN

South Brunswick High School to Concert Band Festival, Indianapolis, IN

12:45 pm arrival at school/ 1:00 pm depart

Leave site 3/14/20 at 9:00 pm / arrive at school 11:00 am 3/15/19

Type of Vehicle- **Two (2) Charter Buses**

***Must have working bathrooms, Wi-Fi, electrical outlets and DVD for movies. We will supply drivers rooms, no meals or festival activities.**

Trip #3—Friday, March 20, 2020 through Sunday, March 22, 2020 to Lehigh University, Bethlehem, PA

South Brunswick HS to Lehigh University, Bethlehem, PA

11:45 PM arrival at school / 12:00 am (midnight) depart

Leave site 3/22/2020 at 6:00 pm / arrive at school 8:00 pm

Type of Vehicle—**One (1) Coach Bus**

***Bus to stay, and shuttle students between hotel and sites**

Trip #4--Wednesday, April 1, 2020 through Sunday, April 5, 2020 to University of Dayton, Dayton, Ohio

South Brunswick HS to University of Dayton, Dayton, OH

11:45 pm arrival at school/ 12:00 am (midnight) depart

Leave site 4/5/20 at 6:00 pm / arrive at school 6:00 am

Type of Vehicle—**One (1) Coach Bus**

***Bus to stay, and shuttle students between hotel and sites**

One Day and Overnight Field Trips

Trip #5--Thursday, June 4, 2020 through Friday, June 5, 2020 to Gettysburg National Park, PA

Crossroads South to Gettysburg National Park, PA

7:15 am arrival at school/ 7:30 am depart

Leave site 6/5/20 at 1:00 pm / arrive at school 4:00 pm

Type of Vehicle—**eight (8) Coach Buses**. Total 415 passengers

***Drivers to stay will shuttle back and forth to venue and meals, itinerary to follow**

Trip #6-- Wednesday, June 17, 2020 to The Funplex, Mt Laurel (One day trip)**

Constable school to The Funplex, Mt Laurel

9:15 am arrival at school/ 9:30 am depart

Leave site 2:00 pm/ arrive at school 3:00 pm

110 Passengers

Two (2) Coach Buses or three (3) School buses

Trip #7--Friday, May 15, 2020 through Saturday, May 16, 2020 to Hershey Lodge, Hersey PA

Crossroads South to Hershey Lodge, Hersey PA

8:15 am arrive at school/ 8:30 am depart

Leave site Saturday May 16th at 5:30 pm/ arrive home 8:00 pm

Type of Vehicle— Thirteen (13) coach buses, plus an empty follow bus and mechanic in truck to follow.

***Must have working bathrooms, AC and DVD for movies**

*** We request Wi-Fi, electrical outlets and newest buses**

***Drivers/mechanic must stay with trip to shuttle back and forth to events and meals**

Trip #8-- Friday, May 29, 2020 through Saturday, May 30, 2020 to Hershey Lodge, Hersey PA

Crossroads North to Hershey Lodge, Hersey PA

8:15 am arrive at school/ 8:30 am depart

Leave site Saturday May 16th at 5:30 pm/ arrive home 8:00 pm

Type of Vehicle— Thirteen (13) coach buses, plus an empty follow bus and mechanic in truck to follow.

***Must have working bathrooms, AC and DVD for movies**

*** We request Wi-Fi, electrical outlets and newest buses**

***Drivers/mechanic must stay with trip to shuttle back and forth to events and meals**

South Brunswick Board of Education

Bid Proposal Form

One Day and Overnight Field Trips

| Trip # | Destination | Number of Vehicles | Cost per Vehicle |
|--------|-------------------------------------|--|------------------|
| #1 | Norwin HS, North Huntingdon, PA | One (1) Coach Bus | \$ _____ |
| #2 | Indianapolis, IN | Two (2) Charter Buses | \$ _____ |
| #3 | Lehigh University, Bethlehem, PA | One (1) Coach Bus | \$ _____ |
| #4 | University of Dayton, Dayton, OH | One (1) Coach Bus | \$ _____ |
| #5 | Gettysburg National Park, PA | Eight (8) Coach Buses | \$ _____ |
| #6 | The Funplex, Mt Laurel (110 people) | (2) Coach Buses or (3) School buses | \$ _____ |
| #7 | Hershey Lodge, Hersey, PA | Thirteen (13) Coach Buses | \$ _____ |
| #8 | Hershey Lodge, Hersey, PA | Thirteen (13) Coach Buses | \$ _____ |

All trip destinations are New Jersey unless otherwise noted.

Name of Company _____

Address _____ P.O. Box _____

City, State, Zip _____

Telephone No. _____ Fax No. _____

Authorized Agent _____ Title _____

Signature—Authorized Agent _____ Date _____