

**REQUEST FOR PROPOSAL  
FOR  
TRANSPORTATION OF PUPILS  
FOR THE 2019-20 SCHOOL YEARS**

**Contractor's Meeting**

**Date: April 5, 2019  
Time: 11:00 a.m.**

PROPOSALS WILL BE OPENED AND ACKNOWLEDGED PUBLICLY:

**Date:** April 17, 2019  
**Time:** 3:00 p.m.  
**Location:** Putnam Valley School District Office  
171 Oscawana Lake Road  
Putnam Valley, NY 10579

Superintendent of Schools: *Dr. Frances Wills*  
Deputy Superintendent: *Dr. Jeremy Luft*  
District Treasurer: *Jill Figarella*  
Director of Operations and Transportation: *David Spittal*  
Phone: 845.528.8125



## Table of Contents

DEFINITIONS .....	1
Public Notice .....	3
Introduction .....	5
Request for Proposal Specifications.....	6
Section 1: Requirements for School Bus Drivers and Vehicles.....	7
Section 2-Safety.....	13
Section 3-Number of Children to be Transported .....	14
Section 4-Insurance and Bonds .....	14
Section 5-Bid Bond (Proposal Bond) .....	17
Section 6-District and Contractor Responsibility.....	17
Section 7-Two Way Radios/Cell Telephones/AV Equipment/Digital Video.....	18
Section 8-Addition or Deletion of Buses .....	19
Section 9-Laws of the State of New York and Regulations of the Commissioner of Education .....	19
Section 10-School Locations and Time Schedules .....	19
Section 11-Fleet Information and Bus Replacement (Contractor Owned Buses).....	19
Section 12-Routes .....	20
Section 13-Field Trips and Other Purpose Transportation .....	20
Section 14-Cost Forms .....	20
Section 15-Equal Opportunity and Non-Discrimination.....	20
Section 16-Proposal .....	20
Section 17-Evaluation of Proposal.....	21
Section 18-Award .....	21
Section 19-Term .....	21
Section 20-Contract Non-Assignable.....	21
Section 21-Storage of Buses and Maintenance and Repair Facility.....	21
Section 22-Termination .....	21
Appendices and RFP Forms .....	23
APPENDIX A.....	23
TRANSPORTATION 2 TIERS .....	23
APPENDIX B School Routes.....	24
APPENDIX C .....	40

CONTRACTOR QUALIFICATIONS.....	41
Proposal Procedure and Requirements.....	42
APPENDIX D .....	54
PROPOSER’S CHECKLIST .....	55
PROPOSAL FORM .....	57
Bid Bond or Certified Check .....	58
Contractor Pre-Employment Checklist for Assistant Drivers (Bus Monitors).....	59
Contractor Pre-Employment Checklist for Drivers .....	59
APPENDIX E .....	61
LIST OF EQUIPMENT .....	61
APPENDIX F .....	62
MONTHLY REPORT TO PVCSD .....	63
APPENDIX G .....	65
Scoring Document .....	66
Pupil Transportation Proposal Scoring Document.....	67
APPENDIX H .....	69
CONFLICT OF INTEREST CERTIFICATION.....	70
NON-COLLUSIVE CERTIFICATION .....	71
HOLD HARMLESS AGREEMENT.....	73
APPENDIX I .....	74
BID SHEETS.....	75
DISTRICT TRANSPORTATION PROPOSAL PERFORMANCE BOND PRICE 2019-2020 SCHOOL YEAR.....	78
CONTRACT VEHICLE LIST.....	79

## DEFINITIONS

All invitations to submit Bids issued by the Putnam Valley Central School District will bind Bidders and successful Bidders to the conditions and requirements set forth in these general conditions and such conditions shall form an integral part of each purchase Contract awarded by the Putnam Valley Central School District.

- “Addendum” - a written instrument issued by the Putnam Valley Central School District, or its agent, prior to the execution of the contract which modifies or interprets the Bid documents by additions, deletions, clarifications, or corrections.
- “Bid” - an offer to furnish materials, services, supplies, and/or equipment in accordance with invitation to Bid, the general conditions, and the specifications.
- “Bidder” or Contractor” - any individual, company, or corporation submitting a Bid, and is qualified consistent with the “Bidder Qualifications” section of this document.
- “Board” - the Board of Education of the Putnam Valley Central School District
- “Contract” - an agreement duly executed by the Putnam Valley Central School District and the Bidder which calls for the transportation of pupils of the Putnam Valley Central School District by the Contractor in accordance with all terms, conditions, requirements and specifications in the Bid, for a price to be paid by the Putnam Valley Central School District.
- “District” or “School District” - shall mean the legal designation of Putnam Valley Central School District
- “Evaluation Criteria” - the means by which the Putnam Valley Central School District will evaluate the Bids submitted.
- “He” or “She” - when used to refer to the Contractor or employees thereof, it is not gender specific; fully interchangeable with he/she and/or him/her.
- “Profile” - as used in these specifications, it is the summary of a school bus operator’s New York State Department of Transportation Vehicle Inspection system record for a specific time period showing the number of school bus inspections made as well as information on the number and the percentage of inspection defects found.

- “Round Robin”
- a term used to describe a single trip cost for the transportation of a group of students from a location to a destination and then return from that destination with a different group of students.
- “Specification”
- description of services to be performed by Bidder for the Putnam Valley Central School District together with the materials, supplies, and/or equipment that are to be used and maintained together with the conditions for such service and maintenance.
- “Successful Bidder”
- any Bidder to whom an award is made by the Putnam Valley Central School District.

**Public Notice  
Request for Proposal for  
Transportation of Pupils  
For the 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 School Years**

Putnam Valley Central School District  
171 Oscawana Lake Road  
Putnam Valley, NY 10579

The Putnam Valley Central School District invites sealed proposals for providing transportation for the 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 school years for (1) to and from school; (2) Extra-curricular School Year. The request for Proposal including forms for proposal, certification, conditions, specifications, may be obtained from the District office between the hours of 9 a.m. and 3 p.m.

In all cases, it must be understood that the conditions and specifications set forth in the request for the proposal by the District shall apply. Sealed proposals shall be sent to the District Office and shall be clearly marked **“Pupil Transportation Proposal-Do Not Open Until 3:00 p.m. April 17, 2019.”** Such proposals will be received until 3:00 p.m. on April 17, 2019 at which time and place all proposals will be publicly acknowledged. The District reserves the right to reject all proposals, waive any informalities in proposals and to negotiate any portion of proposals.

A meeting of potential Contractors will be held at 11:00 a.m. on April 5, 2019 to address any questions or concerns relative to the proposed contract at the above address. All Contractors are urged to attend the meeting at the District Office at 171 Oscawana Lake Road, Putnam Valley, NY 10579.

Proposals for each transportation contract will be evaluated on a weighted system established by the School for each of the categories reviewed. Any aspects of the service not addressed by specifications are left for the Proposer to address.

Proposals are solicited for total transportation services. The district will provide fuel based on the RFP specifications.

Voter approval is required for multi-year Contracts. In the event the multi-year Contract is not approved, the Bid submitted for the first year in the three-year Contract program may be awarded by the Putnam Valley Central School District as a one-year Contract. In the event a one-year Contract is awarded, the Putnam Valley Central School District may elect to renew this Contract in subsequent years at a price to be negotiated, but in no event at a rate in excess of the percentage increase of the consumer Price Index (CPI) as approved annually by the State Education Department, unless regulations relative to Contract renewals are modified during the term of this Contract.

When a District elects to receive proposals submitted in response to a request for proposals, such School shall evaluate each proposal from a responding Contractor according to criteria

established by the Commissioner, which criteria shall include at a minimum (i) the previous experience of the Contractor in transporting pupils, (ii) the name of each transportation company the Contractor has been an owner or manager and previous experience, (iii) a description of any safety program implemented by the Contractor, (iv) a record of accidents in motor vehicles under the control of the Contractor, (v) driving history of employees of the Contractor, (vi) inspection records and model year of the motor vehicles under the control of the Contractor, (vii) maintenance schedule of the motor vehicles under the control of the Contractor, (ix) compliance with insurance requirements, and (x) total cost of the proposal.

Proposals will be evaluated and awarded based on the following criteria by the School pursuant to Sections 305 and 3625 of the Education Law and 8 NYCRR Par 156.12 of the Regulations of the Commissioner of Education. Proposals scoring less than 75 points will not be considered for an award contract.

	<b>Category</b>	<b>Weight</b>
1	Previous Quality of Experience of the Proposer in School Transportation	13
2	Owner of Previous Transportation Companies	6
3	Safety Program	6
4	Accident History	8
5	Record of Drivers	8
6	Fleet Inspection Record and Vehicle Replacement Schedule	6
7	Maintenance Schedule of Vehicles	2
8	Financial Analysis	8
9	Insurance Requirements	3
10	Cost-points to be prorated on percentage over lowest cost	40
	<b>Total</b>	<b>100</b>

Security in the form of a bid bond or certified check payable to the Putnam Valley Central School District in the amount of ten percent (10%) of the contract is required to be submitted

with the proposal. A performance and payment bond in a sum of one hundred percent (100%) of the annual amount of the contract may be required as set forth the Request for Proposal.

Dr. Jeremy Luft  
Deputy Superintendent of Schools  
Jill Figarella  
District Treasurer  
Putnam Valley Central School District  
171 Oscawana Lake Road  
Putnam Valley, NY 10579  
845.528.8125

## **Introduction**



The Putnam Valley Central School District is soliciting proposals for:

1. All transportation to and from school using contractor's buses, employees and district-provided fuel following two-tier routes developed by the districts transportation software.
2. All other purpose transportation. Field trips, sport trips using contractor's buses, summer and school year extra-curricular purposes. District will provide fuel.

The Board of Education reserves the right to accept or negate any proposal and to negotiate only portions of a proposal. Separate contracts will be awarded by or determined by the Board of Education. The Board of Education may award contracts for one, two, three, four or five years. Extensions of contracts may be awarded for ensuing years.

The Board of Education is making available without charge to the successful contractor the use of its school bus facility needed to park the vehicles used for this contract, presently projected at 20 buses and seven vans as well as a maximum four spare vehicles, three buses and one van. However, the facility cannot be used for school bus maintenance and/or repair services, as an operational location for any other contract, nor can it be used for any charter work other than that which is needed by the Putnam Valley Central School District. Parking areas are available without charge for the drivers and any other employee necessary to operate its portion of the School District's transportation program. The school bus facility is located at 171 Oscawana Lake road, Putnam Valley, New York. It is available for inspection during normal business hours with a scheduled appointment. Prospective contractors can contact Mr. Michael Koenig, Head Bus Driver, at (845) 528.8900.

The proposal specifications are based on current contract bid specifications developed by the Transportation Advisory Services and modified by Pupil Transportation Safety Institute to meet RFP and future contract requirements.

## **Request for Proposal Specifications**

## **General Conditions and Guidelines**

The Putnam Valley Central School District (the District) is requesting proposals for the provision of pupil transportation herein described. The enclosed specifications outline all of the requirements and conditions for furnishing this service. Any aspects of the service not addressed by these specifications are left for the proposer to address. It is important for the proposer to state any assumptions on which its proposals rests. The contract will be awarded to the best proposers as determined by the District. It is appropriate to emphasize that the lowest proposer may not be the best. The District recognizes the complicated nature of delivering safe, reliable, efficient school transportation. In order to adequately measure the capabilities of the proposer, the School will evaluate and score each proposal in accordance with the categories and criteria as set forth in the public notice for the RFP.

The District invites sealed proposals for the transportation contract to meet the 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 transportation needs of the District. These specifications are intended to provide for school bus services for transportation. The Transportation Programs are defined and described in the Appendices annexed to these specifications. Each proposer must inform itself fully to the District as to the conditions relative to the fulfillment of the contract by August 15.

The contractor needs to strive for a 90% or better school bus inspection rate. If the contractor's bus inspection (NYSDOT) profile falls below 75%, the District reserves the right to terminate the contract. Anytime the profile falls below 90%, the contractor shall submit a plan for correction.

The contractor's safety program will be based on trained staff and safety meetings. The staff will include a terminal manager with full authority over all employees and a dispatcher on duty on-site from 6:30 a.m. until all route buses have completed p.m. routes. The Contractor will provide a DMV Article 19A Examiner and a School Bus driver trainer that meets State Education Department requirements by August 15.

The terminal manager will ensure that the transportation service meets the daily needs of students and will respond to school directions and parent communications.

The Contractor shall only employ labor in connection with the Contract capable of working harmoniously. There shall be no strikes, picketing, work stoppages, lockouts, slowdowns, or other disruptive activity in connection with this contract for any reason. The Contractor shall be responsible for providing vehicles and drivers required to proceed under any circumstances. If the Contractor has engaged the services of workers who are members of trade unions, the Contractor shall make all necessary arrangements to reconcile, without delay, damage or cost to the District, any conflict between the agreement and regulations of any kind at any time in force among members or union councils. The Contractor shall ensure that its work continues uninterrupted during pendency of a labor dispute.

The Contractor shall comply in all respects with the requirements of 8 NYCRR Part 156 governing its performance of work under this contract.

## **Section 1: Requirements for School Bus Drivers and Vehicles**

- A. All documents required by the following laws, regulations, and acts will be maintained by the Contractor and made available to the school district:
  - 1. Article 19-A of the New York State Vehicle and Traffic Law

2. CDL Licensing
  3. Section 156.3 of the Regulations of the Commissioner of Education
  4. U.S. Department of Transportation Regulations 49 CFR parts 40, 382, 391, 392, and 395 pursuant to the Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) which govern the use of drugs and alcohol by commercial motor vehicle drivers. Immediate drug testing is required in the event of an accident.
  5. DOT Bus Inspection System Profile
- B. A Complete list of all regular, substitute drivers and bus monitors is to be submitted to the District by September 1 of each school year.
- C. The successful Contractor shall provide for adequate office and safety supervision of his/her contractual obligations with the District. There shall be no additional cost to the District for these services. The District must approve all staff, including office staff. The Contractor will use Transfinder routing and scheduling software as directed by the district.
- D. The Contractor agrees to have its drivers utilize 75 watt two-way radios and cell phones must be made available for use by all drivers. All vehicles will be equipped with two-way radios and cell phones. CB units are not acceptable. Proof of radio equipment must be made within 5 days of contract award. Buses will be equipped with camera system acceptable to the district.
- E. The buses to be used in the contract must meet the school bus identification and construction standards of the New York State Department of Motor Vehicles and the New York State Department of Transportation. For the purpose of determining cost, the district will use the current transportation as outlined in the Appendix.
- F. In compliance with Homeland Security, the contractor will comply with District and County's emergency plan. All drills will be held at no cost to the District.
- G. Drivers
1. Each proposed regular or substitute school bus driver, attendant or monitor must be twenty-one years of age or older. The District reserves the right to assign experienced drivers and/or bus monitors to the most sensitive routes.
  2. Each regular or substitute school bus driver shall be examined by a physician prior to beginning service. An examination to determine the physical condition of each driver shall be reported by the physician on a form prescribed by the Commissioner of Education which complies with the requirements of Article 19-A of the Vehicle and Traffic Law and Section 156 of the Regulations of the Commissioner of Education. Such physical exam shall be conducted no less than four weeks prior to the beginning of service in each school year.
  3. The Bus Driver 19 A/SED checklist must be submitted annually to the District for each driver. No regular or substitute driver is to be assigned to perform any part of this contract prior to such written approval by the Superintendent of Schools or designee.
  4. For each regular or substitute school bus driver, the contractor must submit an annual report of the bus driver's driving records for review and approval by the District on a form prescribed by the Commissioner of Education which complies with the requirements of Article 19-A of the Vehicle and Traffic Law, Section 156 of the Regulations of the Commissioner of Education and the schedule of the school.

5. Each regular or substitute bus or assistant bus driver must submit themselves for fingerprinting by police authorities as prescribed by the Commissioner of Education and Article 19-A of the Vehicle and Traffic Law.
6. Drivers shall comply with all other safety aspects prescribed by Section 156 Compliance of the Regulations of the Commissioner of Education in addition to all other regulations or statutes to which such drivers might be subject.
7. Contractors will not smoke, eat or drink on the bus or school property. See Appendix C, Section II.H-14.
8. Each Proposer must submit a complete list of all school bus drivers who are assigned to this contract who have been involved in accidents during the past three years. (Provide accident records for current drivers in the proposer's closest operation)
9. The successful contractor must agree that no later than September 1, the Proposer shall submit to the District a list of the bus drivers to be assigned for that current year with driver abstracts. The contractor must also submit a list of drivers who the contractor proposes to use as substitutes. All information required for regular drivers must also be provided for substitute drivers. Drivers will be issued identification cards by the contractor which must be in their possession when driving.
10. Since the action and conduct of the bus drivers reflect upon the school, the District reserves the right to have the bus Contractor immediately replace drivers the District determines unsatisfactory. The District reserves the right to interview all drivers before they are assigned. The Superintendent of Schools or designee shall be the final authority for making determination concerning the acceptability of drivers, and he/she may require the replacement of a driver at any time for any reason.
11. The Superintendent of Schools or his/her designee reserves the right, in the exercise of his/her sound discretion, to reject or replace drivers and bus monitors without being limited to considerations of health and driving records.
12. Each driver shall be properly trained and shall hold the proper class license as to operate the vehicle under his bid. The license will be in each driver's possession at all times.
13. The contractor must properly investigate the ability and character of all school bus drivers (regular and substitute) and must certify them to the District, in writing.
14. It is understood that the contractor will maintain reasonable precautions to see that that contractor is informed as to the on or off-the-job involvement of employees. Should it come to the attention of the contractor that any employee has been, or is reputed to have been involved in any crimes or act which might raise any doubts as to the employee's fitness for work with children; it shall be the duty of the contractor to immediately investigate such acts or allegations. Of particular importance would be moral crimes or automobile accidents. The matter shall be brought to the attention of the District with all promptness, in writing.
15. Each driver will be responsible for complete control of the bus. Each driver will be responsible for the pupil discipline and the pupil management of the bus and will have commensurate authority to cope with this responsibility. Violation of good conduct and

improper behavior on the part of the students shall be handled strictly according to the procedures in effect during the term of the Contract. It is of paramount importance that the drivers and driver assistants maintain good order on the school buses. Drivers and/or driver assistants will be required to attend suspension or corrective hearings in relation to the poor bus conduct of student(s) that were or are in their charge. This attendance is mandatory and failure to attend may cause withdrawal of the District's certification of any driver who fails to do so. Any cost or salary reimbursement for attendance by drivers and/or driver assistants shall be borne by the Contractor.

Each driver must be able to communicate both verbally and in writing, as necessary, in English to execute his/her responsibilities in this regard. It will be the duty of the driver through the Contractor's dispatch/management staff and written incident reporting procedures to notify the District of all accidents and all other unusual situations that should be brought to the District's attention immediately.

16. **Staffing:** Due to the daily involvement and management requirements of a transportation system of this size, this contractor must have a fully qualified staff necessary to carry out effectively the requirements of the contract, including safety and road supervisors, trainers and terminal managers as specified in this RFP.
17. Drivers and Bus Monitors must be dressed appropriately.
18. Drivers will keep the interior and exterior of buses in sanitary condition. Buses shall be cleaned on the interior daily. The District reserves the right to inspect buses for compliance. Drivers may not permit pupils to help clean buses. However, a driver may direct a pupil to pick up and/or clean up trash and other objects for which the pupil is responsible. In no case may debris or trash from the interior and exterior cleaning be swept out as litter on school properties, but must be deposited into receptacles designated for such debris and trash.
19. Drivers are required to be in the buses during the loading and unloading of passengers to supervise such loading and unloading. At times, the driver will help load the bus during p.m. dismissals. Buses are never to be left unattended on school property unless the ignition is off, the emergency brake is on, the bus doors are closed, and the ignition keys are in the driver's possession at all times. Airbrakes must be pumped down completely until spring engages.
20. Drivers are required to check before beginning their route that there is a functioning seat belt for each pupil seat. Any nonfunctioning seat belts must be repaired in 24 hours.
21. Drivers are required to check all seats on the bus every day following each trip of their route assignment after unloading students, to ensure that children or articles have not been left on the vehicle. When a vehicle is parked, a sign indicating that the vehicle has been checked for pupils must be put in the back window so it is visible from the outside. At the beginning of the next shift, the sign should be retrieved from the back and brought to the front of the bus.
22. Drivers shall not disembark from the school bus when children are inside except in case of emergency; and in such case, before leaving his/her seat, the driver shall stop the motor, leave the transmission in gear, set the auxiliary brake, and remove the ignition key.
23. Drivers shall admit and discharge only authorized passengers and only at designated bus stops. No pre-K through 2<sup>nd</sup> grade without parent or supervising adult as agreed with District

Administration. Drivers shall cooperate fully in all pupil accounting systems established by the District.

24. Drivers will be required to complete transportation forms regarding mileage, pupils, pupil counts, time on routes, times between stops, etc., or other kinds of forms at times as shall be stipulated by the District. Drivers must learn the names and seat assignments of pupils within 30 days of the start of school.
25. If, at any time, the contractor uses a driver in the performance of this contract who has NOT been approved by the Superintendent of Schools, in writing, prior to the start of service, the contractor may be liable in the sum of \$300.00 for each occurrence driven by said driver.
26. The contractor shall not reassign drivers after the first four weeks of school, except in the event of a resignation or termination, at the District's request, or with the District's prior approval.
27. When car seats and safety harnesses are needed for specific students, they shall be provided by the contractor at the contractor's expense.
28. A driver assigned in connection with this contract shall be available for meetings when requested by the Superintendent of Schools or his/her designee.
29. All drivers must show proof of a TB Test within six months from the starting date of employment. Drivers who are known to be positive reactors to such a test must present proof of treatment and/or chest x-rays. For such drivers who are known to be positive reactors, a physician's statement attesting that such individuals are free of communicable disease must be presented to the School.

**30. Non-Performance Damages**

**\$1000 May be deducted from contract payments for the following:**

- a. Each time a driver operates a vehicle in service under this contract when he/she has not received the proper training, instruction, and/or courses as specified herein within the time period.
- b. Each time a driver is found guilty or pleads guilty to a moving violation of the New York State Vehicle and Traffic Law while driving a school bus.
- c. Each school day or portion thereof the contractor provides services with a vehicle that does not have a two way radio set, cell phone, or cameras in sound working order.
- d. Each time a contractor transports an unauthorized rider on an approved school route.
- e. Each school day or portion thereof the contractor provides contract services with a vehicle that has an expired New York State Department of Transportation certificate, motor vehicle inspection sticker, New York State Department of Motor Vehicle registration, or expired insurance.

- f. Each school day or portion thereof that the contractor provides contract services with a vehicle that does not fully comply with all specifications and requirements of this contract and with all applicable laws, including structural and safety provisions.
- g. Each occurrence, after a driver unloads students at a facility or home drop off point, where a child has been left on the vehicle unattended.
- h. Each time a driver is caught smoking on the bus, or school property and each time a driver is caught eating or drinking on a school bus.
- i. Each time an accident/incident is not reported to the District immediately.
- j. Each time an unapproved driver is used.
- k. Each time a driver is using a cell phone while operating a school bus.
- l. Each time a bus does not have the proper equipment in it (ex. Harness, oxygen tank holder, wheel chair tie downs, or seat belts, car seats, etc.)
- m. Each time bus runs are doubled up without the District's approval.
- n. Each time a bus(es) and/or replacement bus(es) are more than 15 minutes late without good cause.
- o. Each time the Contractor has changed bus routes without prior approval by the District.
- p. Each time a driver makes an unauthorized house stop.
- q. Each time the proper amount of vehicles are not supplied.
- r. Each time onsite dispatcher is absent and the district has to get involved with day-to-day activity.

**One Hundred-Fifty Dollars (\$150.00) may be deducted from the contractor's subsequent payment for the following:**

- Each time a driver uses inappropriate language
- Each time unsafe driving is observed
- Each time any other provision of the contract is violated

In addition to the non-performance damages set forth above, in the event a strike, picketing, work stoppages, slowdowns, or other union/disruptive activity causes an interruption of services for more than twenty-four (24) hours, the District shall have the right to secure such other transportation as may be necessary and charge the cost of the same to the account of the Contractor. There will be no payment to the Contractor for days that no service is provided, and the Contractor is responsible for all financial liability incurred by the District.

The Contractor shall be liable for all damages suffered by the District occurring as a result of work stoppage, slowdowns, disputes or strikes.

## **Section 2-Safety**

- A. All traffic regulations must be observed at all times. The Contractor's attention is especially directed to the safety load requirements of the appropriate agencies of officials of the State of New York.
- B. Each driver is expected to remain with his/her bus at all times, whether at a school building or on the route.
- C. It shall be the duty of each driver to operate his/her bus at a reasonable rate of speed at all times in conformity with the traffic ordinances and regulations governing the use of buses and motor vehicles in Vehicle and Traffic Law and State Education Department Regulation 156.3(g)(6).
- D. Each driver shall use all care to guard the children, prevent undue crowding and maintain order in his/her bus at all times without the use of force or fear. Any child refusing to obey the driver shall be reported to the building principal immediately.
- E. Every driver is responsible for the following: All children riding on the buses are to board and be discharged at designated stops only. Courtesy stops are prohibited. Unauthorized passengers are prohibited. All children are to enter and leave the vehicle at roadside or curbside. Children who are designated crossers should not cross before the arrival of the bus in the morning or after departure of the bus in the afternoon.
- F. The vehicle shall come to a full stop before crossing the tracks of any railroad and follow the procedures as outlined in State Education Department training program.
- G. Buses will hold school bus safety drills as described in 156.3(h) and (i) of the Regulations of the Commissioner of Education at such times and locations as will be designated by school officials. The first emergency drills shall be conducted during the first week of the school term. The Contractor shall be responsible for providing practice and instruction to the drivers with regard to the location, use and operation of emergency door, fire extinguisher, first aid equipment, and windows as means of evacuation drills, according to State Education Department regulations as well as new student bus safety indoctrination held in late summer or early fall. Such services shall be provided at no additional cost to the District.
- H. The contractor's employees shall not smoke on District premises, within buildings of the District or within contractor-owned vehicles.
- I. Standees will not be permitted in excess of the seating capacity of any contractor-owned or operated vehicles on any route.
- J. The Contractor will ensure that bus drivers, when called upon by either the District or municipal authorities, will cooperate in the prosecution of cases before the court involving motorists who are charged with having passed a stopped school bus.
- K. After one month of operation, the drivers will have learned the names of the school bus riders and seat assignments.
- L. The Contractor shall comply in all respects with requirements of 8 NYCRR Part 156.3.



### **Section 3-Number of Children to be Transported**

The number of children to be transported under these contracts shall be designated from time to time by the District's designee. The two tiered routing schedule is described in the Appendices for children attending the high school, middle school, and elementary school.

### **Section 4-Insurance and Bonds**

As a Contractor providing service to Putnam Valley Central School District, we require that you provide us with evidence of insurance with the minimum requirements outlined below:

#### **Commercial General Liability (Occurrence Form)**

General Aggregate (other than Prod/Comp Ops Liability)	\$3,000,000
Products/Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury Liability	\$3,000,000
Each Occurrence	\$3,000,000

#### **Workers Compensation and Employers Liability**

Worker's Compensation	State Statutory Limits
Employers Liability	
Bodily Injury by Accident	\$1,000,000 per accident
Bodily Injury by Disease	\$1,000,000 policy limit
Bodily Injury by Disease	\$1,000,000 per Employee

#### **Umbrella Liability**

Each Occurrence and Aggregate	\$10,000,000
-------------------------------	--------------

#### **Property**

Property of Others in Your Care, Custody & Control	<u>\$ as agreed</u>
--	---------------------

The terms below apply to the required coverage:

1. The Contractor shall maintain, and in addition, shall assure that any assignee or subcontractor used by Contractor shall maintain, the following insurance coverages at all times:
  - a. **Commercial General Liability Insurance-** Such coverage shall be in place for all purposes during the performance of the Work, and shall continue thereafter for the purpose of Products/Completed Operations, and shall provide as follows:
    - i. Proof of insurance coverage shall be fully descriptive Acord Certificate of Insurance, and original copies of all relevant policy endorsements (including, at minimum CG 20 10 and CG 20 37). The certificate and endorsements shall name Putnam Valley Central School District, its subsidiaries, affiliates and indemnities, and all officers, directors, trustees and committee members, employees, agents and representatives thereof as additional insured (the "Additional Insureds"). The Certificate Holder shall be the Putnam Valley Central School District, 171 Oscawana Lake Road, Putnam Valley, NY 10579.
    - ii. The coverage afforded to the Additional Insureds must be at least equal to \$1,000,000 per occurrence, \$3,000,000 aggregate.
    - iii. The coverage afforded to the Additional insureds must be written on a primary basis, and must not require or contemplate contribution by any other policy or policies or other insurance obtained by, or available to, any Additional Insured.

- iv. Coverage is to include a Waiver of Subrogation in favor of the Putnam Valley Central School District and its subsidiaries and affiliates.
  - v. Coverage is to include an affirmative endorsement to provide defense and indemnity against allegations of sexual abuse and molestation. Alternatively, a separate policy will be provided at minimum limits of \$1,000,000/\$3,000,000.
- b. **Umbrella/Excess Liability-** at least following form of underlying commercial General Liability policies, with limits of \$10,000,000. No aggregate shall apply to any coverage that is not subject to any aggregate in the underlying policy.
  - c. **Automobile Liability-** covering any liability of Contractor and Additional Insureds with respect to the ownership, maintenance or use of any auto, with a limit at least equal to \$1,000,000.00 per occurrence, with Waiver of Subrogation in favor of the Putnam Valley Central School District and its subsidiaries and affiliates.
  - d. **Workers Compensation, Statutory Disability-** where required, and all other insurance requires by law or that District may reasonably request, covering Contractor and any subcontractors, with Waiver of Subrogation in favor of the Putnam Valley Central School District and its subsidiaries and affiliates. Regardless of which state Contractor is domiciled in, the Workers Compensation policy (ies) must list New York under Section 3.A (only listing in 3.C is not adequate).
  - e. At Contractor's discretion, **Commercial Property and/or Marine insurance** covering all equipment & materials used by Contractor. At no time will Putnam Valley Central School District or affiliates be responsible for any loss, damage, or theft of any equipment or materials belonging to Contractor.

All Such liability policies described in this paragraph must contain Waivers of Subrogation in favor of the Putnam Valley Central School District, its subsidiaries, affiliates, and indemnities, and all officers, directors, trustees and committee members, employees, agents, and representatives thereof.

- 2. All required insurance policies must be written on Occurrence forms with insurance companies licensed and admitted to do business in New York State. Such policies need to cover damages, losses, liabilities, and expenses, including, but not limited to attorney's fees, costs, court costs, expenses and disbursements, related to bodily injury, death or property damage ( including loss of use therefor), arising out of or in connection with the Work. This indemnification obligation shall not be limited by any general or standard conditions provided by Contractor.

**Please forward your certificate within 10 days to Jill Figarella, District Treasurer, Putnam Valley Central School District, 171 Oscawana Lake Road, Putnam Valley, NY, 10579.**

### **Save Harmless**

Independently of the above insurance requirements and of the below performance bond requirement, and in addition thereto, the contractor, being the successful contractor herein, shall indemnify and save the District harmless from any and all claims and damages for bodily injury including death and property damage to any person or persons arising from the ownership, operation, use, including loading and unloading and control of the contractor's owned, hired, and non-owned vehicles in its performance of this transportation contract whether due to acts of negligence or other culpable conduct, omission or commission, breach of warranty, or strict liability in regard to its said owned, hired, and non-owned vehicles, in whole or in part, of such contractor, and whether or not due to contributing negligence of said school district, if any so long as not due solely to negligence, if any of said school district. The District

shall give the contractor reasonable notice of any such claim received by the District and will cooperate with the contractor in the contractor's defense, litigation, or settlement of such claims or suits at the contractor's sole expense without recourse to said school district for contribution.

### **Performance Bond**

If asked by the District, the Contractor shall furnish a Performance Bond meeting all statutory requirements of the State of New York. All Surety companies are subject to the approval of the Owner and may be rejected by the Owner without cause. Except as otherwise required by the statute, the form and substance of such bonds shall be satisfactory to the Owner in the Owner's sole judgement. Bonds shall be executed by a responsible surety licensed to do business in New York with and A.M. best rating of "AZ" or better as to Policy Holder Rating, and "IX" or better as to "Financial Size Category." Such bonds shall remain in effect for a period not less than two (2) years following completion of the work by the Contractor. Bonds shall further be executed by a surety that is currently listed on the U.S. Treasury Department Circular 570 entitled "companies Holding Certificates of Authority as Acceptable Sureties on Federal and as Acceptable Reinsuring Companies," as amended. The Performance Bond and the Labor and Material Payment Bond shall each be in an amount equal to 100% of the Contract Sum. Every Bond must display the Surety's Bond Number. Each bond must be accompanied by an original Power of Attorney, giving the names of Attorneys-in-fact, and the extent of their bonding capacity. A rider including the following provisions shall be attached to each Bond.

1. Surety hereby agrees that it consents to and waives notice of any addition, alteration, omission, change, or other modification of the Contract. Such addition, alteration, change, extension of time, or modification of the Contract, or forbearance on the part of either the District or the contractor to the other, shall not release the Surety of its obligations hereunder and notice to the Surety of such matters is hereby waived.
2. Surety further agrees that in events of any default by the District in the performance of the District's obligations to the Contractor under the Contract, the Contractor or Surety shall cause written notice of such default (specifying said default in detail) to be given to the District, and the District shall have thirty (30) days from time after receipt of such notice within which to cure such default, or such additional reasonable period of time as may be required if the nature of such default is such that it cannot be cured within thirty (30) days. Such Notice of Default shall be sent by certified or registered U.S. Mail, return receipt requested, first class postage required, first class postage prepaid, to the District.

If asked, the Contractor shall deliver the required bonds to the District prior to the commencement of the within contract. The Contractor is not authorized to proceed until such bonds have been reviewed and approved. If the surety on any Bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in or it ceases to meet to the requirements of the Article, the Contractor shall within ten (10) days thereafter substitute another Performance and Payment Bond and surety, both of which must be acceptable to the District.

Any failure on the part of the Contractor to perform as per the specifications of the Contract will be deemed a breach of the condition for faithful performance.

It is hereby expressly provided that if the Contractor is adjudged a bankrupt or makes a general assignment for the benefit of its creditors or if a receiver is appointed on account of its insolvency, or if it defaults in the due performance of this contract or if it persistently disregards laws, ordinances, rules, and regulations or orders or any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of this contract, then the District will initiate action on the bond. In any such case the contractor shall not be entitled to receive any further payment and the District may lawfully expend and apply any monies constituting the unpaid balance of the contract price to either complete this transportation contract by whatever method the District deems best or, as the case may be, to pay over the applicable portion or the whole thereof to the contractor's bonding company after its due performance of the transportation contract in accordance with its performance bond; all without prejudice to any other right, remedy, or recovery on the part of said District.

In any such events, if the cost to Said District to complete the transportation contract exceeds such unpaid balance of the contract price, the Contractor shall pay the difference to the District, including any and all costs associated with such completion.

Any bonding company who submits a performance bond for this transportation contract thereby agrees to each and every provisions of this contract and hereby waives notice of any alteration or change in this contract made or that may be made within the allowable provisions thereof.

### **Section 5-Bid Bond (Proposal Bond)**

Each Proposer will be required to furnish, at its own expense, a bid bond or certified check in the amount of ten (10) percent of the transportation service contract. The bid bond or certified check will be returned after the District and Contractor(s) have executed the contract, provided a performance bond is in effect or the requirement for a performance bond is waived by the District.

In the event of failure or refusal of the Contractor to execute and deliver the contract together with the performance bond if required, the bid bond or certified check submitted with the proposal shall become property of the District. Certified checks shall be made payable to Putnam Valley Central School District. Bid bonds shall use the same description.

### **Section 6-District and Contractor Responsibility**

- A. The Contractor will provide school buses and supplies other than fuel when specified. The Contractor will employ school bus drivers and provide supervision over the operation of the school buses. The Contractor will provide insurance. The Contractor will assist the District in designing more efficient routes using Transfinder software, subject to the District's prior approval. If there is any question about mileage or route timing as stated in the specifications or the Appendices of the RFP, it shall be the responsibility of the Contractor to check the mileage and time prior to the submission of proposals and consider any inconsistencies in his/her proposal. The Contractor will provide the District with New York State DOT BUSNET results four times a year.
- B. The successful contractor shall be required to furnish the District's representative within eight (8) weeks after the start of the school actual route mileage for each route, unless State Education Department requires earlier notification.
- C. Fuel: It is the District's intentions to request for proposals with the district supplying diesel fuel to be used in the performance of the contract. Where specified (Ten miles per gallon for large buses, fifteen miles per gallon for vans). Gasoline powered vehicles will be allowed 1 gallon per 10 route miles.

All fuel will be provided thorough a cooperative arrangement between the Putnam Valley Central School District and the Town of Putnam Valley. Fuel will be provided for the direct performance of the transportation services required by the Putnam Valley Central School District. The Contractor's buses will fuel at the Town's Highway Department facility located at 265 Osawana Lake Road, Putnam Valley. However, the School Districts cost of fuel plus the Town's administrative charge for Home-to-School deadhead miles as well as miles for Field and sports Trips will be deducted from the payments due the Contractor in May and June.

In effect, the School District will be paying for only the route miles of the Home-to-School Transportation program. Route mileage to be determined by the districts Transfinder software.

The amount of fuel furnished will be based upon:

One (1) gallon of diesel fuel for each seven (10) live route miles for buses of 65/66-passenger or larger.

One gallon of diesel fuel for each fifteen (15) live route miles for vans of 16/24 passengers.

One gallon of gasoline for each twenty (15) live route miles for vans of 16/24 passengers and wheelchair vans.

One gallon of gasoline for each of eighteen (18) line route miles for caravans of up to 7 passengers.

- D. Buses: Large buses are to be at least 65-72 pupil capacity. Any new buses acquired for this contract may be required to be fitted with a three (3) point seat safety belts at the discretion of the District. Depending on students educational needs, some vans and suburbans may require air conditioning. Vans are to be 16-24 pupil capacity. Caravans are up to 7 passengers.
- E. School Year and Number of Days: The school year will be a minimum of 180 days with the actual year to be determined by the District through contractual agreements with employees. This may vary from year to year, and in any case, will be governed by the actual school calendar as adopted by the District including the calendar of all other schools for which all other schools are closed (for any reason, including "Acts of God). Transportation is to be furnished on such other days as the Superintendent of Schools is responsible to determine the closing or delayed opening of school due to emergency conditions. Every effort will be made to make decision prior to dispatching buses.
- F. Late Penalties: Certificates of Insurance and performance Bonds if required, must be received prior to the expiration of previous document. A \$1,000.00 per day fine will be levied for late Certificates of Insurance and Performance Bonds.
- G. Route Responsibility: If there is any question about route mileage or route timing as stated in the specification, it shall be the responsibility of the Contractor to check the mileage and time prior to the submission of proposals and consider any inconsistencies in his/her proposal. No adjustments will be made in the contract price after award of the contract except as provided in other clauses of these specifications.
- H. Books and Records: The Contractor shall consent and agree to audits of any and all financial records relating to the proposed contract. In addition to this requirement, it is understood that any records maintained by the Contractor in connection with the performance of obligations arising out of the Contract(s) may be examined at a mutually agreeable time by duly authorized representatives of the District. Records maintained 3 years after termination of contract per NYS section 362S Ed Law.

#### **Section 7-Two Way Radios/Cell Telephones/AV Equipment/Digital Video**

- A. All buses or other vehicles shall be equipped with two-way radios as outlined in the RFP. Drivers to have cell phones ability to contact dispatcher at all times in case of emergency. Cell phones shall not be used while bus is in motion, including hands-free service.
- B. All vehicles are to be equipped with digital video and sound recording equipment that shall include features no less than the ability to mark events for quick searching; the ability to quick search by date, time, or event; the ability to record vehicle information such as speed, turn signals, stop arm signals, braking, etc.; image downloading; and a removable hard disk storage

capacity of at least 60 GB. Each bus is to be equipped with wireless cameras acceptable to the district.

The responsibility for the installation and maintenance of this equipment shall be with the Contractor.

The use of this equipment shall be in conformance with District policy. The District shall have immediate access to the video output, upon request. Immediate access shall be defined as within one hour of the District's request, and access shall be furnished through secured internet communication or other secured media transfer mechanisms.

The Schools recognizes that there may be limited times when these buses and/or vans with video and sound recording may be out of service for DOT inspections and/or maintenance service requirements. During these limited time periods (three consecutive operating days or less), the Contractor may replace the bus and/or van with a vehicle that is not equipped with the video and sound recording equipment. However, for any long term removal from service (four consecutive operating days or more), the replacement vehicle must be equipped with the video and sound recording equipment. In all cases where a spare bus is being utilized, but where a camera is not available, the District must be notified in advance and the District reserves the right to require the reassignment of the bus to a different route or usage.

The Contractor shall include in their bid package, specific information about the camera system that will be provided.

### **Section 8-Addition or Deletion of Buses**

After the contract is awarded, the District reserves the right to add or delete buses from the number originally needed for the contract. The amount of compensation to be paid to the Contractor for any work so ordered shall be determined by the applicable prices set forth in the proposal forms. The District shall not be liable for any extra services or increased compensation unless authorized by the District's written order. Changes in circumstances can occur due to, but not limited to, enrollment changes, school schedule changes, School employee changes, traffic and construction demands, etc. The Successful Contractor guarantees that it will be able to accommodate a variety of changes over the life of the contract and provide additional vehicles as "adds," reduce vehicles as "deletes" or modify daily usage schedules, as needed according to the prices awarded in the proposal.

### **Section 9-Laws of the State of New York and Regulations of the Commissioner of Education**

The Contractor will comply with all applicable federal laws, laws of the State of New York and the requirements of 8 NYCRR Part 156.12 of the Regulations of the Commissioner of Education.

### **Section 10-School Locations and Time Schedules**

Current schedules and destinations will be provided by the District. The schedules and routes may be modified at the discretion of the district.

### **Section 11-Fleet Information and Bus Replacement (Contractor Owned Buses)**

Fleet description, inspection records and results are to be included in the proposal. Buses must be newer than ten years old and vans must be newer than eight years old. Average age of fleet will affect score for vehicle replacement schedule.

### **Section 12-Routes**

Route descriptions are included in Appendices of the RFP. Trial route runs 2 weeks prior to start of school at run times. Contractor will follow District generated and other routes. The Contractor agrees to cooperate with the District in revising the trips specified to herein improve service, operating efficiencies or economy.

### **Section 13-Field Trips and Other Purpose Transportation**

Information about Home-to-School transportation, field and athletic trips are included in the Appendices of the RFP.

### **Section 14-Cost Forms**

Costs for Transportation, including athletic trips, field trips, and other purpose transportation must be submitted in the format provided in the RFP.

### **Section 15-Equal Opportunity and Non-Discrimination**

The District is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap, condition, marital status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation. The proposer shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition; marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation. Such action shall include, although not 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 selections of training including apprenticeship. The proposer agrees to post in conspicuous places notices setting forth the provisions of the Equal Opportunity clause. The successful proposer, states that all qualified applicants shall receive considerations for employment without regard to age, color, creed, handicap, condition, marital or parental status, national origin, race, sex, sexual orientation, veteran status, or political opinion or affiliation. The successful proposer shall cause subcontractor engaged to perform any services required by this contract to include this Equal Opportunity clause in all solicitations, advertisements, and employment practices it shall perform. The utilization of minority vendors and subcontractors are encouraged, whenever possible, on public contracts. The successful proposer should make full efforts to locate minority business persons.

### **Section 16-Proposal**

- A. Proposals must be received by the Putnam Valley Central School District by 3:00 p.m. on April 17, 2019 in an envelope clearly marked:

**TRANSPORTATION PROPOPOSAL: DO NOT OPEN UNTIL 3:00 p.m. ON APRIL 17, 2019.**

- B. Proposals must include copies of all pages of the RFP with each page initialed by the contractor.

## **Section 17-Evaluation of Proposal**

The proposal or proposals will be evaluated by a committee established by the District based on the public notice soliciting proposals.

Proposals for transportation must include cost using the format of the form in the RFP and/or the alternative pricing proposal for different configurations and number of buses. All proposals must include signed, Non-collusive Statement in the format of the form included the in the RFP.

## **Section 18-Award**

The District may endeavor to make an award by June 30, 2019. All proposals shall remain firm during that time period. ***The District further reserves the right to make awards to any proposer who has not provided written notice to the District that its proposal has been withdrawn.***

## **Section 19-Term**

The term of the School Year Contract(s) may be for a period of five years commencing on July 1, 2019, ending June 30, 2024. It may be extended by the District and Contractor under the provisions of the Regulations of the Commissioner of Education and New York State Educational Law. It should be noted that a five year contract requires voter approval.

## **Section 20-Contract Non-Assignable**

- A. The Contract for transportation or any right, title, or interest therein may not be assigned by the Contractor without the written approval of the District.
- B. The Contractor may not engage subcontractors, hire others to perform all or part of the agreement, nor otherwise delegate the contractor's obligations to perform under the contract, unless approved by the District.
- C.

## **Section 21-Storage of Buses and Maintenance and Repair Facility**

Every proposal must address the location of bus repair and maintenance facility. The facility or facilities must be located in a reasonable distance so as to provide quality and timely service on a daily basis and in case of emergencies. Failure to address the location or to provide a reasonable location will affect scores on Fleet inspection, maintenance schedule, and safety. The School District reserves the right to inspect the proposed facility to determine its adequacy prior to the award of the Contract. The District may require bus/van parking, storage, maintenance and/or repair at a facility of its choice during the contract period.

## **Section 22-Termination**

The successful Contractor shall understand that in the event of failure, omission or neglect of the Contractor to observe the respective rules and regulations herein, or as hereto annexed or as hereto included by reference, or of the conditions, rules and regulations of the Commissioner of Education, or the specification herein or hereto annexed, and the said neglect, failure to omission continues to persist for a period of time such that the health and welfare of the students being transported is in jeopardy as determined at the sole discretion of the District, the District may take the following actions:



- A. Terminate any contract, at its sole discretion because of unsatisfactory service or unsafe operation.
- B. If the contractor, after being notified, fails to correct any improper or unsatisfactory condition within five (5) days, notice of cancellation or termination of contract shall be made by the District in writing and sent to the Contractor via certified mail to the office and address of the Contractor as indicated in the form of Proposal.
- C. In the event that the Contractor fails to deliver as ordered, or within the time specified, or fails to abide by any of the provisions of the contract, and does not cure any such failure within the five (5) days of notification, the District reserves the right to terminate said contract for default, and in order to protect the continuity of operations, the required services may be procured from a satisfactory proposer, or from any other source the District deems acceptable. During the five (5) days, liquidated damages as described herein shall be assessed. The Contractor shall be responsible for all costs incurred by the District as a result of its failure to comply with the terms and conditions of its contract.
- D. The District, by five (5) days written notice and without cause, may terminate this contract in whole or in part. If this contract is so terminated, the District shall only be liable for payment in accordance with the provisions of the contract for services or supplies rendered prior to the effective date of termination.
- E. If required, call upon the surety that issued the Performance Bond to the Contractor to fulfill the obligations under the terms of said Performance Bond.

# **Putnam Valley Central School District**

# **171 Oscawana Lake Road Putnam Valley, NY 10579**

## **Appendices and RFP Forms**

### **APPENDIX A**

#### **TRANSPORTATION 2 TIERS**

	Schools	Bus Times
Tier I	HS-MS	6:50-7:45/2:35-3:20
Tier II	K-4 Elementary	8:19-9:15/3:20-4:30

The schools are not limited to the list of schools listed on the schedule as we are required to offer services throughout the year and the schools will be specified as needed.

See Appendix B for actual route times and # of routes.

District reserves the right to add or delete # of contract buses at the proposed per bus price. Currently the district provides the other than to and from school service and the contractor provides service to and from school except for BOCES and out of district nonpublic schools. Currently bus monitors are district employees but a proposed bid amount is requested for possible future use.

## **APPENDIX B**

### **2019-20 to and from School Routes**

# **And Extracurricular Destinations**

**Putnam Valley Central School District  
Putnam Valley Elementary School Bus Routes 2018-2019**

**ROUTE E-10**

8:44 Hollow Brook Rd.  
8:45 Hollow Brook Rd. & Hanson St.  
8:46 Hollow Brook Rd. & Pine St.  
8:46 Avon Rd. & Spruce St.  
8:47 Avon & Mathes St  
8:48 Johnson St. (left off Avon Rd.)  
8:48 Laurel Rd. to Becker St.  
8:49 Becker St. to Walnut Rd. (Left)  
8:49 Walnut Rd. @ Maple Rd  
8:50 Maple Rd. to Sunnyside  
8:50 Sunnyside & Maple Rd  
8:50 Sunnyside & Walnut Rd  
8:50 Sunnyside & Pecan  
8:51 Sunnyside & Oak Place  
8:51 Sunnyside & Chesnut  
8:52 Chesnut to Sylvan Rd.  
8:53 Johnson St.  
8:54 Johnson St. @ Becker St @ Mathes St  
Putnam Valley E.S

**ROUTE E-11**

8:34 Becker St.  
8:35 Becker St & Avon  
8:35 Becker & Laurel  
8:35 Becker & Walnut Rd  
8:35 Becker & Mimosa St  
8:36 Traverse Rd.  
8:36 Reichert St  
8:39 Pleasant Rd.  
8:40 Alta & Forest Pl  
8:41 Ridgecrest Rd  
8:42 Union & Hillair  
8:44 Tanglewylde & Traverse  
8:44 Tanglewylde Rd  
8:45 Northway to Williams St.  
Putnam Valley E.S

**ROUTE E-12**

8:39 Morrisey Dr. & Oriole St.  
8:39 Morrisey Dr & Grant Pl  
8:40 Morrisey Dr. & Hewitt St.  
8:40 Morrisey Dr. & Argyle St.  
8:41 Lake Peekskill Parking Lot  
8:41 Lake Dr.  
8:41 Lake Dr. & Point Dr. North  
8:42 Lake Dr to Williams St.  
8:43 Lake Dr. (west)  
8:44 Lake Dr.(south)  
8:46 Lake Dr. to Williams St.  
8:48 William St. & Argyle St.  
8:48 William St. & Hewitt St.  
Putnam Valley E.S

**ROUTE E-13**

8:30 Oscawana Lk.Rd  
8:33 Oscawana Lk. Rd. & Enloe St.  
8:35 Peekskill Hollow Turnpike  
8:36 Peekskill Hollow Turnpike & Pembroke Ct  
8:37 Peekskill Hollow Rd.(from Marsh Hill to Oregon Corners)  
8:38 Oscawana Lake Rd. & Rush Dr.  
8:39 Brookdale Gardens (thru)  
8:41 Oscawana Lake Rd. & Upland Dr.  
8:42 Gilbert Lane(thru)  
8:44 Oscawana Lake Rd  
8:45 South St.& 6th St (FLORIDAN LODGE)  
8:48 Oscawana Lake Rd to PV Elementary School  
Putnam Valley E.S

**ROUTE E-14**

8:45 Oscawana Lk. Rd. to Kramers Pond Rd.  
8:46 Kramers Pond Rd. & Harrimac Rd  
8:49 Kramers Pond Rd. & Luigi Rd.  
8:50 Sassinoro Dr.  
8:52 Briar Ridge  
8:54 Kramers Pond Rd. to Church Rd.  
8:56 Oscawana Lake Rd. (from Church Rd. to Cranberry Rd.)  
8:57 Cranberry Pond Rd. (thru)  
8:59 Oscawana Lake Rd (from Cranberry Rd. to Elementary School)  
Putnam Valley E.S

**ROUTE E-1W**

8:30 Williams Drive (Shrub Oak-off of Mill St.)  
8:40 Sunset Hill Rd.  
8:40 Rock Meadows  
8:41 Canopus Hollow Rd ( Horton Hollow Rd to Bell Hollow)  
8:41 Canopus Hollow Rd-Michele Smith's  
8:45 Bell Hollow Rd.  
Putnam Valley E.S

**ROUTE E-2W**

8:40 Tinker Hill Rd  
8:42 Saw Mill Rd.& High St.  
8:44 Dunderberg Rd (to Noswal Park Rd.)  
8:47 Cayuga Rd  
8:48 Shawnee Rd  
8:49 Seneca Rd  
8:49 Unadilla Rd  
Putnam Valley E.S

**ROUTE E-3W**

8:30 Bryant Pond Rd  
8:35 Peekskill Hollow Rd. past T.S.P.  
8:45 Peekskill Hollow Rd (Adams Corners to Lovers Lane)  
8:46 White Rd.  
8:50 Marsh Hill Rd.  
Putnam Valley E.S

**Times are Approximate**

**Please be at your stop 5 minutes before scheduled time**

**Dismissal to buses starts at 3:20pm Buses leave school approximately 3:35pm**

**Putnam Valley Central School District  
Putnam Valley Elementary School Bus Routes 2018-2019**

**ROUTE E-1**

8:19 Brookside  
8:20 Arbutus St  
8:22 Pudding St. & District Line  
8:28 Roaring Brook Rd  
8:31 Pudding St. & Arbutus Rd.  
8:32 Pudding St. to Lakeshore East  
8:34 Lakeshore East to Oakridge  
8:34 Oakridge Dr.(Thru)  
8:35 Lakeshore Rd. & Grove  
8:36 Lakeshore Rd. & Cove Rd.  
8:44 Wicopsee Rd. to Oscawana Hgts.

**Putnam Valley E.S**

**ROUTE E-2**

8:28 Oscawana Lk. Rd & Barger Rd.  
8:29 Oscawana Lk. Rd & Doe Dr.  
8:30 Oscawana Lk. Rd & Hampton Rd.  
8:33 Oscawana Lk. Rd to Northview  
8:40 Oscawana Lk.Rd to Sillick Blvd.  
8:43 Sillick Blvd  
8:44 Watson Way & Winnebago Rd  
8:45 Wenonah Rd  
8:47 Hlathwa Rd & Wenonah Rd  
8:48 Rock Hill Rd. to Eastern Rd.  
8:49 Eastern Rd. to Lakefront Rd.  
8:50 Lakefront Rd.

**Putnam Valley E.S**

**ROUTE E-3**

8:30 Oscawana Heights & Timberline Ct.  
8:32 Oscawana Heights to Wicopsee Ct  
8:34 Wicopsee Rd. to Peekskill Hllw Rd.  
8:35 Peekskill Hllw Rd.(Tompkins corners to Jeanne Dr)  
8:36 Jeanne Dr.  
8:37 Boswell Rd  
8:42 Peekskill Hollow Rd. & Tyler Rd.  
8:43 Peekskill Hollow Rd.to Miller Rd (thru)  
8:45 Peekskill Hllw Rd.to Adams Corners

**Putnam Valley E.S**

**ROUTE E-4**

8:40 Oscawana Lk.Rd.(Town Hall to Cherry La)  
8:43 Cherry Lane (thru)  
8:45 Mt.View & Ridge Ave  
8:46 Mt. View & West Ave.  
8:47 Starview Ave & West Ave  
8:47 Starview Ave & Ridge Ave  
8:48 Starview & Look Out Pass  
8:49 Cedar Dr & Hickory Ln  
8:50 Spruce Knolls (Thru)

**Putnam Valley E.S**

**ROUTE E-5**

8:33 Oscawana Lk. Rd. & Spruce Mt. Dr.  
8:34 Oscawana Lk. Rd. & Abele Park  
8:35 Oscawana Lk. Rd. & Columbus Ave.  
8:36 Sunset Hill Rd. & Cedar Ledges  
8:37 Sunset Hill Rd. & Lee Ave.  
8:39 Sunset Hill Rd. to Hudsonview Dr.  
8:40 Hudsonview Dr  
8:41 Summit & James Dr.  
8:41 Lakeview Drive  
8:42 Community Pl. & Westshore Dr.  
8:44 Westshore Dr. to Moosehead  
8:46 Sunset Hill Rd to Oscawana Lk. Rd.  
8:48 Oscawana Lk Rd (PV market to Oscar's dell)

**Putnam Valley E.S**

**ROUTE E-6**

8:28 Canopus Hollow Rd.  
8:30 Canopus Hollow Rd. & Fawn Run  
8:33 Horton Hollow Rd.  
8:38 Sprout Brook Rd. to District Line  
8:50 Cimarron Rd. to Oscawana Lake Rd.

**Putnam Valley E.S**

**ROUTE E-7**

8:30 Church Rd. & Birch Hills  
8:31 Church Rd & Old Church Rd  
8:32 Church Rd (right side heading toward Mill St)  
8:34 Quincy Rd.  
8:36 Mill St. to Pheasant Run (thru)  
8:40 Pheasant Run  
8:42 Mill Ponds (thru)  
8:44 Mill St. to Peekskill Hollow Rd.  
8:48 Church Rd. & Sunrise Dr  
8:49 Church Rd.(Right Side heading toward Oscawana Lake Rd.)  
8:51 Lincoln Rd.(thru)

**Putnam Valley E.S**

**ROUTE E-8**

8:28 Peekskill Hollow Rd (PV High School to Cindy Lane)  
8:29 Cindy La (thru)  
8:30 Peekskill Hllw Rd. & Kastuk La  
8:31 Peekskill Hllw Rd. & Lover La (turn around)  
8:32 Peekskill Hllw Rd. & Heather Lane  
8:33 Peekskill Hollow Rd & Lindsey Lane  
8:35 Peekskill Hllw Rd. & Brookfalls Rd.  
8:37 Lockwood Rd.  
8:40 Red Mill Rd. & Stonefield Ct.  
8:41 Red Mill Rd & Pierce St  
8:42 Trolley Rd.  
8:43 East Hill Rd. (thru)

**Putnam Valley E.S**

**ROUTE E-9**

8:45 Oregon Rd. & Sherwood  
8:48 Oregon Rd.to Firehouse(turn around)  
8:49 Oregon Rd. & Pugsley Pkwy.  
8:50 School St.  
8:52 Oregon Rd. & Barger St.  
8:52 Oregon Rd. & Young St.  
8:53 Oregon Rd. & Lent St.  
8:55 Old Oregon Rd.  
8:56 Red Mill Rd. to Carvel

**Putnam Valley E.S**

**Times are Approximate**

**Please be at your stop 5 minutes before scheduled time**

**Dismissal to buses starts at 3:20pm Buses leave school approximately 3:35pm**

**Putnam Valley Central School District**  
**Putnam Valley High/Middle School Bus Routes 2013-2019**

**ROUTE HM-1**

7:00 Pudding St (From Stores to Lake Shore Rd)  
 7:02 Lake Shore Dr  
 7:03 Lake Shore Dr & Holly St  
 7:04 Lake Shore & Birch Rd  
 7:05 Lake Shore Dr  
 7:11 Oak Ridge Dr  
 7:16 Lake Shore Dr  
 7:19 Lake Shore Rd & Cove Rd  
 7:20 Lake Shore Dr  
 7:21 Lake Shore & Grove St  
 7:38 Putnam Valley High/Middle School

**ROUTE HM-2**

7:00 Pudding St (Lake Shore Dr to Power Lines)  
 7:01 Roaring Brook Dr  
 7:06 Arbutus St  
 7:11 Brookside Ave  
 7:15 Wicopsee Rd  
 7:20 Peekskill Hollow Rd & New Hill Rd  
 7:21 Peekskill Hollow Rd (up to Jeanne Dr)  
 7:37 Putnam Valley High/Middle School

**ROUTE HM-3**

7:09 Jeanne Dr  
 7:11 Boswell Rd  
 7:20 Peekskill Hollow Rd & Tyler Rd & Miller Rd  
 7:24 Peekskill Hollow Rd (up white Rd)  
 7:30 Peekskill Hollow Rd & White Rd  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-4**

6:50 Oscawana Lake Rd (From Rock Hill Rd to Silleck Blvd)  
 6:53 Silleck Blvd  
 6:56 Whitehill & Watson Way  
 6:57 Watson Way & Winnebago Rd  
 7:00 Wenonah Rd  
 7:01 Wenonah Rd & Lost River  
 7:03 Hiawatha Rd & Wenonah Rd  
 7:05 NorthShore Rd  
 7:10 Timberline Court  
 7:17 Oscawana Heights Rd  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-5**

7:05 Oscawana Lake Rd (from Dunderberg up to Rock Hill Rd)  
 7:07 Oscawana Lake Rd & Saw Mill Rd  
 7:11 Oscawana Lake Rd & Barger Hill Rd  
 7:12 Oscawana Lake Rd & Doe Dr  
 7:15 Rock Hill Rd  
 7:18 Eastern Rd & Woodleigh Rd  
 7:19 Eastern Rd & Evergreen Rd  
 7:20 Eastern & Lake Front  
 7:23 Lake Front Rd & Dunderberg  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-6**

6:57 Oscawana Lake Rd (from Oskars Dell to Pv Market)  
 7:00 Oscawana Lake Rd & Spruce Mt Dr.  
 7:07 Oscawana Lake Rd & Columbus Ave  
 7:10 Sunset Hill Rd & Cedar Ledges  
 7:11 Sunset Hill Rd  
 7:12 Sunset & Lee Ave  
 7:17 Hudson View Dr  
 7:18 Summit Ave  
 7:20 Lake View Dr  
 7:22 Community Place  
 7:23 WestShore Drive (Community Pl to Sunset Hill Rd)  
 7:32 Putnam Valley High/Middle School

**ROUTE HM-7**

6:57 Oscawana Lake Rd (From Elementary School to Cherry La)  
 7:03 Cherry Lane (Thru)  
 7:08 Mountain View Rd & Ridge Ave  
 7:09 Mountain View Rd & West Ave  
 7:12 Starview Ave & West Ave  
 7:13 Starview Ave & Ridge Ave  
 7:15 Starview & Lookout Pass  
 7:17 Cedar Dr & Hickory La  
 7:19 Spruce Knolls Rd  
 7:21 Oscawana Lake Rd (Spruce Knolls to Cranberry Rd)  
 7:22 Cranberry Pond Rd  
 7:23 Wildflower Rd  
 7:25 Oscawana Lake Rd (Cranberry to Elementary School)  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-8**

6:50 Horton Hollow Rd  
 6:56 Sprout Brook Rd  
 7:15 Sprout Brook Rd & District Line ( Turn Around)  
 7:18 Sprout Brook Rd  
 7:24 Cimarron Rd  
 7:37 Putnam Valley High/Middle School

**ROUTE HM-9**

7:03 Canopus Hollow Rd (From Horton Hollow up )  
 7:05 Canopus Hollow Rd & Fawn Run  
 7:06 Canopus Hollow Rd (to Oscawana Lake Rd)  
 7:09 Church Rd  
 7:10 Lincoln Rd  
 7:20 Church Rd & Birch Hill Rd  
 7:22 Church Rd & Old Church Rd  
 7:25 Church Rd & Sunrise Dr  
 7:28 Church Rd & Quincy Rd  
 7:29 Quincy Rd  
 7:36 Putnam Valley High/Middle School

**ROUTE HM-10**

7:06 Mill St  
 7:10 Pheasant Run Rd  
 7:14 Mill Pond Rd & Knob Hill  
 7:16 Mill Pond & Todt Hill  
 7:18 Mill Pond & Greehaven Rd  
 7:20 Mill St & Bel Lago  
 7:21 Mill St ( to Peekskill Hollow Rd)  
 7:24 Peekskill Hollow Rd & Lovers Lane  
 7:25 Peekskill Hollow Rd (from Lovers Lane to Cindy Lane)  
 7:29 Peekskill Hollow Rd & Cindy Lane  
 7:30 Peekskill Hollow Rd (From Cindy Lane to High/Middle School)  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-11**

7:05 Kramers Pond Rd & Harrimac Rd  
 7:13 Kramers Pond & Luigi Rd  
 7:17 Sassinoro Rd (thru)  
 7:22 Briar Hill Dr  
 7:24 Briar Ridge Lane  
 7:26 Briar Hill Court  
 7:28 Kramers Pond Rd  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-12**

7:07 Oscawana Lake Rd (from Elementary School to South Street)  
 7:11 South St & 6th St  
 7:15 Oscawana Lake Rd (from South St to Morrissey Dr)  
 7:30 Oscawana Lake Rd & Rush Dr  
 7:32 Oscawana Lake Rd & Enloe St  
 7:36 Putnam Valley High/Middle School

**All Times are Approximate**

**PLEASE BE AT YOUR STOP 5 MINUTES BEFORE SCHEDULED TIME**

**Putnam Valley Central School District**  
**Putnam Valley High/Middle School Bus Routes 2018-2019**

**ROUTE HM-13**

7:06 Lockwood Rd  
 7:13 Red Mill Rd & Stonefield Court  
 7:14 Trolley Rd (from Red Mill to E Hill Rd)  
 7:17 East Hill Rd  
 7:18 East Hill & Perry St  
 7:23 Trolley Rd (from E Hill Rd to Lockwood)  
 7:25 Old Oregon Rd  
 7:29 Redmill Rd (Old Oregon to Traffic Circle)  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-14**

7:09 Becker St (From Mimosa St to Traverse Rd)  
 7:09 Becker St & Traverse Rd  
 7:10 Tanglewylde & Traverse Rd  
 7:12 Tanglewylde & Short St  
 7:13 Pleasant Rd  
 7:16 Alta Rd & Forest Pl  
 7:17 Ridgecrest Rd  
 7:20 Union Pl & Hillair Rd  
 7:21 Nardin Rd (from Union Pl to Aspen Rd)  
 7:23 Tanglewylde Rd  
 7:28 Northway  
 7:37 Putnam Valley High/Middle School

**ROUTE HM-15**

7:15 Gilbert Lane  
 7:17 Gilbert La & Angela Dr  
 7:18 Angela Dr  
 7:20 Morrissey Dr & Oriole St  
 7:22 Morrissey Dr & Grant Pl  
 7:24 Morrissey Dr & Hewitt St  
 7:26 Morrissey Dr & Argyle St  
 7:29 Williams St & Argyle St  
 7:30 Williams St & Hewitt St  
 7:37 Putnam Valley High/Middle School

**ROUTE HM-16**

7:11 Lake Drive (right at Store one way rd)  
 7:12 Lake Dr & Point Dr South  
 7:14 Lake Dr & Point Dr North  
 7:22 Lake Dr & Northway (Community Center Rd)  
 7:23 Lake Dr (one way rd Backside of Lake)  
 7:25 Lake Dr (from Walnut Rd to Johnson St)  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-17**

7:13 Becker St  
 7:16 Becker St & Avon Rd  
 7:17 Johnson St (Short Side off Avon Rd )  
 7:18 Laurel Rd (to Becker St)  
 7:19 Becker St & Laurel Rd  
 7:20 Becker St & Walnut Rd  
 7:21 Walnut Rd (From Becker St to Maple Rd)  
 7:23 Maple Rd  
 7:24 Maple Rd & Sunnyside  
 7:25 Sunny Side & Walnut Rd  
 7:26 Sunnyside & Pecan Pl  
 7:27 Sunnyside & Beech Pl  
 7:28 Sunnyside & Oak Pl  
 7:29 Sunnyside & Chestnut St  
 7:30 Sylvan Rd & Chestnut St  
 7:36 Putnam Valley High/Middle School

**ROUTE HM-18**

7:10 Hollow Brook Rd  
 7:13 Hollowbrook Rd & Ash St  
 7:14 Hollowbrook Rd & Poplar St  
 7:15 Hollowbrook Rd & Hanson St  
 7:16 Hollowbrook Rd & Pine St  
 7:17 Avon Rd & Spruce St  
 7:18 Avon Rd & Mathes St  
 7:19 Avon & Johnson St  
 7:20 Johnson St  
 7:21 Johnson St & Becker St & Mathes St  
 7:30 Oscawana Lake Rd & Hillside Dr (Brookdale Gardens Entrance)  
 7:35 Putnam Valley High/Middle School

**ROUTE HM-19**

7:12 Peekskill Hollow Rd (Oregon Corners to Marsh Hill Rd)  
 7:14 Marsh Hill Rd  
 7:20 Peekskill Hollow Tpk  
 7:24 Peekskill Hollow Tpk & Pembroke Ct  
 7:26 Peekskill Hollow Rd (from TPK to Brook Falls Rd)  
 7:28 Peekskill Hollow Rd & Brook Falls Rd  
 7:31 Putnam Valley High/Middle School

**ROUTE HM-20**

7:11 Oregon Rd & Sherwood  
 7:17 Oregon Rd & Pugsley Pkwy  
 7:20 School St  
 7:25 Oregon Rd & Barger St  
 7:26 Oregon Rd & Young St  
 7:27 Oregon Rd & Lent St  
 7:36 Putnam Valley High/Middle School

**ROUTE HM-1W**

7:12 Canopus Hollow (from Sunset Hill to District Line)  
 7:15 Bell Hollow Rd  
 7:34 Putnam Valley High/Middle School

**ROUTE HM-2W-**

7:05 Indian Lake Rd  
 7:11 Canopus Hollow Rd (From Horton Hollow to Sunset Hill)  
 7:13 Rock Meadows  
 7:15 Sunset Hill Rd (from Canopus Hollow up to Hudson View)  
 7:17 Westshore Dr (to end)  
 7:35 Putnam Valley High/Middle School

**Route HM-3W**

7:10 Peekskill Hollow Rd (from Wilcopee Rd to Past the TSP)  
 7:17 Bryant Pond Rd  
 7:28 Foot Hill St  
 7:29 Putnam Valley High/Middle School

**ROUTE HM-4W**

7:15 Cayuga Rd  
 7:17 Seneca Rd  
 7:18 Unadilla Rd  
 7:20 Shawnee Rd  
 7:34 Putnam Valley High/Middle School

**All Times are Approximate**  
**PLEASE BE AT YOUR STOP 5 MINUTES BEFORE SCHEDULED TIME**



# Putnam Valley Central School District Route Set Report for PVHS/PVMS -AM

Student File: 2018-2019 STUDENTS Routing Scheme: 2018-2019 NEW ROUTES Days: MTWHF

\*Stops can be added to routes automatically\*

<u>Delay Times (sec)</u>		<u>Route Load Parameters</u>		<u>Route Time Parameters (min)</u>	
Stop Delay:	15	Desired:	0	Desired:	0
Student Delay:	15	Maximum:	0	Maximum:	0
Routed Students:	949	Waiting Requests:	0	Route Count:	25

## CRITERIA

INFO Field:

<u>School</u>	<u>Program</u>	<u>Grades</u>	<u>Direction</u>	<u>Time</u>	<u>INFO Field Value</u>	<u>Boundary</u>	<u>Exclude</u>
3 - Putnam Valley High 0 - Public		09-11	Inbound	7:35 AM	blank		
48050304 - Putnam Va0 - Public School		05-08	Inbound	7:35 AM	blank		
3 - Putnam Valley High 1 - Special Needs		09-12	Inbound	7:35 AM	blank		
48050304 - Putnam Va1 - Special Needs		05-08	Inbound	7:35 AM	blank		

## ROUTES

<u>Route #</u>	<u>Description</u>	<u>Bus #</u>	<u>Load</u>	<u>Anchor Location</u>	<u>Anchor Time</u>	<u>Total Distance (mi)</u>	<u>Total Time</u>	<u>Days</u>
<del>HM00</del>	<del>Roaring Brook-around lk</del>	<del>538</del>	<del>33</del>	<del>PVMS</del>	<del>7:35 AM</del>	<del>11.32</del>	<del>35:16</del>	<del>MTWHF</del>
HM01	Roaring Brook-around lk	538	33	PVMS	7:35 AM	11.32	35:16	MTWHF
HM02	RB -pw line wicco pks hll	500	43	PVMS	7:35 AM	10.78	38:24	MTWHF
HM03	Boswell Pk hllw to white	505	38	PVMS	7:35 AM	5.10	24:50	MTWHF
HM04	North end /Osc hghts	508	48	PVMS	7:35 AM	13.69	45:47	MTWHF
HM05	Wildwood Knolls	514	45	PVMS	7:35 AM	7.86	29:30	MTWHF
HM06	Columbus PV Market	534	49	PVMS	7:35 AM	8.09	36:59	MTWHF
HM07	Oscaw Cherry Santos SpKnl	503	52	PVMS	7:35 AM	8.70	37:26	MTWHF
HM08	Horton Sprout Brk Cimmar	546	47	PVMS	7:35 AM	8.44	44:07	MTWHF
HM09	Canopus Church LincoQuinc	512	53	PVMS	7:35 AM	6.52	32:53	MTWHF
HM10	Mill St. Pks hllw/over/HS	537	43	PVMS	7:35 AM	6.48	31:43	MTWHF
HM11	Kramers Briar Sassinoro	535	45	PVMS	7:35 AM	5.62	28:25	MTWHF
HM12	Floradan Oscaw	526	53	PVMS	7:35 AM	3.46	28:42	MTWHF
HM13	Lkwood EHll	502	41	PVMS	7:35 AM	6.19	28:38	MTWHF
HM14	Top of Lake Peekskill	513	38	PVMS	7:35 AM	4.79	26:21	MTWHF
HM15	Gilbert/LP Stores		48	PVMS	7:35 AM	4.11	19:03	MTWHF
HM16	Around LP Lake	525	39	PVMS	7:35 AM	3.50	23:24	MTWHF
HM17	Becker/Sunnyside	533	39	PVMS	7:35 AM	3.17	22:24	MTWHF
HM18	Hll brk Johnson Brkdale	518	38	PVMS	7:35 AM	4.12	23:35	MTWHF

# Putnam Valley Central School District Route Set Report for PVHS/PVMS -AM

<u>Route #</u>	<u>Description</u>	<u>Bus #</u>	<u>Load</u>	<u>Anchor Location</u>	<u>Anchor Time</u>	<u>Total Distance (mi)</u>	<u>Total Time</u>	<u>Days</u>
HM19	Marsh Hill Pkstp Highfield		45	PVMS	7:35 AM	8.06	20:52	MTWHF
HM1W	Canop Hillw SmithBell Hillw	2100	10	PVMS	7:35 AM	11.42	22:49	MTWHF
HM20	Oregon Rd & School St	504	54	PVMS	7:35 AM	3.32	25:19	MTWHF
HM2W	Ind Hill Canopus Sunset West S	2057	14	PVMS	7:35 AM	11.20	28:55	MTWHF
HM3W	Past Tac Bryant F Hill	2055	7	PVMS	7:35 AM	11.41	24:40	MTWHF
HM4W	Abele Park	2101	19	PVMS	7:35 AM	6.48	20:36	MTWHF

# Putnam Valley Central School District Route Set Report for PVHS/PVMS-PM

Student File: **2018-2019 STUDENTS** Routing Scheme: **2018-2019 NEW ROUTES** Days: **MTWHF**

\*Stops can be added to routes automatically\*

<u>Delay Times (sec)</u>	<u>Route Load Parameters</u>	<u>Route Time Parameters (min)</u>
Stop Delay: <b>0</b>	Desired: <b>0</b>	Desired: <b>0</b>
Student Delay: <b>0</b>	Maximum: <b>0</b>	Maximum: <b>0</b>
Routed Students: <b>948</b>	Waiting Requests: <b>0</b>	Route Count: <b>25</b>

## CRITERIA

INFO Field:

<u>School</u>	<u>Program</u>	<u>Grades</u>	<u>Direction</u>	<u>Time</u>	<u>INFO Field Value</u>	<u>Boundary</u>	<u>Exclude</u>
3 - Putnam Valley High 0 - Public		09-11	Outbound	2:38 PM	blank		
48050304 - Putnam Va0 - Publica School		05-08	Outbound	2:35 PM	blank		
3 - Putnam Valley High 1 - Special Needs		09-12	Outbound	2:35 PM	blank		
48050304 - Putnam Va1 - Special Needs		05-08	Outbound	2:35 PM	blank		
3 - Putnam Valley High 2 - Open Enrollment		09-11	Outbound	2:35 PM	blank		

## ROUTES

<u>Route #</u>	<u>Description</u>	<u>Bus #</u>	<u>Load</u>	<u>Anchor Location</u>	<u>Anchor Time</u>	<u>Total Distance (mi)</u>	<u>Total Time</u>	<u>Days</u>
HM01-PM	Roaring Brook around Lake	538	33	PVMS	2:35 PM	11.47	21:05	MTWHF
HM02-PM	RB-Pk Hill Wilco Pwlines	500	43	PVMS	2:35 PM	10.90	20:54	MTWHF
HM03-PM	Pks Hill white boswell	505	38	PVMS	2:35 PM	5.23	10:20	MTWHF
HM04-PM	NorthEnd/Osc Hgts	508	48	PVMS	2:35 PM	13.95	27:38	MTWHF
HM05-PM	Wildwood Knolls	514	45	PVMS	2:35 PM	8.12	15:44	MTWHF
HM06-PM	Columbus PV Market	534	48	PVMS	2:35 PM	7.64	18:02	MTWHF
HM07-PM	Oscaw Cherry Santos Sp Kn	503	52	PVMS	2:35 PM	8.99	18:43	MTWHF
HM08-PM	HortonSprout Brk Cimmarro	546	47	PVMS	2:35 PM	9.67	32:30	MTWHF
HM09-PM	Quincy Church Lincoln Can	512	53	PVMS	2:35 PM	6.64	12:54	MTWHF
HM10-PM	PksHillw/HStoLoverLa/Mill	537	43	PVMS	2:35 PM	6.61	15:43	MTWHF
HM11-PM	Kramers Briar Sassinoro	535	45	PVMS	2:35 PM	6.42	14:21	MTWHF
HM12-PM	Floradan Oscaw	526	52	PVMS	2:35 PM	4.41	13:04	MTWHF
HM13-PM	LkWd Old OreEHill Gilbert		41	PVMS	2:35 PM	5.64	11:58	MTWHF
HM14-PM	Top of Lk Peekskill	513	39	PVMS	2:35 PM	4.87	11:42	MTWHF
HM15-PM	LP Stores/Gilbert La		49	PVMS	2:35 PM	3.78	8:46	MTWHF
HM16-PM	Around LP Lake	525	39	PVMS	2:35 PM	3.63	8:39	MTWHF
HM17-PM	Becker/Sunnyside	533	39	PVMS	2:35 PM	3.24	7:44	MTWHF

# Putnam Valley Central School District Route Set Report for PVHS/PVMS-PM

<u>Route #</u>	<u>Description</u>	<u>Bus #</u>	<u>Load</u>	<u>Anchor Location</u>	<u>Anchor Time</u>	<u>Total Distance (mi)</u>	<u>Total Time</u>	<u>Days</u>
HM18-PM	Hill Brk & Johnson StBrkd	518	38	PVMS	2:35 PM	3.30	7:54	MTWHF
HM19-PM	Highfields/PksTpk/Marsh H		46	PVMS	2:35 PM	3.19	7:37	MTWHF
HM1W-PM	Bell Hollow Canop smiths	2100	12	PVMS	2:35 PM	14.42	24:20	MTWHF
HM20-PM	Oregon Rd & School St	504	54	PVMS	2:35 PM	3.43	6:48	MTWHF
HM2W-PM	Sunset Canop Ind Hl	2057	12	PVMS	2:35 PM	8.96	18:45	MTWHF
HM3W-PM	FTH/Bryant/TSP	2055	7	PVMS	2:35 PM	11.54	21:56	MTWHF
HM4W-PM	Abale Park	2101	19	PVMS	2:35 PM	6.66	13:11	MTWHF

# Putnam Valley Central School District Route Set Report for PVES-AM

Student File: 2018-2019 STUDENTS Routing Scheme: 2018-2019 NEW ROUTES Days: MTWHF

Delay Times (sec)	Route Load Parameters	Route Time Parameters (min)
Stop Delay: 0	Desired: 40	Desired: 0
Student Delay: 0	Maximum: 44	Maximum: 0
Routed Students: 544	Waiting Requests: 0	Route Count: 19

## CRITERIA

INFO Field:

School	Program	Grades	Direction	Time	INFO Field Value	Boundary	Exclude
480503043 - Putnam V0 - Public	Putnam V0 - Public	K-04	Inbound	9:00 AM	blank		
480503043 - Putnam V1 - Special	Putnam V1 - Special	K-04	Inbound	9:00 AM	blank		

## ROUTES

Route #	Description	Bus #	Load	Anchor Location	Anchor Time	Total Distance (mi)	Total Time	Days
E1-AM	Roaring Brook	514	36	PVES	9:00 AM	15.67	34:10	MTWHF
E10-AM	Hollowbrook Sunny Side	533	51	PVES	8:53 AM	3.90	8:57	MTWHF
E11-AM	Top of Lake Peekskill	513	30	PVES	9:00 AM	5.01	11:39	MTWHF
E12-AM	Around Lake Peekskill	525	38	PVES	8:48 AM	3.87	8:53	MTWHF
E13-AM	Floradan Highfields		44	PVES	8:50 AM	6.96	18:23	MTWHF
E14-AM	Kramers Pond Cranberry	535	22	PVES	9:00 AM	6.07	16:36	MTWHF
E1W-AM	Sunset Bell Hillw	2057	12	PVES	9:00 AM	15.63	27:51	MTWHF
E2-AM	North end	512	32	PVES	8:53 AM	11.48	24:14	MTWHF
E2W-AM	Abele Park Dunderberg	2055	17	PVES	8:52 AM	9.55	18:17	MTWHF
E3-AM	Boswell	505	33	PVES	8:48 AM	10.81	21:07	MTWHF
E3W-AM		2101	17	PVES	9:00 AM	15.99	27:20	MTWHF
E4-AM	Behind Santos	503	26	PVES	8:59 AM	5.50	11:38	MTWHF
E5-AM	PV Market	534	25	PVES	9:00 AM	6.89	19:08	MTWHF
E6-AM	Sprout Brook Rd	546	15	PVES	9:00 AM	6.75	27:00	MTWHF
E7-AM	Church & Mill St	537	56	PVES	8:57 AM	9.83	21:03	MTWHF
E8-AM	East Hill Trolley	502	49	PVES	8:45 AM	9.51	18:40	MTWHF
E9-AM	Oregon Rd	504	30	PVES	9:00 AM	5.56	9:49	MTWHF
<del>E10-AM</del>	<del>Roaring Brook</del>	<del>514</del>	<del>36</del>	<del>PVES</del>	<del>9:00 AM</del>	<del>15.67</del>	<del>34:10</del>	<del>MTWHF</del>
<del>E11-AM</del>	<del>Top of Lake Peekskill</del>	<del>513</del>	<del>30</del>	<del>PVES</del>	<del>9:00 AM</del>	<del>5.01</del>	<del>11:39</del>	<del>MTWHF</del>

# Putnam Valley Central School District Route Set Report for PVES-PM

Student File: **2018-2019 STUDENT** Routing Scheme: **2018-2019 NEW ROUTES** Days: **MTWHF**

\*Stops can be added to routes automatically\*

Delay Times (sec)		Route Load Parameters		Route Time Parameters (min)	
Stop Delay:	0	Desired:	0	Desired:	0
Student Delay:	0	Maximum:	0	Maximum:	0
Routed Students:	544	Waiting Requests:	0	Route Count:	19

## CRITERIA

INFO Field:

School	Program	Grades	Direction	Time	INFO Field Value	Boundary	Exclude
480503043 - Putnam V0 - Publicity School		K-04	Outbound	3:15 PM	blank		
480503043 - Putnam V.1 - Special Needs School		K-04	Outbound	3:15 PM	blank		

## ROUTES

Route #	Description	Bus #	Load	Anchor Location	Anchor Time	Total Distance (mi)	Total Time	Days
E1-PM	Roaring Brook		36	PVES	3:15 PM	15.71	34:09	MTWHF
E10-PM			51	PVES	3:15 PM	3.86	8:19	MTWHF
E11-PM			30	PVES	3:15 PM	5.56	12:41	MTWHF
E12-PM			38	PVES	3:15 PM	4.03	9:01	MTWHF
E13-PM		526	44	PVES	3:47 PM	5.72	15:53	MTWHF
E14-PM			22	PVES	3:15 PM	3.99	9:42	MTWHF
E1W-PM			12	PVES	3:15 PM	16.54	39:45	MTWHF
E2-PM			32	PVES	3:15 PM	11.41	23:58	MTWHF
E2W-PM			17	PVES	3:15 PM	9.64	18:25	MTWHF
E3-PM			33	PVES	3:15 PM	10.75	20:52	MTWHF
E3W-PM			17	PVES	3:15 PM	14.37	26:35	MTWHF
E4-PM		503	26	PVES	3:15 PM	4.28	9:23	MTWHF
E5-PM			25	PVES	3:15 PM	6.54	18:23	MTWHF
E6-PM			15	PVES	3:15 PM	6.82	26:56	MTWHF
E7-PM			56	PVES	3:15 PM	7.06	15:27	MTWHF
E8-PM			49	PVES	3:15 PM	10.37	20:02	MTWHF
E9-PM			30	PVES	3:15 PM	4.80	8:36	MTWHF
<del>10-PM</del>			<del>0</del>	<del>PVES</del>	<del>3:15 PM</del>	<del>3.86</del>	<del>12:17</del>	<del>MTWHF</del>
<del>11-PM</del>			<del>0</del>	<del>PVES</del>	<del>3:15 PM</del>	<del>17.98</del>	<del>39:45</del>	<del>MTWHF</del>

# Putnam Valley Central School District Route Set Report for PVES-PM

Student File: 2018-2019 STUDENT Routing Scheme: 2018-2019 NEW ROUTES Days: MTWHF

\*Stops can be added to routes automatically\*

Delay Times (sec)		Route Load Parameters		Route Time Parameters (min)	
Stop Delay:	0	Desired:	0	Desired:	0
Student Delay:	0	Maximum:	0	Maximum:	0
Routed Students:	544	Waiting Requests:	0	Route Count:	19

## CRITERIA

INFO Field:

School	Program	Grades	Direction	Time	INFO Field Value	Boundary	Exclude
480503043 - Putnam V0 - Publicity School		K-04	Outbound	3:15 PM	blank		
480503043 - Putnam V.1 - Special Needs School		K-04	Outbound	3:15 PM	blank		

## ROUTES

Route #	Description	Bus #	Load	Anchor Location	Anchor Time	Total Distance (mi)	Total Time	Days
E1-PM	Roaring Brook		36	PVES	3:15 PM	15.71	34:09	MTWHF
E10-PM			51	PVES	3:15 PM	3.86	8:19	MTWHF
E11-PM			30	PVES	3:15 PM	5.56	12:41	MTWHF
E12-PM			38	PVES	3:15 PM	4.03	9:01	MTWHF
E13-PM		526	44	PVES	3:47 PM	5.72	15:53	MTWHF
E14-PM			22	PVES	3:15 PM	3.99	9:42	MTWHF
E1W-PM			12	PVES	3:15 PM	16.54	39:45	MTWHF
E2-PM			32	PVES	3:15 PM	11.41	23:58	MTWHF
E2W-PM			17	PVES	3:15 PM	9.64	18:25	MTWHF
E3-PM			33	PVES	3:15 PM	10.75	20:52	MTWHF
E3W-PM			17	PVES	3:15 PM	14.37	26:35	MTWHF
E4-PM		503	26	PVES	3:15 PM	4.28	9:23	MTWHF
E5-PM			25	PVES	3:15 PM	6.54	18:23	MTWHF
E6-PM			15	PVES	3:15 PM	6.82	26:56	MTWHF
E7-PM			56	PVES	3:15 PM	7.06	15:27	MTWHF
E8-PM			49	PVES	3:15 PM	10.37	20:02	MTWHF
E9-PM			30	PVES	3:15 PM	4.80	8:36	MTWHF
<del>10-PM</del>			<del>0</del>	<del>PVES</del>	<del>3:15 PM</del>	<del>3.86</del>	<del>12:17</del>	<del>MTWHF</del>
<del>11-PM</del>			<del>0</del>	<del>PVES</del>	<del>3:15 PM</del>	<del>17.98</del>	<del>39:45</del>	<del>MTWHF</del>

# Putnam Valley Central School District Route Set Report for JFK/Boces/fox meadow

Student File: 2018-2019 STUDENTS Routing Scheme: 2018-2019 NEW ROUTES Days: MTWHF

<u>Delay Times (sec)</u>		<u>Route Load Parameters</u>		<u>Route Time Parameters (min)</u>	
Stop Delay:	0	Desired:	0	Desired:	0
Student Delay:	0	Maximum:	0	Maximum:	0
Routed Students:	25	Waiting Requests:	2	Route Count:	3

## CRITERIA

INFO Field:

<u>School</u>	<u>Program</u>	<u>Grades</u>	<u>Direction</u>	<u>Time</u>	<u>INFO Field Value</u>	<u>Boundary</u>	<u>Exclude</u>
13 - John F Kennedy HS - Non-Public		09-12	Inbound	7:50 AM	blank		
3 - Putnam Valley High 0 - Public		12-12	Inbound	7:10 AM	blank		
5 - Fox Meadow Camp:1 - Special Needs		09-12	Inbound	7:10 AM	blank		

## ROUTES

<u>Route #</u>	<u>Description</u>	<u>Bus #</u>	<u>Load</u>	<u>Anchor Location</u>	<u>Anchor Time</u>	<u>Total Distance (mi)</u>	<u>Total Time</u>	<u>Days</u>
BOCES AM	BOCES SHUTTLE TO PVHS	66 PV	6	PVMS	7:03 AM	6.47	15:12	MTWHF
JFK -AM	PVHS to JFK	2066	16	JFKHS	7:18 AM	22.28	42:28	MTWHF
JFK 2-AM	PVHS/Fox Meadow & Boces	2062	9	PVMS	7:13 AM	38.71	70:04	MTWHF



Item No.	School	Address	Comments
5	Irvington High School	40 North Broadway Irvington, NY 10533	Part of Irvington School District
6	Jesse Kaplan School	65 Parrott Road, Building 9 West Nyack, NY 10994	Part of Rockland BOCES
7	John F. Kennedy Catholic High School	54 Route 138 Sommers, NY 10589	
8	Lincoln Titus Elementary School	10 Lincoln Avenue Crompond, NY 10517	Part of Lakeland School District
9	Our Montessori School	2300 Crompond Road Yorktown Heights, NY 10598	
10	Pines Bridge School	200 BOCES Drive Yorktown Heights, NY 10598	Part of Putnam-Northern Westchester BOCES
11	Pocantico Hills School	599 Bedford Road Sleepy Hollow, NY 10591	Part of Pocantico Hills School District
12	Rye Lake Campus	1606 Old Orchard Street White Plains, NY	Part of Southern Westchester BOCES
13	St. Augustine School	Eagle Park – Route 9 Ossining, NY 10562	
14	St. Columbanus School	122 Oregon Road Cortland Manor, NY 10567	
15	St. Dominic's School	500 Western Highway Blauvelt, NY 10913	
16	St. Elizabeth Ann Seaton School	1375 Main Street Shrub Oak, NY 10588	
17	St. Patrick School	117 Moseman Road Yorktown Heights, NY 10598	
18	Technical Education Center	200 BOCES Drive Yorktown Heights, NY 10598	Part of Putnam-Northern Westchester BOCES
19	Walden School	200 BOCES Drive Yorktown Heights, NY 10598	Part of Putnam-Northern Westchester BOCES
20	Walter Panas High School	300 Croton Avenue Cortland Manor, NY 10567	Part of Lakeland School District
21	Westchester Exceptional Children's Center	520 Route 22 North Salem, NY 10560	
22	Windward School	13 Windward Avenue White Plains, NY 10605	
23	Clearpool Green Chimneys	33 Clearpool Road Carmel, NY 10512	

The Putnam Valley Central School District utilizes its own vehicles for transportation services to/from all other private/parochial schools and all special education locations. It also operates the vehicles used for late routes, some Field and Sports Trips, and the Summer School transportation program.

Assume any new routes for schools that the District finds it has to utilize in case we cannot cover the runs.

### **Destination Schools for Out-of-School District Home-to-School Transpiration Program**

The chart below shows the 2014-2015 locations to which students are being transported

Item No.	School	Address	Comments
1	Blue Mountain Middle School	7 Furnace Woods Road Cortland Manor, NY 10567	Part of Henrick Hudson School District
2	Fox Meadow Alternate High School	845 Fox Meadow Road Yorktown Heights, NY 10598	Part of Putnam-Northern Westchester BOCES
3	Green Chimney School for Little Folk	400 Doansburg Road Brewster, NY 10509	
4	Hudson Valley Christian Academy	531 Route 6n Mahopac Falls, NY 10542	

# **APPENDIX C**

## **QUALIFICATIONS OF CONTRACTORS, PROPOSAL PROCEDURES, TRANSPORTATION PROCEDURES, TRANSPORTATION REGULATIONS, AND SPECIAL CONDITIONS FOR PROPOSER**

## I. CONTRACTOR QUALIFICATIONS

The work and services described in these documents include the performance of activities directly affecting the safety of the students of the Putnam Valley Central School District (the District) and the public generally. The District may make any investigation necessary to determine the ability of the Contractor to fulfill the Contract and the Contractor shall furnish the District with all such information for this purpose as the District may request. If, in the opinion of the District, the Contractor is not properly qualified or responsible to perform any obligations of the Contract, the District reserves the right to reject its proposal.

The following minimum requirements must be met to qualify:

- A. The Contractor must possess and demonstrate facilities, knowledge, and capabilities to satisfy all New York State Department of Transportation rules, regulations, and vehicle inspection requirements. The Contractor must provide the District with a copy of its BUSNET Bus Inspection Operator Profile Summary for the latest two periods. The District expects all Contractors to possess a profile that reflects an out-of-service (OOS) rate that is less than 10%. The District reserves the right to reject any proposal from a Contractor that it deems is not performing adequate maintenance to its school bus/van fleet. The location for bus storage and the repair and maintenance facility must be included in the proposal.
- B. The Contractor must possess and provide the District with a copy of its Company Drug and Alcohol Testing Policy for School Bus Drivers and proof of compliance from its Medical Review Officer (MRO) in the form of a notarized letter.
- C. The Contractor must employ a Safety Supervisor(s) who is a New York State Department of Motor Vehicles-Certified Article 19-A Examiner and a State Education Department-certified School Bus Driver Instructor (SBDI). The Contractor must provide the District with the names and respective certification numbers of all employees so certified. The Contractor must also employ a terminal manager.
- D. The Contractor shall provide the District with a reference list which lists the names of all school districts serviced by it with a comparable program, including the names and telephone numbers of each business or transportation official Contractor collaborates with. This reference list shall include all schools the Contractor has served during the past ten (10) school years. The Contractor must have held contracts with these schools under the same company or corporation name.
- E. The Contractor must be financially responsible as demonstrated by:
  - 1. The submission of audited or reviewed financial statements that, in the opinion of the District, have been satisfactory for the last three (3) years.
  - 2. The submission of a list of pending lawsuits or substantive outstanding judgments or liens, including any Federal or State tax liens. Said list must, in the opinion of the District, not indicate any potential for future operating or financial problems which could negatively impact service to the District.
  - 3. The Contractor has not been denied a Performance Bond within the last seven years. The cost of the Performance Bond will help determine the degree of financial responsibility.
  - 4. A satisfactory credit history as demonstrated by a review that may be made by the District.

- F. The District reserves the right to investigate all references and information submitted by the Contractor pursuant to the requirements of these documents, including a copy of the drivers' contract with their union (if applicable). Upon investigation and evaluation, the District may choose to reject any proposal where it is found that the Contractor's qualifications are not consistent with the information presented.

## **II. PROPOSALS**

### **A. Proposal Procedure and Requirements**

1. The date and time of the opening of proposals are given in the Public Notice.
2. All proposals must be submitted on and in accordance with forms provided by the District and included in this document. No sheet is to be removed from this document.
3. Where so indicated on the Proposal Forms, sums shall be expressed in whole dollar figures clearly written in ink.
4. Except where specifically noted otherwise, all requested alternates will be bid. The District reserves the right to accept incomplete proposals which are to the best interest of the District.
5. The proposal shall include the legal name of the Contractor and a statement whether the Contractor is a sole proprietor, a partnership, a corporation, or any other legal entity, and shall be signed by the person or persons legally authorized to bind the Contractor to the Contract(s). All required signatures shall be handwritten in ink with the full name of the person executing same. No initials, stamp, photocopy of other copy, or company name may be used in lieu of any required signature. A bid by a corporation shall also give the State of Incorporation and have the corporate seal affixed.
6. Contractors will provide, along with the complete proposal, evidence demonstrating an ability to provide school transportation, including, if applicable, a list of any and all schools (including dates of service) which they have served during the past ten (10) years and a summary of their experience over at least ten (10) years of successfully operating a complex school transportation program in compliance with the applicable laws, rules, and regulations of the State of New York. In lieu of organizational experience, staff experience must be demonstrated. Contractors will also provide, along with the completed proposal, an auditor (certified or reviewed) financial statement.
7. No alteration, erasure, or addition is to be made in the printed matter. Any deviations from the conditions and specification may constitute sufficient grounds for rejection of a proposal. All exceptions are to be noted on a separate sheet.
8. Prices and information required, except the signature of the Contractor, should be handwritten or typed for legibly. Illegible or vague proposals may be rejected. All signatures must be written. Facsimile or printed signatures are not acceptable.
9. No charge will be allowed for federal, state, or municipal sales and excise taxes since the school is exempt from such tax. Exemption certificates, if required, will be furnished on forms provided by the Contractor.

10. All proposals received after the time stated in the Public Notice will not be considered and will be returned to the Contractor. The Contractor assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. In whatever way it delivers its proposal package, the Contractor assumes responsibility for having his/her proposal deposited on time and at the place specified. **However, the District reserves the right to waive what it deems proposal or specification informalities relating to a specific proposal to reject any and all bids, to re-advertise and invite new proposals, or to accept the whole or part of a proposal, or to accept parts of proposals from more than one Contractor, as in the District's judgment, it deems to be in the best interest of the District.**
11. The submission of a proposal will be construed to mean the Contractor is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the bidder can furnish the services, supplies, materials or equipment satisfactorily in complete compliance with these specifications.
12. All proposals must be sealed. They must be submitted in a plain manila envelope. The bid envelope must be clearly marked, "Transportation Proposal: Do not open until 3:00 p.m. April 17, 2019. Telephone quotations or amendments will not be accepted at any time. All materials submitted with the proposal will become the property of the District and will not be returned.

B. Contractor's Certification

1. Under penalty of perjury the Contractor certifies that:
  - a. The proposal submitted herein has been arrived at by the Contractor independently and has been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type described in the invitation for bids, and
  - b. The contents of the proposal have not been communicated by the Contractor, nor to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Contractor or its surety on any bond furnished herewith, prior to the official opening of the proposal.

C. Interpretation of Documents

No interpretation of the meaning of the specifications or other Contract document will be made to any Contractor, orally, except at the meeting of contractors who wish to submit proposals.

D. Contract

1. Each proposal will be received with the understanding that its acceptance, in writing, by the District, approved by the District, to furnish any or all of the items described shall constitute a Contract(s) between the successful Contractor and the District. The Contract shall bind the successful Contractor to furnish the labor and material required at the prices and in accordance with the conditions of his/her proposal.
2. The placing in the mail of a notice of award to a successful Proposer, to the address given in the proposal, will be considered sufficient notice of acceptance of the Contract.
3. If the successful Contractor fails to furnish service on the date of commencement of the Contract(s), or should it default in meeting any obligation under said Contract(s) or should the successful Contractor fail, or be delinquent in its preparation of the procedures required in meeting the conditions and provisions of the specifications in a timely fashion, then the District shall have the right to declare the successful Contractor in default and in addition, to

any other legal or equitable remedies available to it, the District, upon declaring the successful Contractor in default may upon written notice to the successful Contractor, take the following action:

- a. Withhold any funds due the successful Contractor under this contract and have the right to off-set and/or recoupment and/or counterclaim against said funds for any claims for which the District might have against the successful Contractor.
  - b. Commence providing the services contracted for with the successful Contractor, either directly or through another contractor. The successful Contractor shall be responsible and obligated for all damages caused by said default and for all costs and damages suffered by the District. Said damages are to include reasonable attorney's fees incurred in contracting with another party.
4. It is mutually understood and agreed that the successful Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract(s) or its right, title, or interest herein, or its power to execute such Contract(s), or any part hereof to any person, company, or corporation, without the previous written consent of the District.
  5. The Legal Notice, General Conditions, Bidder Qualifications, Specifications, and any Addenda shall form a part of this contract and the provisions thereof shall be binding upon the parties hereto. The term "contract documents" shall include all of the aforesaid together with the Contract(s) itself.
  6. Each and every provision of law and clause required by law to be inserted herein and the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through a mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.
  7. It is understood that the Contract(s) in no way excludes the District from using their own vehicles, or services provided by BOCES or other schools, or in any way limits the District from using other contractors in performing similar or other services.

E. Guarantees by the Successful Bidder

1. The District may at any time, by a written order, require the performance of extra work or changes in the work as it may find necessary or desirable. The amount of compensation to be paid to the Contractor for any extra work as so ordered shall be determined by the applicable prices set forth in the contract. The District shall not be liable for any extra work or increased compensation unless authorized by the District's written order.
2. All material services, workmanship, and credit history shall be subject to inspections, examination, and test by the District at the District's expense. The selection of bureaus, laboratories, and/or agencies for the inspection and tests of services, supplies, materials, and equipment shall be made by the District.
3. The successful Contractor warrants and guarantees:
  - a. That the Contractor is financially solvent and is experienced in and competent to perform the type of work and to furnish the materials, supplies, and equipment to be performed or furnished by it.
  - b. That it shall procure and maintain Workers' Compensation Insurance, New York State Disability Insurance, and New York State Unemployment Insurance for all of its

employees engaged in the performance of the proposed Contract(s). The Contractor shall also conform to the Automobile Insurance and Commercial Liability Insurance requirements set forth in the Specifications section of this document.

- c. That it will comply with the "State Occupational Safety and Health Act" (SOSHA) and the "Toxic Substances Act" (Right to Know Act) with respect to all operations or activities on any of the properties owned or leased by the District.
- d. That it will comply with minimum wage standards set by law as to all of its employees while they are engaged in work under any contract between the Contractor and the District.
- e.
  - 1. That it will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, age, national origin, disability, gender, or marital status. Such action shall be taken with reference but not limited to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
  - 2. That it will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sex, sexual orientation, age, national origin, disability, gender, or marital status.
- f. That it will comply with all Federal provisions for drug and alcohol testing and be responsible for any and all fines related thereto. This is a basic Contractor qualification standard.
- g. The successful Contractor will comply with any and all other applicable Federal, State and/or local laws, rules, and regulations as they concern pupil transportation in the State of New York, specifically and the United States of America, generally.

#### F. Payments

- 1. The acceptance by the Contractor of the Final Payment shall be and hereby is a release to the District of all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the District and others relating to or arising out of this work, excepting the Contractor's claims for interest upon Final Payment, if this be improperly delayed.
- 2. Payments of any claim shall not preclude the District from making claims for adjustment on any item found not to have been in accordance with general conditions and specifications.
- 3. The District may withhold from the Contractor so much of the payment due him/her as may in the judgment of the District be necessary to assure the payment of just claims then due and unpaid of any persons supplying labor or materials. The District shall have the right, as agent for the contractor to apply any amounts so withheld in such manner as the District may deem proper to satisfy such claims or to secure such protection. Such application of said money shall be deemed payments for the account of the Contractor.

Payment for services rendered under the provisions of a Contract(s) awarded hereunder shall be made upon receipt of properly itemized invoices submitted to the District. Such payments shall be made monthly on the basis of services already rendered at the end of each month. If the invoice is received by the tenth day of a given month, payment will be tendered within thirty (30) days of receipt of the invoice. With adjustments for agreed variations, the monthly payment will



ordinarily approximate one-tenth (1/10) of the yearly Contract(s) amount, with a total of ten (10) payments per year. No later than the last payment, there will be included any debit or credit due to audit of hours, number of vehicles used, or other mutually agreed to revision that would affect the total yearly cost. Any partial payment service is to be billed on a prorated daily basis.

If summer transportation services are needed, billing for summer transportation will be separate.

#### G. Savings Clause

The successful contractor shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, fires, floods, acts of God, or for any other acts not within the controls of the successful Bidder except for strikes or labor unrest, and which by exercise of reasonable diligence he/she is unable to prevent.

#### H. Personnel Matters

All transportation personnel shall be the responsibility of the Contractor. All drivers and assistant drivers must treat children carefully and respectfully. All school bus drivers, mechanics, bus attendants and assistant drivers must meet all legal and regulatory requirements for holding their respective positions, and shall in all respects be in compliance with all requirements of law, ordinance, or regulation of the Commissioner of Education, including all required driving, licensing, training, and certification. The District reserves the right of driver assignments and the District reserves the right to assign most effective and/or experienced drivers and/or assistant drivers to the most sensitive routes.

In addition, the Contractor will be responsible for fulfilling the fingerprinting requirements, background check requirements, and drug and alcohol testing requirements pursuant to all Federal Department of Transportation, State Education Department, State Department of Motor Vehicles regulations, and State law.

1. It is recognized that for the protection of the children, drivers, and all other persons coming in contact with the children, must be of stable personality and of the highest moral character. The District places upon the Contractor, and the Contractor agrees to accept, the full responsibility of assuring such qualities in personnel. The Contractor agrees not to allow any person to drive a school bus or serve as assistant drivers, whose moral character is not of the highest level or whose conduct might in any way expose any child to any impropriety of word or conduct whatsoever. Nor shall the Contractor allow any person to drive a school bus or serve as a bus attendant who is not physically and/or emotionally capable of performing the essential functions of their job, with or without accommodation. **All bus drivers, and driver assistants must understand and speak English -- there will be no exceptions.**
2. The responsibility for hiring and discharging personnel with respect to all obligations arising from the Contract shall rest entirely upon the Contractor, and the Contractor agrees not to enter into any agreement or arrangement with any employee, person, group, or organization which will in any way interfere with the ability to comply with this requirement, except as otherwise required by law. The Contractor further agrees that the District shall have the right to remove any person. The respective District reserves the right, in the exercise of its sound discretion, to reject drivers or bus attendants or to direct that they be replaced, without being limited to considerations of health and driving records.
3. The Contractor's Terminal Manager will be directly responsible for the operation of all buses under contract and for contact with parents regarding transportation problems within the District, provided, however, that all such operations and parent contacts are authorized by the District.

Said District's Manager also shall be responsible for compliance by drivers with the District's transportation policy, all statistical studies and reports required by the District, including those items necessary for State Aid purposes, and monthly reports on pupil load, driver, and student discipline problems, and accidents reports.

Said Manager and his/her duly authorized designee, shall arrange with the District to be available on-site during all hours that services are being performed pursuant to the Contract(s), as well as prior to the beginning of each day's hours of service, and for meetings with representatives of the District. The Manager will notify the District immediately of any breakdown, accident or medical emergency.

4. All drivers, attendants provided by the Contractor pursuant to the Contract(s) shall be properly dressed.
5. The Contractor must comply with all state, federal, and local laws and regulations, and Regulations of the Commissioners of Education and Motor Vehicles, regarding school bus driver employment and bus operation, and any regulations relative to the employment of bus assistants
6. Each driver and/or bus assistant performing services pursuant to the Contract shall be involved in all Safety Programs which are or may be required by the laws, rules, and regulations of the State of New York. The Contractor shall employ a qualified SED-certified School Bus Driver Instructor. Any contractor hereunder must comply particularly with the Regulations of the Commissioners of Education and Motor Vehicles as they apply to safety regulations for drivers.
7. Prior to the beginning of each school year each school bus driver performing services pursuant to the Contract must undergo the physical examination required by Section 156.3 c (2) of the Regulations of the Commissioner of Education and the reports thereof shall be transmitted to the District in writing on the forms prescribed by the Commissioner. The costs of such examination shall be paid by the bus driver or by the Contractor.
8. To the extent required by New York State Education Law, all employees hired by the Contractor to provide services pursuant to the Contract(s) must be approved for employment by the District's Superintendent of Schools or designee.

The Contractor shall submit to the Superintendent of Schools no later than 14 days prior to the beginning of each contract year, a list of names and addresses, and complete copies of the Article 19-A files (where required) for each regular and substitute driver and attendant employed to provide the services required hereunder, and said list shall be updated by the Contractor by adding or deleting such information regarding any such driver or attendant hired or terminated after that date and at the time such hiring or termination takes place.

9. The Contractor shall at all times have "standby drivers" available in the event of mechanical or other difficulties to maintain and provide the services which are required under this Contract. The number of "standby drivers" shall not be less than 10% of the drivers required to bring children to and from school on a regular basis. They are not to be used in any other capacity without written approval by the district.
10. The Contractor shall be responsible for providing practice and instruction to the driver with regard to the location, use, and operation of the emergency door(s), fire extinguisher(s), first aid equipment, windows, and roof hatches as a means of escape in case of an accident. Similar drills for students shall be conducted by the drivers under the general supervision of the Contractor and the District at such times and in such fashion as may be required by the applicable regulations of this State or the law. Normally these drills are conducted three times annually, during the first week of school year, and as specified by SED.

11. **The Contractor will inform all personnel providing services under the Contract that changes in routes, stops, or schedules may be made only with the prior approval of the District.** Additionally, prior to the first day of school and throughout the year(s), as needed, all drivers shall traverse ("dry run") their assigned routes until they become thoroughly familiar with all stops and roads.
12. The Contractor, along with their respective drivers, will be responsible for the safety and supervision of the children transported under the Contract(s). The judgment of the District as to the adequacy of such supervision shall be final. The transfer of children transported under contract from one vehicle to another, or one route to another, may not be undertaken by the Contractor without the expressed approval of the District for such transfer(s). Approval may be denied by the District if it is in the best interests of the child(ren) to do so.
13. **No Pre-K through 2<sup>nd</sup> grade children are to be released without supervision as specified in the RFP. Drivers violating this requirement will lose their approval as school bus drivers for the District.**
14. No alcoholic beverages or illegal intoxicants may be brought to or consumed upon the District's premises or buses utilized pursuant to the Contract(s) by any employee of the Contractor, nor shall any employee be under the influence of or impaired by any alcoholic beverages, illegal intoxicants, no vaping, no weapons, or prescription drugs. Additionally, no smoking is allowed on any bus, or on school property, by the Contractor's employees prior to, during or after the provision of services to the students. The Contractor is required to fully inform its employees of this provision.
15. Each driver will remain aboard his or her assigned bus at all times that pupils are aboard said bus. **The bus driver is responsible for checking his/her bus at the conclusion of each run for sleeping children, book bags, and other items that may be left behind.**
16. Under no circumstances shall a driver refuse to pick-up or discharge a pupil at an established school bus stop, unless authorized by the District or designee, nor shall a driver remove a pupil from a bus providing services hereunder before reaching the pupil's intended destination, except in case of an emergency.
17. The Contractor shall provide a dispatcher at a designated telephone number to answer calls concerning daily service, including missed service and late pickups and drop-offs. Said dispatcher will maintain contact with the District until the last student is off the last bus and the dispatcher notifies the District that all of the students have been delivered to the designated drop-off points.
18. The Contractor shall have an operating fax machine located at the operation center, and supply the District with this fax number. The Contractor will maintain internet capability, email and a connection to the District. At all times including before six a.m., and after six p.m., the contractor must maintain communication with drivers.

## I. Vehicles

1. If required, it shall be the responsibility of the Contractor to provide a sufficient number of school vehicles, with sufficient capacities to adequately meet the needs of the District. All school buses and vans will have valid New York State Department of Transportation operating/ inspection certificates and be maintained in safe, clean, and suitable condition for operation. It is the responsibility of the Contractor to provide safe, proper, and appropriate maintenance on school buses and vans used during the term of this Contract(s).

In addition to the necessary school buses and vans to meet the scheduled needs, the Contractor is required to have sufficient spare vehicles located at such place to ensure that the spare vehicle can respond to a vehicle need within a reasonable amount of time.

Due to the unique capabilities of certain school buses and vans, the Contractor must maintain spares of each type of vehicle utilized. The following safety features must be installed on all school buses and vans:

- a) working seat belts installed for each seating position;
- b) high back padded passenger seats;
- c) flashing red school lights and fully-functioning stop sign;
- d) two-way radios of at least 75 watts capacity sufficient to reach all vehicles in operation from the dispatch point to all parts of the district;
- e) handrails that pass industry standard drawstring tests;
- f) "eyebrow" crossover mirrors installed on both front fenders;
- g) video and sound equipment as specified in this RFP.

The Superintendent of Schools or his/her designee reserves the right to reject school buses to be used under this Contract(s). In the event of rejection, the Contractor will be fully responsible for replacing those rejected buses. Replacement buses must be made available within 20 minutes in the event of a breakdown.

2. Contractors are required to provide with the Proposal, the make, model, year, fuel type and seating capacity of each school bus and van to be used in fulfilling this Contract(s). When any changes are made, the District shall be notified immediately in writing.

#### J. Facilities

It shall be the responsibility of the Contractor to provide adequate repair and maintenance facilities for school buses and vans used in the operation of this Contract(s). The District will closely monitor D.O.T. bus inspection out-of-service percentage rates and generally desire an OOS rate that is 10% or less. School buses and vans shall be safely parked and secured at the Contractor's location. Each bidder shall provide the exact location of its nearest established maintenance facility that meets current D.O.T. requirements. The District reserves the right to inspect the proposed facility to determine its adequacy prior to the award of the Contract(s). A facility inspection will be conducted when the District has reason to ascertain that appropriate maintenance is being conducted by the Contractor. The facility office must meet all requirements of this RFP.

#### K. Fuel

At present fuel is provided by the district at pumps located at 265 Oscawana Lake Road. The Contractor's storage tank(s) if used, shall meet all regulations of any regulatory agency and shall be free of any internal leaks, which may contaminate stored fuel.

#### L. Tolls

The cost of tolls incurred by the Contractor will be reimbursed by the District upon adequate documentation as determined by the District.

#### M. Safety Requirements

School buses and vans providing service under this Contract(s) must be operated at all times by capable and competent personnel at safe and reasonable rates of speed. The District reserves the right to require any and all precautions for the safety of students in their transportation to and from school. All students are to enter and leave buses at the curb and at no time are students to be transported off public highways, except in compliance with present practice. All school bus drivers and assistants will be trained as to how to ensure students are safely loaded and unloaded. This training shall include, but is not limited to, an understanding that all children must be supervised carefully at all times. All bus drivers shall be trained and must possess a complete understanding of proper crossing techniques for students who are "crossers" and be absolutely committed to observing the "15-foot rule" whereby students must be safely away from their bus by at least 15 feet before the driver closes the bus doors and pulls away from a bus stop. As required by New York State Education Department Regulation, all bus drivers operating buses under this Contract shall have completed the minimum pre-service driver training, have completed the 30-hour School Bus Driver Basic Course of Instruction, and receive at least two (2) refresher classes of two (2) hours duration at times consistent with the regulation (the first between July 1 and the first day of school and the second between December 1 and January 31. The District encourages the Contractor to exceed these minimum training requirements by holding additional safety classes periodically.

#### N. Route Scheduling

1. The District reserves the right to set-up all routes, to change any and all routes, the times routes are to be operated, bus stops and any such adjustments that conditions may necessitate without additional compensation to the Contractor, except as provided for in the RFP. No route changes (particularly the adding of bus stops) are to be made by the Contractor without the prior permission of the District.

The District also reserves the right to notify the Contractor of changes in the starting and dismissal time of a school or schools, and services required by such changes shall be without additional charges.

2. Both parties to the Contract(s) agree to cooperate in revising the trips specified therein to improve service, operating efficiencies or economy. No changes in regular trips or sets of trips may be made without prior approval by the respective Superintendent of Schools or his/her designee.
3. The Contractor will be responsible for furnishing transportation to the schools and locations and to any additional school or location as may be requested by the District. It shall be understood that placements and enrollment changes can occur thus causing the District to alter pre-established routes. The District has the exclusive right to make changes to routes, not the Contractor.
4. Dismissal Schedules - The service contracted for is mutually understood to be contingent on the time schedules set forth in the specifications.

Contractor agrees to provide emergency transportation as requested by the District.

5. The Contractor will supply updated route descriptions, provide mileage and any other additional information deemed necessary by the District. Any request for said information must be supplied in a reasonable timeframe but not to exceed three (3) business days.

No route changes are to be made by the Contractor without prior written permission from the District. The District reserves the right to notify the Contractor of reasonable changes in the starting and dismissal times of a school or schools and services required by such change shall be without additional charges.

## O. Operating Matters

1. District's Operating Policies: The Contractor shall conform to and abide by the policies, rules, and regulations of the District as set out in the present written policies and rules of the District, relevant to student transportation, as modified by current practice, and such other future regulations as may reasonably be required by the District, with the consent of the Contractor.
2. Driver Training and Additional Training: All bus drivers and assistant drivers must receive and participate in required safety instruction as outlined in the Regulations of the Commissioner of Education, Section 156.3. The cost of such instruction shall be paid by the Contractor. The District's administration must be invited to all training.
3. Emergency Bus Drills: The Contractor shall be responsible for providing practice and instruction to the drivers with regard to the location and use of all emergency doors, fire extinguisher, first aid equipment, and windows as a means of escape in case of fire or accident. The drivers shall be responsible for instructing their student riders as to the above when so directed and supervised by the Contractor's "Safety Supervisor".
4. Emergency Closings: The Contractor shall be available to consult with the respective Supervisor/Coordinator during times of inclement weather, about road conditions and the potential of early dismissals and closing school.

If classes are in session and during the day weather or emergency conditions arise making it necessary that children must be transported home prior to the regular closing of school, the District will so notify the Contractor as soon as possible to provide the usual and necessary transportation.

5. Contractor's Monthly Reports: The Contractor shall deliver to the District a written report of operations on a monthly basis at the same time that the monthly invoice is submitted. Said report shall include matters such as: actual performance related to scheduled performance, student discipline matters, driver discipline and required activity, rules of regular bus driver hours, and other items related to the performance of the contract(s). A sample format is included (in this RFP). The Contractor and the District designee shall meet prior to September 1st to finalize the information to be contained in this report.
6. Accidents: In the event of any accident involving the operation of a school bus under this Contract(s), the District shall be notified immediately. The local police shall also be notified and must conduct an investigation. If required and as soon as possible thereafter, all appropriate State agencies shall be notified. A Report of School Bus Accident, Form MV104f, shall be completed and forwarded to these State agencies in accordance with instructions. The District shall receive a copy of this report faxed, scanned, e-mailed or hand delivered to the transportation department within 24 hours after the Contractor has received the official police report.
7. Driver's Daily Reports: Each bus driver shall be required to file a daily report on a form approved by the District describing the condition of his/her assigned bus, its mechanical/body condition, and a description of any maintenance action performed, if required. These reports shall be maintained in a binder for each bus, the binder will include the past six (6) months' reports and will be presented to the Department of Transportation Inspector as he/she may require. The District reserves the right to examine these reports at any time during regular business hours.

8. Rights to Property: As a condition of this Contract(s), the Contractor agrees to allow any member of the District on any property connected with the service provided to the District for the purpose of inspection at any time. Furthermore, it is agreed that if it is deemed necessary by the District, due to inadequate service or poor performance, management personnel may be supplied by the District to work directly with the Contractor's management or dispatching personnel at the Contractor's location(s) connected with this Contract(s). The cost of such personnel will be deducted from payments due the Contractor. The Contractor shall also make the garage facility available for inspection of equipment by the District's administrative personnel or designee.
9. Exclusivity Clause: Only those children, adults or other persons authorized by the District to be transported shall be transported under the Contract(s). **The Contractor shall agree to secure the prior written approval of the District before agreeing to undertake the transportation of students from other districts, schools, or individuals in conjunction with the trips specified in this Contract, and to furnish the District with copies of each such related contract(s) with another school, district, or individual for such transportation. The District reserves the right to assign students from other school districts to buses/routes.**

**The Contractor agrees to cooperate fully with the District's policy of cooperative transportation with other school districts.**

#### P. Disputes

In case of any ambiguity, inconsistency, or error in any of the contract documents or of a conflict between the provision of a contract document and provisions of a state law or regulation, the Contractor is required to draw such matter to the attention of the District before he/she submits his/her proposal. If the contractor fails to do so, his/her proposal may be rejected.

#### Q. Changes in the Base Program (Add or Delete Clause)

Should changes in the District's operation require an increase or decrease in the number of vehicles needed to properly operate the program(s), the Contract will be amended to reflect the change by using the bid amount quoted per vehicle on the "Form of Proposal". These costs shall reflect the appropriate renewal increases.

The District must be notified within (10) days of any changes in vehicle times which will result in a change in contract compensation. Failure by the Contractor to notify the District of such changes will result in the loss of any additional compensation, which may be due to the contractor pursuant to these specifications. Based on the way the "Form of Proposal" is written this will be a critical item for the contractor to observe.

#### R. Compliance with Title IX Regulations

In compliance with Title IX, Education Amendments of 1972 (prohibiting sex discrimination in education), the District requires any person, organization, group, or other entity with which it contracts, sub-contracts, or otherwise arranges to provide services or benefits (including bids) to comply fully with Title IX.

**TITLE IX STATES: NO PERSON SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.**

S. Compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 (prohibiting discrimination against any person who is qualified with a disability), the District requires that any person, organization, group, or other entity with which it contracts, sub-contracts, or otherwise arranges to provide services or benefits (including bids and proposals) to comply fully.

T. Pupil Transportation Policy

The specific elements of the District's Transportation Policy require it to be in compliance with the Laws of the State of New York as it concerns the rules, regulations, and directions of the Commissioner of Education, Department of Motor Vehicles, and the Department of Transportation, to safeguard the comfort and safety of the children to be transported on school buses to and from local bus stops and schools.

U. General Bid/Proposal Certification

The proposer certifies that he/she will furnish, at the prices herein quoted, the materials, equipment and/or services proposed on this bid/proposal.



# **APPENDIX D**

## **CHECKLISTS & PROPOSAL FORMS**

# PROPOSER'S CHECKLIST

The checklist is provided for Proposers. Each Proposer must ensure their complete compliance with all requirements of the proposal documents and Section 156.12 of the Regulations of the Commissioner of Education. Compliance with the proposal requirements is the sole responsibility of the Proposer.



	Bond or certified check (Bid bonds may be combined for regular and other purpose transportation)
	Proof of bond ability for performance bond
	Insurance certificates with appropriate coverages
	Responses to previous experience of the contractor in transporting students
	Responses to information on the transportation company where the principals of the contractor have been an owner or a manager and previous experience
	Responses to description of the contractor's safety plan and training programs
	Responses to record of accidents in motor vehicles under the control of the contractor
	Responses to driving history of employees of the contractor
	Responses to inspection records and model year of the motor vehicles under the control of the contractor. Proposer must possess and demonstrate facilities, knowledge, and capabilities to satisfy all New York State Department of Transportation rules, regulation, and vehicle inspection requirements. The successful proposer shall provide a copy of the NYS DOT BUSNET summary and profile with the proposal.
	Responses to maintenance schedule of the motor vehicles under the control of the contractor
	Responses to financial analysis of the contractor including certified or reviewed statements including balance sheet and income statement
	Responses to compliance with insurance requirements
	Any other information or data the contractor wishes to provide that further shows its experience or qualifications and/or ensures that high quality service will be provided to the district
	Vehicle list

\_\_\_\_\_ Each form of proposal completed:

1. Proposer Information Form
2. Cost of Performance Bond (If Required)
3. Experience in Pupil Transportation Form
4. Hold Harmless Agreement
5. Non Collusive Bidding Certification Form
6. Conflict of Interest Form

\_\_\_\_\_ All pages of proposal documents included and initialed

\_\_\_\_\_ All proposals properly signed

\_\_\_\_\_ One (1) original and five (5) copies of proposals and related materials

Proposals to be opened:

AT: 3:00 p.m.

DATE: April 17, 2019

LOCATION: Putnam Valley Central School District Office  
171 Oscawana Lake Road  
Putnam Valley, New York 10579

# TRANSPORTATION INFORMATION AND PROPOSAL FORM FOR STUDENT TRANSPORTATION

## Proposer Information

Company: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Fax: \_\_\_\_\_

## Bid Bond or Certified Check

(10%) of the proposal cost made payable to:

Putnam Valley Central School District in the amount of:

\$ \_\_\_\_\_

**AND** agrees that such bond shall be a measure of liquidated damages should the Proposer fail in delivery of the agreement.

Pursuant to these Specifications, Proposers must submit the last three (3) years of audited financial statements, proof of the ability to obtain a 100% performance bond, and the vehicle list of the Contractor must be included with the proposal on Appendix B.

*Proposers should note that information about the current service is available for review, and a good faith estimate of required services for the above-referenced school years have been provided. Changes, school employee contract changes, traffic and construction demands, etc., the successful Contractor guarantees that he will be able to accommodate a variety of changes over the life of the contract and provide additional vehicles as "adds," reduce vehicles as "deletes," or modify daily usage schedules, as needed according to the prices awarded.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**Putnam Valley Central School District**

## Contractor Pre-Employment Checklist for Assistant Drivers (Bus Monitors)

		Comments
Company Application	[ ]	
SS Card & Alien Paperwork	[ ]	
Previous Employer Check	[ ]	
Miscellaneous	[ ]	

Interview \_\_\_\_\_  
 Approval \_\_\_\_\_ Date \_\_\_\_\_

		Comments
Physical/Medical	[ ]	
Drug Test	[ ]	
Physical Performance Test	[ ]	
Proof of Fingerprinting	[ ]	
Pre-Service Training	[ ]	
Drug & Alcohol Policy	[ ]	
3 Letters of Reference	[ ]	

Approval to Hire \_\_\_\_\_ Date \_\_\_\_\_

Putnam Valley Central School District

## Contractor Pre-Employment Checklist for Drivers

Applicant Name \_\_\_\_\_  
 (print)

\_\_\_\_\_  
 Contractor's Initials

(PHASE 1)  
Comments

Company Application	[ ]	
Copy of License, SS Card & Alien Paperwork	[ ]	
Abstract	[ ]	
Previous Employer Check (3 yrs. back)	[ ]	
Drug & Alcohol Policy	[ ]	
3 Letters of Reference	[ ]	
Miscellaneous	[ ]	

Interview \_\_\_\_\_  
Approval \_\_\_\_\_ Date \_\_\_\_\_

(PHASE 2)  
Comments

19 A Application	[ ]	
Fingerprint Cards	[ ]	
Annual records Review	[ ]	
Physical/Medical	[ ]	
Road Test	[ ]	
Written Test	[ ]	
Physical Performance Test	[ ]	
Drug Test Results	[ ]	
Pre-Service Training	[ ]	
Miscellaneous	[ ]	

Approval to  
Hire \_\_\_\_\_ Date \_\_\_\_\_

Putnam Valley Central School District

**APPENDIX E**

**LIST OF EQUIPMENT**

**(Vendor to supply)**



# **APPENDIX F**

## **COPY OF MONTHLY REPORT**

**MONTHLY REPORT TO  
THE PUTNAM VALLEY CENTRAL SCHOOL DISTRICT**

FOR \_\_\_\_\_, 20\_\_\_\_

1. # Full Operating Days Scheduled for This Month \_\_\_\_\_ days
2. # Full Operating Days Actual for This Month \_\_\_\_\_ days
3. # Full Operating Days Remaining Year-To-Date \_\_\_\_\_ days
4. # Full Operating Days Actual Year-To-Date \_\_\_\_\_ days
5. Home to School Mileage:

	Monthly	Year-to-Date
a) Regular Runs	_____	_____
b) Disabled/Spec Ed	_____	_____
c) Private/Parochial	_____	_____
d) Late Runs	_____	_____
e) Other (describe)	_____	_____
f) Total Home-To-School	_____	_____
6. Special Runs Mileage:

a) Sports	_____	_____
b) Special Trips	_____	_____
c) Field Trips	_____	_____
d) Other (describe)	_____	_____
e) Total	_____	_____

7.	Hours – Special Runs:	Monthly	Year-to-Date
a)	Sports	_____	_____
b)	Special Trips	_____	_____
c)	Field Trips	_____	_____
d)	Other (describe)	_____	_____
e)	Total	_____	_____

8. Accident Information:

Please describe any incidents, including driver, bus number, cost, explanation:

---



---



---

9. Safety and training activity:

---



---



---

10. Operating changes new this month (new routes, policies, procedures, etc.)

---



---



---

11. Please Provide pupil counts as requested by the District.

# **APPENDIX G**

## **SCORING DOCUMENTS**

## Putnam Valley Central School District Scoring Document

	<b>Category</b>	<b>Weight</b>
1	Previous Quality of Experience of the Proposer in School Transportation	13
2	Owner of Previous Transportation Companies	6
3	Safety Program	6
4	Accident History	8
5	Record of Drivers	8
6	Fleet Inspection Record and Vehicle Replacement Schedule	6
7	Maintenance Schedule of Vehicles	2
8	Financial Analysis	8
9	Insurance Requirements	3
10	Cost- points to be prorated on percentage over lowest cost	40
<b>Total</b>		<b>100</b>

Contractor\_\_\_\_\_

Date \_\_\_\_\_

Rater\_\_\_\_\_

Date \_\_\_\_\_

# Pupil Transportation Proposal Scoring Document

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

Checklist and score: \_\_\_\_\_ Evaluator: \_\_\_\_\_

## 1. Quality of previous experience in School Transportation

A. Completed experience form \_\_\_\_\_

Maximum Score: 13 Points

B. Other information or data \_\_\_\_\_

SCORE: \_\_\_\_\_

## 2. Owner of all Previous Companies

A. Response to information on the transportation company where principles of the contractor have been an owner or manager and previous experience. \_\_\_\_\_

Maximum Score: 6 Points

SCORE: \_\_\_\_\_

## 3. Safety Program

A. Description of Safety Program \_\_\_\_\_

Maximum Score: 6 Points

SCORE: \_\_\_\_\_

## 4. Accident History

A. Record of accidents in Motor vehicles under the control of the contractor including loss runs for all compounds and subsidiaries. \_\_\_\_\_

Maximum Score: 8 Points

SCORE: \_\_\_\_\_

## 5. Record of Drivers

A. Driving history of employees of the contractor including DMV affidavits and NY State Roster for each drivers operating out of locations nearest to \_\_\_\_\_

Maximum Score: 8 Points

SCORE: \_\_\_\_\_

## 6. Fleet Inspection Records and Vehicles Replacement Schedule

A. NYS DOT BUSNET summary for closest facility \_\_\_\_\_

Maximum Score: 6 Points

B. Vehicle list and information \_\_\_\_\_

SCORE: \_\_\_\_\_

**7. Maintenance Schedule of Vehicle**

Maximum Score: 2 Points

- A. Responses to maintenance schedule of the motor vehicle under the control of the contractor \_\_\_\_\_

SCORE: \_\_\_\_\_

**8. Financial Analysis**

Maximum Score: 8 Points

- A. Bond or certified check: 2 points  
B. Proof of bond ability for performance bond: 2 points  
C. Cost of performance bond: 2 points  
D. Responses for financial analysis of the contractor, including Consolidated financials for all companies and subsidiaries: 2 points

SCORE: \_\_\_\_\_

**9. Insurance Requirements**

Maximum Score: 3 Points

- A. Letter on other information from insurance company guaranteeing appropriate coverages.

SCORE: \_\_\_\_\_

**10. Cost**

Maximum Score: 40 Points

- A. Lowest Cost: 45 points  
B. Higher Cost: Points to be pro-rated on percentage over lowest cost.

SCORE: \_\_\_\_\_

**TOTAL SCORE: \_\_\_\_\_**

**MAXIMUM POSSIBLE TOTAL SCORE: 100 POINTS**

# **APPENDIX H**

## **CONFLICT OF INTEREST; NON-COLLUSIVE BIDDING CERTIFICATION; AND HOLD HARMLESS AGREEMENT**



## CONFLICT OF INTEREST CERTIFICATION

Name of Proposer \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Proposal \_\_\_\_\_

The proposer above mentioned declares and certifies:

- First            That the said proposer is of lawful age and the only one interested in this proposal, and that no one other than said proposer has any interest herein.
- Second        That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third          That no member of the District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
- Fourth        That said proposer has carefully examined the instructions, schedules, and specifications prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
- Fifth          That the prices quoted are net and exclusive of all federal, state, and municipal sales and excise taxes.
- Sixth          The following non-collusive bidding certification applies to this proposal.

Subscribed and sworn to before me

by: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 2019

Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Title

## NON-COLLUSIVE CERTIFICATION

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

Business Name: \_\_\_\_\_

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

### Non-Collusive Bidding Certification

By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

- 1) Statement of non-collusion in bids and proposals to political subdivision of the State. Every bid or proposal hereafter made to a political subdivision of the State or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work, for work or services performed or to be performed or goods sold or to such proposer as true under the penalties of perjury.

- A. By submission of this proposal, the proposer and each person signing on behalf of the proposer certifies, and, if this is a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of the proposer's knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proposer or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person partnership or corporation to submit a proposal for the purpose of restricting competition.

- B. A proposal shall not be considered for award nor shall any award be made where (A)(1), (2), and (3) above have not been complied with; provided, however, that if in any case the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore, where (A)(1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of purchasing unit of the political subdivision, public department, agency, or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or

pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being proposed, does not constitute without more, a disclosure within the meaning of paragraph A above.

- C. Any proposer hereafter made to any political sub-division of the State or any public department, agency or official thereof by a corporate proper for work or services performed or to be performed or goods to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid/proposal contains the certifications referred to in subdivision one of the section, shall be deemed to have been authorized by the District of the proposer to make the above certification and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

(SEAL OF CORPORATION)

Corporate or Company Name

**Subscribed and sworn to before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

**THIS FORM MUST BE SIGNED AND NOTARIZED**

**THIS FORM MUST BE SIGNED AND NOTARIZED \*\*SUBMIT WITH PROPOSAL**  
**HOLD HARMLESS AGREEMENT**

IT IS HEREBY AGREED AND UNDERSTOOD THAT THE PROPOSER AGREES TO HOLD HARMLESS AND INDEMNIFY THE PUTNAM VALLEY CENTRAL SCHOOL DISTRICT (DISTRICT), THEIR BOARD OF EDUCATION, ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE DISTRICT FROM ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND WHICH MAY ARISE OUT OF:

1. ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE PROPOSER, ITS AGENTS, SERVANTS, OR EMPLOYEES, OR ANY PERSON, FIRM, OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT, HOWEVER CAUSED, ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM, OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR, OR OMISSION OF THE CONTRACTOR, ITS AGENTS, OR EMPLOYEES OR ANY PERSON, FIRM, OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.
2. ANY AND ALL CLAIMS MADE BY EMPLOYEES OR FORMER EMPLOYEES AGAINST THE DISTRICT, CONCERNING THE DISTRICT'S REQUEST THAT THE CONTRACTOR REMOVE THE EMPLOYEE FROM SERVICES UNDER THIS CONTRACT.

THE ASSUMPTION OR INDEMNITY, LIABILITY, AND LOSS HEREUNDER SHALL SURVIVE CONTRACTOR'S COMPLETION OF SERVICE OR OTHER PERFORMANCE HEREUNDER AND ANY TERMINATION OF THIS CONTRACT.

THE CONTRACTOR AT ITS OWN EXPENSE AND RISK SHALL DEFEND ANY SUCH LEGAL PROCEEDINGS THAT MAY BE BROUGHT AGAINST THE DISTRICT, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE DISTRICT ON ANY CLAIM OR DEMAND, AND SHALL SATISFY ANY JUDGMENT THAT MAY BE RENDERED AGAINST THE DISTRICT, OR ANY OFFICER, AGENT, SERVANT, OR EMPLOYEE OF THE DISTRICT.

THIS INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM, OR DEMAND, OR WHATEVER NAME OR NATURE, NOTWITHSTANDING THAT CONTRACTOR MAY DEEM THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED IN THE BROADEST MANNER POSSIBLE SO AS TO INSULATE ALL OF THE ENTITIES, PARTIES, AND INDIVIDUALS NAMED

ABOVE FROM ANY LIABILITY, COST, OR JUDGMENT, MONETARY OR OTHERWISE, AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE CONTRACTOR.

**Subscribed and sworn to before me**

This \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public

By: \_\_\_\_\_

Signature

\_\_\_\_\_  
Title

# **APPENDIX I**

## **BID SHEETS**

## BID SHEETS

1. To and from school year transportation using contractor's buses.
2. Other school year transportation, extra-curricular, sports transportation, and field trips using contractor's buses.

For scoring purposes, use 3 three hour buses, 14 four hour buses, 3 five hour buses, 2 three hour vans, 4 four hour vans, and 1 five hour van. Actual annual cost will depend on routes and the number of buses needed. Buses and vans added or deleted will determine annual cost using per bus/van prices. Provide 6 hour bus and van rates to be used if needed.

3. Cost of Performance Bond if required by the district.

### Home to School Bid Sheet

	2019-20	2020-21	2021-22	2022-23	2023-24
<b>3 Hour Bus</b>	\$	\$	\$	\$	\$
<b>4 Hour Bus</b>	\$	\$	\$	\$	\$
<b>5 Hour Bus</b>	\$	\$	\$	\$	\$
<b>6 Hour Bus</b>	\$	\$	\$	\$	\$
<b>3 Hour Van</b>	\$	\$	\$	\$	\$
<b>4 Hour Van</b>	\$	\$	\$	\$	\$
<b>5 Hour Van</b>	\$	\$	\$	\$	\$
<b>6 Hour Van</b>	\$	\$	\$	\$	\$

2019-20 Annual Cost \$ \_\_\_\_\_

2019-22 3 year Cost \$ \_\_\_\_\_

201-24 5 Year Cost \$ \_\_\_\_\_

Bus Monitor Cost per hour (if needed)

2019-20 \$ \_\_\_\_\_ per hour

2020-21 \$ \_\_\_\_\_ per hour

2021-22 \$ \_\_\_\_\_ per hour

2022-23 \$ \_\_\_\_\_ per hour

2023-24 \$ \_\_\_\_\_ per hour

### **Extra-Curricular School Year Bid Sheet**

	2019-20	2020-21	2021-22	2022-23	2023-24
Rate per hour in district	\$	\$	\$	\$	\$
Rate per hour out-of-district	\$	\$	\$	\$	\$
Rate per mile out-of-district	\$	\$	\$	\$	\$

Will Contractor provide Extra-curricular transportation if not successful as provider of Home-to-school transportation?

Yes [   ]

No [   ]

---

Contractor's Signature

Date



DISTRICT TRANSPORTATION PROPOSAL PERFORMANCE BOND PRICE 2019-2020 SCHOOL YEAR

**DISTRICT TRANSPORTATION PROPOSAL  
PERFORMANCE BOND PRICE  
2019-20**

Name of Vendor: \_\_\_\_\_

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

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cost of Performance bond may be required by School pursuant to the request for proposal:

Price is required of all potential contractors.

Price of Performance Bond

2019-20 \_\_\_\_\_

A performance bond may be required by the Board of Education for future years.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

Attach letter from bonding company.

## CONTRACT VEHICLE LIST

I hereby certify that the following list is representative of those vehicles that will be utilized in the performance of this contract.

Contractor's Name:

---

Authorized Signature:

---

[illegible]

Attach additional sheets as required (copy this page as needed).

NAME OF BUS COMPANY

## EXPERIENCE IN PUPIL TRANSPORTATION\*

- |    |  |                  |
|----|--|------------------|
| 1. | Type of School Bus Transportation Experience | Dates of Service |
|----|--|------------------|

_____	_____
_____	_____
_____	_____

- |    |  |                  |
|----|--|------------------|
| 2. | Other Kinds of Bus Transportation Experience | Dates of Service |
|----|--|------------------|

_____	_____
_____	_____
_____	_____

- |    |  |
|----|--|
| 3. | <b>REFERENCES**:</b> Names of all School Districts<br>Private and Parochial Schools<br>Previously or presently served. |
|----|--|

Dates of Service

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bus Company Representative

**\*To be filled out if the Contractor has had previous transportation experience.**

**\*\* Use additional pages if necessary**