

**LAKEWOOD  
BOARD OF EDUCATION  
LAKEWOOD, NJ 08701**

**OCEAN  
COUNTY**

**STUDENT TRANSPORTATION SERVICES  
NON PUBLIC SCHOOLS**

Bid Specifications

**2018 - 2019 SCHOOL YEAR**

Bid No. T06-1819

**Bid Opening Date Tuesday, June 26, 2018**

**Bid Opening Time 10:00 a.m.**

Sealed Bids to be Received and Opened  
in the Administrative Offices of the

**LAKEWOOD Board of Education  
200 Ramsey Ave  
Lakewood, NJ 08701**

**LAKEWOOD Board of Education**

200 Ramsey Ave  
Lakewood, NJ 08701

**LEGAL NOTICE**

The School Business Administrator/Board Secretary of the LAKEWOOD Board of Education, in the County of Ocean, State of New Jersey, by authority of said Board, solicits sealed bids for 2018-2019 Student Transportation Services. Bids will be received at Board Room of the LAKEWOOD Board of Education, located at 200 Ramsey Ave, LAKEWOOD, NJ 08751 up to

**10:00 a.m. Prevailing Time  
Tuesday, June 26, 2018**

**2018-2019  
School Transportation Services  
NON PUBLIC SCHOOLS FOR THE 2018-2019 SCHOOL YEAR**

**Bid Number T06-1819**

Specifications and proposal forms may be secured upon written request to:

**Mr. Kevin Campbell**  
Interim School Business Administrator/Board Secretary  
Lakewood Board of Education  
200 Ramsey Avenue  
Lakewood, NJ 08701  
Fax: 732-905-3687

Email: [dpiasentini@lakewoodpiners.org](mailto:dpiasentini@lakewoodpiners.org)

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

Bidders are required to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27), Affirmative Action.

The LAKEWOOD Board of Education reserves the right to reject any or all bids. No proposals shall be opened previous to the hour designated in the advertisement and none shall be received thereafter—N.J.S.A. 18A:39-5.

By order of the LAKEWOOD Board of Education.  
Mr. Kevin Campbell  
Interim School Business Administrator/Board Secretary

**LAKEWOOD Board of Education**

## **LAKEWOOD Board of Education**

### **ADVISORY INFORMATION FOR BIDDERS**

#### **PROMPTNESS OF BID SUBMITTAL**

It is the responsibility of the bidder to ensure their bid is presented in a sealed envelope to the Office of the School Business Administrator/Board Secretary, prior to the advertised bid date and time. No bids shall be received after the time designated in the bid advertisement. No extensions or exceptions will be made. The School Business Administrator/Board Secretary's Office is opened Monday through Friday from 8:00 am – 4:00 pm according to the school calendar and 8:00 am – 3:00 pm during the summer. Access to the School Business Administrator/Board Secretary's Office may be delayed because of security clearance. Bidders may also submit bids to the School Business Administrator/Board Secretary or designee at the bid opening meeting held in the Board of Education Meeting Room of the administration building, prior to the advertised bid opening date and time. Once again, bids will not be received after the time designated in the advertisement.

#### **PARKING AND SECURITY**

Security is of a paramount concern and all visitors will be asked for identification. The security check in process may take time. Parking in the vicinity of the board offices is at a premium and bidders may be directed to the visitor's parking lot. Allow enough time to locate a parking space and walk to the Board Room entrance.

Heavy traffic hours by the educational complex on school days are from 7:00 a.m. to 8:30 a.m., and between 1:40 p.m. and 2:15 p.m.

#### **MAIL**

Mail is brought to the Board Offices in mailbags, approximately 10:00 a.m. each day. The mail is sorted within the district system, by departments. The School Business Administrator/Board Secretary's Office routinely receives its mail at approximately 11:30 a.m.

#### **UPS / FED EX / AND OTHER EXPRESS DELIVERY SERVICES**

Deliveries of this type usually begin at 10:00 a.m. These items are brought only to the receptionist at the main building entrance. The receptionist then calls the various departments with a request to pick up their items. There may be some delay in getting bids to the School Business Administrator/Board Secretary's Office.

#### **HAND DELIVER BIDS – SUGGESTED PRACTICE**

Keeping the aforementioned items in mind, it is suggested bidders arrange to hand deliver their bid to the Office of the School Business Administrator/Board Secretary, before the advertised date and time. The person making the hand delivery will receive a time/date stamped receipt from BOARD OF EDUCATION officials.

## **SPECIFICATIONS FOR STUDENT TRANSPORTATION SERVICES**

**LAKEWOOD Board of Education**

**2018-2019 School Year**

### **GENERAL PROVISIONS**

1. All contractors shall comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the LAKEWOOD Board of Education governing student transportation.
2. The term of the contract shall be from **September 1 through June 30 (school year)** and according to the school calendar, unless so specified differently on the Route Descriptions. Student transportation contracts are deemed to include all State and Federal rules and procedures pertaining to student transportation though not expressly stated.
3. It is the intent of the LAKEWOOD Board of Education to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The school calendar, copy attached, is part of these specifications and of the contract. **On routes which require transportation to more than one school, the successful bidder is expected to follow the school calendar and daily scheduled hours of each school at no additional cost, including early dismissals and/or late arrivals as may be scheduled at times by the individual schools.**
4. The successful bidder will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the LAKEWOOD Board of Education.
5. As authorized by the LAKEWOOD Board of Education, only enrolled, eligible, public and private school students, adults serving as chaperones or school personnel shall be transported. The vehicle (s) assigned to the routes specified herein shall not be utilized for other purposes during the time periods designated by the route descriptions. There will be no commingling of students from any other school district, ESC or agency that is not specifically included in the bid specifications.
6. Vehicle(s) shall arrive and/or depart the assigned school(s) as indicated on the enclosed route descriptions.
7. No transportation contract shall be subcontracted without the prior written approval of the LAKEWOOD Board of Education.
8. Bids are to be placed in a sealed envelope and plainly marked, **"BIDS FOR 2018-2019 STUDENT TRANSPORTATION SERVICES, BID NUMBER T06-1819 NON PUBLIC SCHOOLS LAKEWOOD BOARD OF EDUCATION"** and presented to the School Business Administrator or designee of the LAKEWOOD Board of Education. The School Business

Business Administrator or designee of the LAKEWOOD Board of Education. The School Business Administrator/Board Secretary or designated official shall unseal the bids in the presence of the parties bidding and publicly announce the contents. Bids will be received at the LAKEWOOD Board of Education, Board Rooms, located at Street Number, Address, LAKEWOOD, NJ 08751 up to

**10:00 a.m. Prevailing Time  
Tuesday, June 26, 2018**

It is the responsibility of each bidder to ensure that their bid is complete and presented to the School Business Administrator/Board Secretary prior to the advertised bid date and time. No bids shall be opened previous to the hour designated in the advertisement and none shall be received thereafter. N.J.S.A. 18A:39-5

9. If awarded a contract, your company/firm will ensure compliance with all applicable federal, state and local regulations and will certify such compliance to the BOARD OF EDUCATION upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation should arise between the LAKEWOOD Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit shall be laid in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

## **VEHICLES**

1. Transportation equipment shall be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of the LAKEWOOD Board of Education.
2. **Accepted Date of Vehicle--Year of School Vehicle—2009 or Newer**  
The LAKEWOOD Board of Education will only accept bids on National School Bus Glossy Yellow Vehicles, which have a vehicle manufacture year of

**2009  
or newer**

THE BOARD OF EDUCATION will use as a basis of compliance with this section by reviewing the year that is found on the NJ MVC Vehicle Registration Card.

### **Exception—Wheelchair Lift Vehicles—2007 or Newer**

Bid prices will be accepted by THE BOARD OF EDUCATION for National School Bus Glossy Yellow Vehicles with wheelchair lifts and seating with a manufacture year of 2007 or newer.

### **Exception—Emergent/Unforeseen Circumstances**

An older school bus vehicle, one manufactured within the guidelines of N.J.S.A. 39:3B-5.1, may be used in emergent/unforeseen circumstances for no more than five (5) days cumulative total in one school year. Written permission must be received from THE BOARD OF EDUCATION prior to use any older vehicle.

### **Rejection of Bid**

Bid prices on routes for National School Bus Glossy Yellow Vehicles dated earlier than 2009 (2007 National School Bus Glossy Yellow Wheelchair Lift vehicles) will be considered non-responsive and subject to disqualification and rejection of bid.

### **Vehicle Registration Cards—Copies Required—Submit with Bid**

As a requirement for this bid, all bidders shall submit with their bid, copies of National School Bus Glossy Yellow Vehicle Registration Cards, providing documentation of compliance with the Accepted Date of Vehicle section of this bid. Failure to submit copies of the Vehicle Registration Cards with the bid shall be cause for disqualification and rejection of the bid.

### **Vehicle Registration Cards—Copies Required—Submit with Route**

All contractors must submit upon awarding of a route, a copy of the vehicle registration card of the school bus vehicle assigned to the route. Failure to provide the copies of the vehicle registrations may lead to penalties being assessed.

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

**Breakdown of Vehicle**

In the event of a breakdown of a school bus vehicle, the transportation company shall:

- Notify the company dispatcher to send a backup vehicle;
  - Notify Parent/Guardian of any delays;
  - Contact police if the need warrants police assistance;
  - Contact receiving school principal of vehicle disability;
  - Contact Transportation Department of the LAKEWOOD Board of Education
5. The LAKEWOOD Board of Education or designee reserves the right, during the term of the contract, to inspect for approval any vehicle in use on routes covered by the contract and further reserves the right to ride any vehicle on a route covered by the contract.
  6. **Types of School Bus Vehicles Required—National School Bus Glossy Yellow**  
As a requirement for this bid, the LAKEWOOD Board of Education will only accept bids from transportation companies that will provide the following School Vehicles, unless so otherwise noted on the Route Description:

**Type A with S2 Plates—National School Bus Glossy Yellow (School Vehicle Type II)**

Where specified in the route description, contractors shall submit a bid on a Type A school bus vehicle with S2 license plates. The buses shall be painted with National School Bus Glossy Yellow with up to 16 passenger seating, not including the bus driver.

**Type B with S1 Plates—National School Bus Glossy Yellow (School Vehicle Type I)**

Where specified in the route descriptions, contractors shall submit a bid on a Type B school bus vehicle with S1 license plates. The buses shall be painted National School Bus Glossy Yellow from 16-30 passenger seating, not including the bus driver.

**Type C or D with S1 Plates—National School Bus Glossy Yellow (School Vehicle Type I)**

Where specified in the route description, contractors shall submit a bid on a Type C or Type D school bus vehicle with S1 license plates. The buses shall be painted National School Bus Glossy Yellow with up to 54 passenger seating, not including the bus driver.

No cars, station wagons, vans or other non-National School Bus Glossy Yellow vehicles will be accepted unless it is indicated on the route description.

Contractors who substitute vehicles after the contract is awarded, shall be assessed a per diem penalty for each day the substituted vehicle is used. Contractors may also be considered in possible breach of contract for this violation.

**Bidders are to carefully read the attached Route Descriptions to determine what type of school bus vehicle is required for that particular route.**

7. The LAKEWOOD Board of Education will not reimburse the contractor for the cost of repairs for any damage to vehicles caused by students.

#### **VEHICLE EQUIPMENT REQUIREMENTS**

All vehicles used in the performance of this contract shall be equipped pursuant to Federal Law, State Law and Administrative Code. The LAKEWOOD Board of Education also requires all vehicles to have in good working order the following equipment on the school vehicles:

- **TWO WAY RADIOS**

Every vehicle provided by the contractor shall have fully functional two way radio system capable of communication with the dispatcher of the contractor. Two way radios must be capable of clearly communicating throughout the route service area. A non-operating two way radio will be considered a nonperformance activity of the contractor and the contractor shall be subject to assessment of penalties and possible breach of contract. The fully functional operation of a two way radio system is a critical safety item.

- **CHILD ALERT SYSTEMS**

THE BOARD OF EDUCATION requires that all transportation vehicles be equipped with an electronic Child Alert System or equivalent.

- **DIGITAL VIDEO/AUDIO RECORDING DEVICE**

THE BOARD OF EDUCATION requires that all transportation vehicles be equipped with a real time digital video/audio recording device. It is the requirement of the district to have a camera or cameras placed at the **front of the bus** and face backwards in order to capture the entire bus on the video digital memory and a camera or cameras placed directly over the **driver's left shoulder** pointed in the direction of service door, high enough to view the driver, stairwell in the service door clearly.

The system must have the ability to send video recordings and detailed reports via email to the district. The bus company must upload the recordings from the digital/audio recording devices on a weekly basis in a retrievable format. Only authorized personnel are permitted to view recordings.

- **GLOBAL POSITIONING TRACKING DEVICE (GPS)—REAL TIME MONITORING**

THE BOARD OF EDUCATION requires that all transportation vehicles be equipped with a Global Positioning Tracking Device. The GPS must be able to provide real time monitoring of bus location, direction, speed, stops and idle time at each stop. It must also be able to provide reports, with any of the above information, when requested. The system must have the ability to send detailed reports via email to the district.

- **CHILD RESTRAINT SYSTEMS; VESTS, CAR SEATS**

The contractor shall supply pre-school children and older students (pursuant to the IEP) with appropriate child restraint systems, vests and car seats, when requested and at no cost to the LAKEWOOD Board of Education or each enjoined school district.

- **ROUTE IDENTIFICATION CARD—PLACED IN WINDOW**

All vehicles must have a route identification card for every route. This card must be placed in the second window back from the service door on the same side as the service door. The Route Identification card should note the following:

- Route Number
- School Destination

It must be on an 8.5 x 11 sheet, landscape orientation using Arial font at size 190. Black lettering on a white background will be used for clear windows. When windows are tinted, white lettering with a black background must be used.

The LAKEWOOD Board of Education expects all contractors to provide equipment for school vehicles as specified in the bid. The equipment shall also be operational at all times. Failure to provide equipment or to ensure the equipment is operations will lead to penalties to be assessed and may also lead to a possible breach of contract.

#### **ACCIDENT REPORTING**

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

#### **Accident reporting—N.J.A.C. 6A:27-12.2**

(a) Every school bus driver shall immediately inform the principal of the receiving school and the school business administrator of the district board of education providing for the transportation following an accident which involves an injury, death or property damage. The driver shall also complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education within 10 days of the accident.

(b) In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any persons, or damage to property of any one person in excess of \$500.00 shall within 10 days after such accident complete and file a Motor Vehicle Accident Report in accordance with *N.J.S.A. 39:4-130*.

Failure to properly report school vehicle accidents in accordance with law and code shall result in an assessment of an initial penalty of \$300.00 per accident.

#### **REPORTING STUDENT LEFT UNATTENDED ON THE SCHOOL BUS**

1. Every owner/operator of a school vehicle shall immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it has been determined that a student has been left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus shall immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.
2. The bus driver and the aide (when applicable) are to check the bus for children left on board at the conclusion of every run. This check is to be performed at the school for drop offs and at the conclusion of "from school runs." School vehicles must be checked either at the last stop or driven to a safe location and checked prior to returning to the bus depot (terminal).

#### **DRIVERS/AIDES**

1. The driver shall be a reliable person of good character who shall possess the qualifications and communications skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned stop for three (3) consecutive days, the contractor shall report this absence to the district transportation supervisor. **Failure to provide this information may lead to penalties being assessed.**
3. The bus driver shall be in full charge of the school bus at all times and through the dispatcher, will be required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form provided by the LAKEWOOD Board of Education.
4. A bus aide assigned to a route awarded by this bid shall be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and will be required to comply with the criminal background check and tuberculosis testing as prescribed by law
5. Bus aides shall attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the LAKEWOOD Board of Education.

6. If, in the judgment of the LAKEWOOD Board of Education, any driver or aide assigned to a vehicle operating under a contract awarded by this bid shall be deemed to be an unsuitable person for their position because of lack of skills necessary to perform their duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor **may be required to remove the driver and/or aide from the route or all district routes and additionally may have its performance bond invoked.** If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract. The LAKEWOOD Board of Education reserves the right to set aside and annul the contract.

## **ADDITIONAL SCHOOL BUS DRIVER INFORMATION/REQUIREMENTS**

### **Bus driver required to be on the bus when pupil present—N.J.S.A. 18A:39-27.**

- a. Notwithstanding the provisions of any other law, rule or regulation to the contrary, no school pupil shall be allowed on board a school bus unless the bus driver or other employee of the school board or school bus contractor is also on board the bus.
- b. The provisions of subsection a. of this section shall not apply when a bus driver leaves the bus to assist in the boarding or exiting of a disabled pupil or in the case of an emergency.

### **Inspections of school bus for pupils by driver at end of transportation route-N.J.S.A. 18A:39-28**

A school bus driver shall visually inspect the school bus to which he is assigned at the end of the transportation route to determine that no pupil has been left on the bus. For the purpose of this act, "school bus" means every motor vehicle operated by, or under contract with, a public or governmental agency, or religious or other charitable organization or corporation, or privately operated for compensation for the transportation of children to or from school for secular or religious education, which complies with the regulations of the Department of Education affecting school buses, including "School Vehicle Type I" and "School Vehicle Type II" as defined pursuant to R.S.39:1-1."

### **Violation, suspension, revocation of school bus endorsement- N.J.S.A. 18A:39-29**

In the event that, after notice and opportunity to be heard, a school bus driver is found to have left a pupil on the school bus at the end of his route, his school bus endorsement shall be:

- a. Suspended for six months, for a first offense; or
- b. Permanently revoked, for a second offense.

**Permanent revocation for gross negligence N.J.S.A. 18A:39-30**

In the event that a pupil, who was left on a bus by a school bus driver at the end of the route, is harmed as a result of foreseeable danger and the driver is found, after notice and opportunity to be heard, to have acted with gross negligence, his school bus endorsement shall be permanently revoked.

**Cell Phone for Bus Driver and Bus Aide**

As noted in the specifications, THE BOARD OF EDUCATION requires as mandatory equipment, an operable two way radio system. THE BOARD OF EDUCATION also requests that all drivers and bus aides be issued a working cell phone as a back up to the two way radio requirement.

**School Bus Driver Annual Certification—Statement of Assurance—Submit with Bid**

All bidders are to submit with their response, a completed and signed Statement of Assurance Certification for the Annual School Bus Driver Certification form. The bidder certifies compliance with the requirements of N.J.S.A. 18A:39-17 through 20 governing criminal history checks and shall annually submit required documents to the Executive County Superintendent, on or before August 31 or upon employment for newly hired drivers.

**Driver Information Documentation**

All contractors shall submit upon award of a route(s), the name of the school bus driver assigned to each route and provide a copy of the current driver's license for the driver. If the driver is different from the a.m. run, and the p.m. run, the name of the driver and a copy of the current driver's license is also required. Failure to provide information may result in penalties being assessed for noncompliance.

**Dress; Uniforms for Drivers and Aides**

The Office of Transportation strongly urges all student transportation companies to provide to drivers and aides a company identifying uniform clothing e.g. shirt, sweater, windbreaker, parka, etc., that identifies the driver and aide as an employee of their company.

School Bus drivers shall not wear SHORTS, TANK TOPS, SLIP ON SANDALS, or SHOES WITH OPEN HEEL OR TOE AREAS OR OTHER CLOTHING DEEMED IN APPROPRIATE BY DISTRICT STAFF. School bus drivers are prohibited from USE OF CELL PHONES, NEXTEL PHONES, PTT DEVICES, IPOD OR OTHER MUSIC DEVICES INCLUDING THE WEARING OF EARPHONES, BLUETOOTH HEADSETS OR EARBUDS WHILE OPERATING BUSES WITH OR WITHOUT STUDENTS ON BOARD EXCEPT TO COMMUNICATE DURING AN ACTUAL EMERGENCY.

**Familiarization with Bus Route/Route Test Run**

Drivers shall familiarize themselves with their routes and stops by actually driving the route and noting stops before the first day of service without students aboard. It is the contractor's responsibility that the drivers meet this requirement at no cost to the LAKEWOOD Board of Education.

It is the responsibility of the contractor to call the parents/guardians of the students informing them of a pick-up time at least 48 hours prior to the route starting.

**Gifts to Students; Prohibited**

Drivers and/or transportation aides are not to give gifts, presents or food/drink products to any students.

**Inspection of Bus Driver's License**

The School Business Administrator/Board Secretary or his authorized agent, reserves the right to request, receive and inspect the driver license of any school bus driver under contract with the LAKEWOOD Board of Education.

**Off Route Stops and Pick-ups**

The driver will ensure "the direction of the vehicle from the last stop shall be along the safest, most direct route to the destination." Off route stops and pick-ups are strictly prohibited. Drivers are not to stop for coffee/beverage/food or perform other unauthorized activities while children are on the vehicle.

**Pick-up/Drop-off Change Requests**

Drivers and/or student transportation aides must not accept notes or transportation changes from the parents (change of address or different pick-up/drop-off location). Parents must make changes directly with their school district who will in turn inform the BOARD OF EDUCATION in writing of any changes. The BOARD OF EDUCATION will inform the contractor in writing of any changes.

**Route Drop Off of Students**

Drivers are to ensure that all students are brought home in a timely fashion. If a situation arises where a driver becomes lost and there is a delay in getting students home, the driver shall immediately contact the dispatcher of the transportation company, who in turn shall contact the principal of the school. THE BOARD OF EDUCATION should be informed of any delays in dropping off students at home.

Drivers, when applicable, shall pick up students on the residence side of the street, except on one-way streets.

**Seat Belts**

Drivers shall wear a properly adjusted and fastened seat belt whenever the vehicle is in motion.

**Student Rosters—Maintained by Bus Driver**

The school bus driver with assistance from the transportation aide, must possess and maintain the current THE BOARD OF EDUCATION student roster at all times on the school vehicle.

**Speeding, Careless or Unsafe Driving**

If during the course of transporting students under contract with THE BOARD OF EDUCATION, the school bus driver is stopped by law enforcement officials or the NJ Division of Motor Vehicles School Bus Division for any speeding, careless or unsafe driving, the bus contractor will be assessed penalties as noted in the Penalties Section of this bid.

**Transporting Students—Safe and Efficient Manner**

School bus drivers are not to do or perform any other activity that may distract and/or prevent the transportation of students in a safe and efficient manner.

**AIDES; DUTIES AND RESPONSIBILITIES**

The major duties and responsibilities of a transportation aide are outlined in the bid specification package, and are further explained as follows:

- To ensure that all students have their seat belts properly fastened while the transportation vehicle is in motion.
- To attend to the special needs of identified students.
- To maintain order on the transportation vehicle and actively supervise students. Aides must sit in the rear of the bus so they can better observe the students' behavior. They must always be aware of their surroundings.
- To assist students in safely riding on the transportation vehicle.
- To assist the bus driver in determining there are no students left on the vehicle.
- To participate in all training activities for the protection and safety of all on the transportation vehicle, e.g., exit drills.
- To act in a courteous and professional manner to all students on the transportation vehicle and to all school personnel and parents involved with student transportation.
- To assist students on and off the school bus vehicle.

All transportation aides are subject to criminal background checks as prescribed by law. Each aide is to be properly identified on the School Bus Driver/Aide form that will be given to the successful contractor.

**Communication Skills—English Language**

THE BOARD OF EDUCATION requires that either the bus driver and/or the student transportation aide on each route possess sufficient English communication skills (written and verbal) to ensure the safety of all children, the safe operation of the vehicle, proper route compliance, the effective reporting of any safety discipline, and or safety incidents, and all other duties as specified within this bid. It is imperative that directions given by the bus driver and/or transportation aide, especially in case of an emergency, be clearly understood by the parents and students on the route.

The transportation aide shall wear a properly adjusted and fastened seat belt whenever the vehicle is in motion.

**Aide Provided by Bus Company**

A bus aide will be hired and trained by the contractor except in those instances where the district wishes to supply the aide.

**Aide Not Required at the Time of the Bid—Bidding Purposes**

Contractors shall bid for an aide although the specifications do not call for one (failure to do so may result in a rejected bid). If a second aide shall be required during the course of the contract, the original aide cost applies. The aide cost shall not be used if the need for the aide is unknown when determining the bidder—N.J.A.C. 6A:27-9.3 (e) (1) (iv)

The cost per aide shall be bid on a per diem basis separate from the cost of the route. If the contractor fails to provide for an aide when a route specifically calls for one, penalties may be assessed and it may be cause for breach of contract.

**EXECUTIVE COUNTY SUPERINTENDENT APPROVAL OF CONTRACTS**

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

**Contract Requirements—Return of Contracts**

Pursuant to N.J.A.C. 6A:27-9.9 (b), THE BOARD OF EDUCATION is required to submit all transportation contracts for approval to the Executive County Superintendent of Schools within thirty (30) days of the award or by September 1 of the school year in which transportation is to be provided.

The contractor understands that it is imperative that contracts be returned to THE BOARD OF EDUCATION in a timely manner in order to comply with the state requirements. The contract must be executed and returned within ten (10) calendar days from the date the contractor received it from THE BOARD OF EDUCATION. Contracts not returned to the THE BOARD OF EDUCATION Transportation Department within 10 calendar days of receipt by contractor, shall be subject to penalties as noted in the bid specifications Penalties Section. Successful contractors must acknowledge receipt of the contracts at the time of receipt of the contracts.

**PAYMENT TERMS**

1. Payment to contractors shall be made on or about the 30<sup>th</sup> day of the month. Payments will be made in monthly installments, beginning in October provided an invoice and supporting documentations are submitted on a timely basis.
2. The contractor shall execute the contract and submit it to the LAKEWOOD Board of Education with all required related documents in order for the LAKEWOOD Board of Education to comply with the timeline for submission of contracts to the Executive County Superintendent. Failure to do so may result in a delay in the scheduled payment

of services. Contractors shall visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.

3. Payment for the month of June will be made starting June 30<sup>th</sup> and continuing through July 15<sup>th</sup>.
4. Per diem contracts will be calculated on the actual number of days transportation services were performed.
5. Payments are subject to approval by the LAKEWOOD Board of Education Board. Therefore, payments may be delayed depending on the Board's meeting schedule.

#### **EMERGENCY PROVISIONS**

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

#### **BASIS OF BID AND ADJUSTMENTS**

1. The bidder shall submit the bid on the bid sheet contained in these bid specifications. Bids shall be submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If any change in the described route results in increased or decreased miles, the amount of the contract shall be adjusted as specified in the bid. **Bids which do not include an adjustment amount will not be accepted; an amount of \$0 increase/decrease will be accepted.** No change in cost will be provided for increased student participation. Increased student participation may be made up to the vehicle capacity. Additional mileage will be paid if there is a significant change in the route.
3. The net result of any mileage adjustment to a nonpublic school transportation contract shall not exceed the maximum cost per student in accordance with N.J.S.A. 18A:39-1a. Calculations to determine the per student cost shall include all students on the route, public and nonpublic.

#### **INSURANCE COVERAGE--\$5,000,000 Combined Single Limit**

Automobile Liability Coverage--\$5,000,000

The LAKEWOOD Board of Education requires an automobile liability insurance coverage greater than the minimum amount. The contractor shall provide automotive liability insurance in the amount of \$5,000,000 or greater, combined single limit per occurrence.

Workers Compensation Coverage—Minimum Limits as Required by New Jersey  
Evidence of adequate Workers Compensation Insurance as required by the laws of the State of New Jersey and the United States, must be available for perusal. The BOARD OF EDUCATION requires the minimum limits as mandated by the State of New Jersey for

|                           |               |
|---------------------------|---------------|
| Bodily Injury by Accident | Each Accident |
| Bodily Injury by Disease  | Policy Limit  |
| Bodily Injury by Disease  | Each Employee |

**EVIDENCE OF BIDDER'S ABILITY TO OBTAIN AUTOMOBILE INSURANCE COVERAGE--FORM**

As a requirement for this bid and pursuant to N.J.A.C. 6A:27-9.3 (e) (8), all bidders are to provide and submit with their bid response, proof of ability to obtain automobile liability insurance coverage required by the bid specifications. The BOARD OF EDUCATION has provided the following form in the bid packet

**EVIDENCE OF BIDDER'S ABILITY  
TO OBTAIN AUTOMOBILE INSURANCE COVERAGE  
N.J.A.C. 6A:27.9.3 (e) (8)**

The required form is to be completed and signed by the bidder's insurance agent. The signed and completed form is to be submitted with the bid. Failure to have the form completed and signed by the insurance agent and failure to have the form submitted with the bid, shall be cause for the bid to be rejected.

**Insurance Certificate with Contract—Submitted Prior to Execution of Contract**

Companies that have been awarded transportation contracts shall submit an original certificate of insurance provided by your insurance carrier/provider that meets the requirements of the bid specifications. The original insurance certificate is to be presented prior to the execution of contract and will last for the duration of the contract.

The certificate of insurance must name the LAKEWOOD Board of Education and each "Enjoined School District" as an additional insured party of the policy. (An "enjoined school district" is a public school district in New Jersey as defined in Title 18A:18B, for which the BOARD OF EDUCATION is servicing as either the lead educational agency or purchasing coordinator in securing pupil transportation). Each school district could separately contract for said pupil transportation in which case it would seek indemnification from the selected contractor on a direct basis. However, since it is more efficient for all parties to have the Norther Region ESC perform this service, each "Enjoined School District" loses its right to require that it be named "an additional insured party to the policy" on the contractor's policy as it is not drafting the specifications or bidding the routes. Therefore, the contractor agrees that each school district in this arrangement is "Enjoined" in the named insured status according to the routing matrix and specifically restricted to routes in which an "Enjoined School District" has a pupil being transported.)

### **Cancellation of Policy**

The successful bidder's insurance company shall forward notice, in the event of cancellation of the policy, ten (10) days prior to the date of termination of the coverage specified.

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

### **Maintenance of Required Coverage Rates—Duration of Contract**

As a requirement for this bid the contractor shall provide automotive liability insurance in the amount of **\$5,000,000 or greater, combined single limit per occurrence**. The contractor shall maintain the required coverage rate throughout the term of the contract. Failure to maintain or decreasing the required coverage rate, in any manner, anytime during the term of contract shall be cause for possible breach of contract. The LAKEWOOD Board of Education considers this activity a very serious matter and will report any contractor who fails to maintain the required coverage to the New Jersey Division of Motor Vehicles, the Executive County Superintendent and the New Jersey Department of Banking and Insurance.

### **BID GUARANTEE and CONSENT (CERTIFICATE) OF SURETY**

#### **Bid Guarantee—Five (5%) Percent; Not to Exceed \$50,000**

As a requirement for this bid, each bid shall be accompanied by a bid bond, cashier's or certified check for five percent (5%) of the amount of the annual contract cost, but in no case may the certified check, cashier's check or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee shall be made payable to the "LAKEWOOD Board of Education".

Such deposit shall be forfeited upon refusal of a bidder to execute a contract; otherwise, checks shall be returned when the contract is executed and a surety (performance) bond is filed with the LAKEWOOD Board of Education. The bid security check for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted).

The annual contract amount of per diem contracts shall be calculated by multiplying the total per diem cost by 180 days. The Bid Guarantee shall be signed and sealed and must show the Bid Number on it.

All bid bonds submitted must be signed and witnessed with original signatures. The Board will not accept facsimile or rubber stamp signatures on the bid bond. **Failure to sign or witness the bid bond by either the Surety or Principal, and/or failure to submit the properly executed bid bond with the bid package, shall be deemed cause for disqualification and rejection of the bid.**

The Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the Power of Attorney. The LAKEWOOD Board of Education will only accept bid bonds from companies that are licensed and qualified to do business in the State of New Jersey. Such a list may be available upon request to the State of New Jersey, Department of Banking and Insurance, P.O. 040, Trenton, New Jersey 08625. **Failure to submit a properly executed bid guarantee shall be cause for disqualification and rejection of bid.**

#### **Consent of Surety**

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

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

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

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

#### **PERFORMANCE GUARANTEE**

A corporate performance surety bond in an amount equal to the annual amount of the contract shall be required of the successful bidder. Each bid shall be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond to be provided for per diem contracts shall be equal to the total per diem bid multiplied by the actual # of days remaining in school calendar or 180 days.

#### **PERSONAL SURETY BONDS—NOT ACCEPTED BY THE BOARD OF EDUCATION**

Personal surety bonds will not be accepted by the LAKEWOOD Board of Education.

#### **BREACH OF CONTRACT**

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

### **PENALTIES TO TRANSPORTATION CONTRACTOR**

The LAKEWOOD Board of Education gives as notice and guidance to all bus contractors of a list of penalties that may be assessed against transportation contractors for failure to provide equipment and/or services pursuant to the terms and conditions of this contract. It is the desire of THE BOARD OF EDUCATION not to assess penalties against contractors. It is our goal and mission to have all contractors to provide equipment and services as specified, in order to transport all students in a safe and efficient manner.

### **PENALTIES TO TRANSPORTATION CONTRACTOR**

THE BOARD OF EDUCATION has provided in this bid specification package a list of penalties that may be assessed. All bidders are to review the section in the bid packages entitled Penalties for Transportation Companies.

|                                                 |
|-------------------------------------------------|
| <b>PENALTIES FOR TRANSPORTATION CONTRACTORS</b> |
|-------------------------------------------------|

The section on Penalties for Transportation Contractors provides a list of monetary penalties to be assessed on the failure to comply with the bid specification requirements on the following:

- Accidents
- Arrivals and Departures; Lateness
- Commingling of Routes; Students
- Contracts Execution; Missed Deadline
- Equipment; Failure to Provide; Non-operational
- Missed Pickups
- Passengers; Unauthorized
- Service; Failure to Provide
- Sole Purpose of Vehicle
- School Bus Driver and Aide
- Stops; Unauthorized
- Students Left on the Vehicle
- Transportation Aides
- Vehicle Maintenance
- Vehicles; Unauthorized

All contractors are encouraged to share the list of penalties with all drivers and aides working on student transportation routes for THE BOARD OF EDUCATION.

#### **Right to Appeal/Dispute**

The contractor may dispute said penalties. He/she shall serve notice of appeal upon the Superintendent within (30) days of the penalty being served. The decision of the Board of the LAKEWOOD Board of Education shall be final and binding.

## **TRAINING PROGRAMS**

1. The contractor will ensure and take all necessary steps to ensure that drivers and aides are properly trained to perform their duties.
2. The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.
3. Drivers and aides will be required to participate in scheduled school bus evacuation drills.
4. The contractor must provide drivers and aides with training which addresses the issues of students who are hidden and/or sleeping on school vehicles.

The contractor will ensure that drivers and aides are properly trained to perform their duties.

The contractor shall administer a safety education program for all permanent and substitute drivers and bus aides.

The LAKEWOOD Board of Education requires training for substitute drivers and aides.

5. In accordance with P.L. 2015, c.123, the Department of Education has developed a training program for school bus drivers and school bus aides on appropriate procedures for interacting with students with special needs. Training materials developed to satisfy the requirements of *N.J.S.A. 18A:39-19.2* and 3 are now available on the Department's Student Transportation webpage. The online materials consist of a video, a question-and-answer document, a certificate template that demonstrates the driver/aide has completed the training, and a student information card. The contractor shall ensure compliance with the requirements of *N.J.S.A. 18A:39-19.2* and 3 governing the training of school bus drivers and aides, and shall annually submit required documents to the county superintendents of school on or before August 31 or upon employment for newly hired drivers and/or aides.

## **ROUTES**

Within 10 days of the start of the contract, the contractor shall submit to the LAKEWOOD Board of Education, a description of the actual streets traveled for routes for the transportation of special education students for which the streets to be traveled are not described by the LAKEWOOD Board of Education on the route description contained in the bid.

Once a route is awarded, contractors must notify parents or guardians of their child'(s) pick up time within 48 hours prior to the route starting.

THE BOARD OF EDUCATION reserves the right to add students from surrounding towns up to where the capacity allows taking into account time as well as the disability of a student.

### **MODIFICATIONS**

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

The LAKEWOOD Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and of the rules of the State Board of Education.

### **AFFIRMATIVE ACTION**

1. If awarded a contract, the vendor will be required to comply with the requirements of *N.J.S.A 10: 5-31 et seq.* and *N.J.A.C. 17:27.*

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

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

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

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

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

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

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

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

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

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

(j) The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at *N.J.A.C. 17:27*.

### **Affirmative Action Requirements**

Each company shall submit to the LAKEWOOD Board of Education, after notification of award, but prior to execution of a goods and services contract, **one** of the following three documents:

- Appropriate evidence that the contractor is operating under an existing federally approved or sanctioned affirmative action program;
- A **Certificate of Employee Information Report** approval issued in accordance with N.J.A.C.17:27-4; or
- An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

Please note: A completed and signed Affirmative Action Questionnaire is required with submission of bid/proposal.

**Failure to submit the Certificate of Employee Information Report or other recognized Affirmative Action evidence prior to the award will result in the rejection of the bid/proposal.**

If awarded a contract your company/firm will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq., and N.J.A.C. 17:27 et seq., and the terms and conditions of the Mandatory Equal Employment Opportunity Language—Exhibit A.

### **Sample Certificate of Employee Information Report**

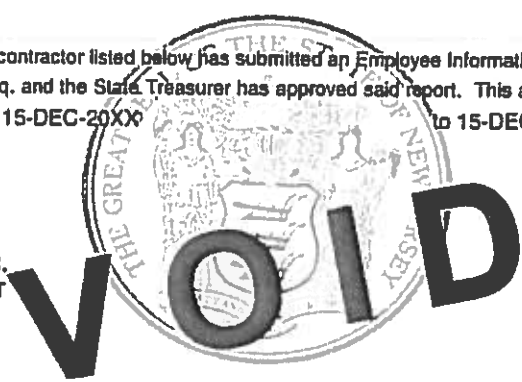
Certification 111XX

#### **CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

##### **INITIAL**

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

**SAMPLE COMPANY, INC.  
33 WEST STATE STREET  
TRENTON, NJ 08625**



State Treasurer

### **STOCKHOLDERS DISCLOSURE/STATEMENT OF OWNERSHIP**

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

**As amended by P.L. 2016 c.43**, no business organization, regardless of form of ownership, shall be awarded any contract for the performance of any work or the furnishing of any goods and services, unless, prior to the receipt of the bid or accompanying the bid of said business organization, bidders shall submit a statement setting forth the names and addresses of all persons and entities that own ten percent or more of its stock or interest of any type at all levels of ownership.

The included Statement of Ownership shall be completed and attached to the bid proposal. This requirement applies to all forms of business organizations, including, but not limited to, corporations and partnerships, publicly-owned corporations, limited partnerships, limited liability corporations, limited liability partnerships, sole proprietorship, and Subchapter S corporations. **Failure to submit a disclosure document shall result in rejection of the bid as it cannot be remedied after bids have been opened.**

### **BUSINESS REGISTRATION**

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

#### **Request of the BOARD OF EDUCATION**

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

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

### **DRUG AND ALCOHOL TESTING**

If awarded a contract, the vendor will be required to certify to LAKEWOOD Board of Education that you are in compliance with the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

**BACKGROUND CHECK**

The contractor shall ensure compliance with the requirement of N.J.S.A 18A:39-17 through 20 governing criminal history background checks, and shall annually submit documents necessary to obtain the driver abstract records to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers. These documents should be returned to:

Executive County Superintendent of Schools  
Attn: Transportation Department  
212 Washington Street  
Toms River, NJ 08753.

A copy of the documents sent to the Executive County Superintendent of schools shall also be sent to our office: LAKEWOOD Board of Education, 200 Ramsey Ave, LAKEWOOD, NJ 08751. Failure to do so will result in withholding of payment until the information is provided.

**TUBERCULOSIS TESTING**

The contractor shall ensure that all bus drivers and bus aides are tested for tuberculosis infection in compliance with N.J.A.C. 6A:32-6.3.

**DISCLOSURE OF POLITICAL CONTRIBUTIONS**

The contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20:13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate in excess of \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at [www.elec.state.nj.us](http://www.elec.state.nj.us).

**Chapter 271 Political Contribution Disclosure Form**

As a requirement for this bid, all bidders shall complete, sign and submit with their bid response, the Chapter 271 Political Contribution Disclosure Form which said form is part of the bid package. Failure to complete, sign and submit the form may be cause for the rejection of the bid.

**SUBCONTRACTING PROHIBITED**

No transportation contract shall be subcontracted without the prior written approval of the LAKEWOOD Board of Education.

**RENEWAL OF CONTRACTS**

The LAKEWOOD Board of Education may, at its discretion, request that a contract be renewed in full accordance with N.J.A.C. 6A:27-9.13. The School Business Administrator/Board Secretary may negotiate a renewal of contract proposal and present such negotiated proposal to the Board of Education.

The board has the final authority in awarding renewals of contracts.

**IRAN DISCLOSURE OF INVESTMENT ACTIVITIES**

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

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

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

**Disclosure of Investment Activities in Iran**

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

**PASSENGERS (N.J.A.C. 6A:27-1.6)**

Transportation companies shall ensure that only enrolled eligible students assigned by the LAKEWOOD Board of Education, school personnel, and authorized school aides shall be transported on the school bus. No unauthorized personnel, especially children of school bus drivers, aides, and parents of students may ride on vehicle without express written consent of THE BOARD OF EDUCATION.

Parents, guardians, relatives, friends of students, and the general public are prohibited from entering a school bus unless expressly invited by the school district and/or THE BOARD OF EDUCATION officials. There shall be no standees on the transportation vehicle. The safety of the students on the bus is the district's paramount concern.

**BID PROPOSAL FORM**

**BUS ROUTES**

**AND**

**SCHOOL CALENDAR**

## Bus Stop Locations For SJ1 IN 7:30 AM OUT 2:15 PM ST JOE'S / DONOVAN CATH

Route: SJ1 IN 7:30 AM OUT 2:15 PM  
 Bus:  
 Driver:  
 Anchor: ST JOE'S GRADE SCHOOL

Start Time: 08:37 am  
 End Time: 07:30 am  
 Total Time: 52:04  
 Distance: 23.19 mi.

Total Riders: 26  
 Max Load: 26  
 Route Days: MTWHF  
 Schedule Day: Monday

Driver Sign-On Time:N/A

Driver Sign-Off Time:N/A

Notes:

BOTH SCHOOLS ARE LOCATED AT:  
 711 HOOPER AVE, TOMS RIVER, NJ 08753 -  
 TIME IN: 7:30 AM TIME OUT: 2:15 PM -  
 REQUIRES A 54 PASSENGER BUS -  
 RUN ROUTE IN REVERSE IN THE PM -

ROUTE MUST BE RUN IN THE SAFEST MOST DIRECT PATH UTILIZING ALL OF THE LISTED STOPS -

|         |       | Distance                                            | Pick Up | Drop Off |
|---------|-------|-----------------------------------------------------|---------|----------|
| 6:37 am | START | LAGUNA LN @ ALAMITOS DR NORTH                       | 1       |          |
| 6:40 am | STOP  | 301 JOE PARKER RD [NE]                              | 1       |          |
| 6:43 am | STOP  | NEW HAMPSHIRE @ PARIS CT [SE]                       | 2       |          |
| 6:44 am | STOP  | PINEHURST DR @ FOUNTAIN DR [SW]                     | 1       |          |
| 6:47 am | STOP  | WATERVIEW DR @ OCEAN AVE [SE]                       | 1       |          |
| 6:51 am | STOP  | ALBERT AVE @ TOWERS ST [N]                          | 1       |          |
| 6:53 am | STOP  | 720 NEW HAMPSHIRE AVE [W]                           | 3       |          |
| 6:57 am | STOP  | RONALD RD @ EISENHOWER ST [SW]                      | 1       |          |
| 6:58 am | STOP  | STARK ST @ PINE ACRE BLVD [NW]                      | 5       |          |
| 7:02 am | STOP  | SWISS MOUNTAIN DR @ ISABELLA DR [NE]                | 4       |          |
| 7:03 am | STOP  | BELGIAN HILL RD @ HANNA DR [W]                      | 1       |          |
| 7:05 am | STOP  | LOCUST ST @ WOODBINE LN [NE]                        | 3       |          |
| 7:06 am | STOP  | MIDDLE OF SALVATORE DR [N]                          | 1       |          |
| 7:13 am | STOP  | CROWN CIR @ TOPAZ LN [N]                            | 1       |          |
| 7:28 am | END   | DONOVAN CATHOLIC H.S.<br>711 HOOPER AVE, TOMS RIVER |         | 13       |
| 7:30 am | DEST  | ST JOE'S GRADE SCHOOL<br>711 HOOPER AVE, TOMS RIVER |         | 13       |

4/25/2018 12:47:26 PM

Lakewood Township Board of Education  
 Bus Stop Locations For SJ2 IN 7:30 AM OUT 2:15 PM ST JOE'S / DONOVAN CATH

Page 1

Route: SJ2 IN 7:30 AM OUT 2:15 PM  
 Bus:  
 Driver:  
 Anchor: ST JOE'S GRADE SCHOOL

Start Time: 06:23 am  
 End Time: 07:30 am  
 Total Time: 66:08  
 Distance: 28.12 mi.

Total Riders: 26  
 Max Load: 26  
 Route Days: MTWHF  
 Schedule Day: Monday

Driver Sign-On Time: N/A

Driver Sign-Off Time: N/A

Notes:

BOTH SCHOOLS ARE LOCATED AT:  
 711 HOOPER AVE, TOMS RIVER, NJ 08753 -  
 TIME IN: 7:30 AM TIME OUT: 2:15 PM -  
 SHORTNED DAY 12:25 PM

REQUIRES A 54 PASSENGER BUS -  
 RUN ROUTE IN REVERSE IN THE PM -

ROUTE MUST BE RUN IN THE SAFEST MOST DIRECT PATH UTILIZING ALL OF THE LISTED STOPS -

Distance Pick Up Drop Off

|         |       |                                             |   |    |
|---------|-------|---------------------------------------------|---|----|
| 6:23 am | START | COLUMBUS AVE@KNOLL RD                       | 1 |    |
| 6:32 am | STOP  | 1732 W COUNTY LINE RD [SW]                  | 1 |    |
| 6:39 am | STOP  | PRINCETON AVE @ GOVERNORS RD [SW]           | 1 |    |
| 6:40 am | STOP  | ASTOR DR @ E KENNEDY BLVD [SE]              | 2 |    |
| 6:42 am | STOP  | 61 CAREY ST [NE]                            | 1 |    |
| 6:44 am | STOP  | 8TH ST@ CLIFTON AVE W/S [NW]                | 2 |    |
| 6:46 am | STOP  | LEXINGTON AVE @ 5TH ST [NW]                 | 1 |    |
| 6:46 am | STOP  | 2ND ST @ MONMOUTH AVE [NW]                  | 3 |    |
| 6:50 am | STOP  | ARLINGTON AVE @ LOIS LN [NW]                | 1 |    |
| 6:54 am | STOP  | RIVER AVE @ PINE BLVD [NW]                  | 1 |    |
| 6:55 am | STOP  | FINCHLEY BLVD @ SHAYAS RD [NE]              | 1 |    |
| 6:58 am | STOP  | EDWARD DR N/S @ ZACHARY CT [S]              | 1 |    |
| 6:59 am | STOP  | EDWARD DR N/S @ LYNN CT [S]                 | 2 |    |
| 7:02 am | STOP  | MASSACHUSETTS AVE @ HIGHPOINT DRIVEWAY [SE] | 1 |    |
| 7:05 am | STOP  | 1650 MASSACHUSETTS AVE [W]                  | 2 |    |
| 7:09 am | STOP  | EVERGREEN AVE @ IDALIA AVE [S]              | 1 |    |
| 7:10 am | STOP  | 168 CHESTNUT ST [S]                         | 1 |    |
| 7:13 am | STOP  | CHESTNUT ST @ LISA ROBYN CIRCLE [NE]        | 2 |    |
| 7:14 am | STOP  | 355 CHESTNUT ST [N]                         | 1 |    |
| 7:28 am | END   | DONOVAN CATHOLIC H.S.                       |   | 15 |
|         |       | 711 HOOPER AVE, TOMS RIVER                  |   |    |
| 7:30 am | DEST  | ST JOE'S GRADE SCHOOL                       |   | 11 |
|         |       | 711 HOOPER AVE, TOMS RIVER                  |   |    |

4/25/2018 12:47:03 PM

Lakewood Township Board of Education

Page 1

Bus Stop Locations For STV1 STV IN 9:05AM OUT 3:35PM ST. VERONICA K-8 AM/PM

Route: STV1 STV IN 9:05AM OUT 3:35PM  
Bus:  
Driver:  
Anchor: ST VERONICA

Start Time: 08:37 am  
End Time: 09:05 am  
Total Time: 27:12  
Distance: 11.50 ml.

Total Riders: 13  
Max Load: 13  
Route Days: MTWHF  
Schedule Day: Monday

Driver Sign-On Time:N/A

Driver Sign-Off Time:N/A

Notes:

ATTACHED ATTACHED -

SCHOOL IS LOCATED AT:

4219 RT 9 NORTH, HOWELL, NJ 07731 -

TIME IN: 9:00 AM TIME OUT: 3:35 PM -

REQUIRES A 54 PASSENGER BUS -

RUN ROUTE IN REVERSE IN THE PM -

ROUTE MUST BE RUN IN THE SAFEST MOST DIRECT PATH UTILIZING ALL OF THE LISTED STOPS -

|         |       | Distance                                      | Pick Up | Drop Off |
|---------|-------|-----------------------------------------------|---------|----------|
| 8:37 am | START | LOCUST ST@CORBIN CT                           | 1       |          |
| 8:43 am | STOP  | PINEHURST DR@FOUNTAIN DR [SW]                 | 1       |          |
| 8:46 am | STOP  | NEW HAMPSHIRE @ PARIS CT [SE]                 | 1       |          |
| 8:53 am | STOP  | PRINCETON AVE @ COVENTRY DR [NE]              | 3       |          |
| 8:54 am | STOP  | E KENNEDY BLVD @ MONMOUTH N/S [NE]            | 2       |          |
| 8:56 am | STOP  | LEXINGTON AVE @ E KENNEDY BLVD [NE]           | 3       |          |
| 8:58 am | STOP  | E KENNEDY BLVD @ CROSS ROADS MAILBOX NG/127 E | 2       |          |
| 9:05 am | DEST  | ST VERONICA<br>4219 RTE 9 , HOWELL            |         | 13       |

**St. Joseph Grade School  
2018/2019 Transportation Calendar**

**September**

**9/5** Back to School Open House 9:00-11:00 AM  
**9/6** Grade 6 – 8 Students Report  
**9/7** Grades K – 5 Students Report  
**9/10** All Students Grades Pre K-8 Report  
**9/14** Delayed Opening  
**9/20** Delayed Opening – Faculty Meeting

**October**

**10/8** School Closed – Columbus Day  
**10/19** Delayed Opening – Faculty Meeting  
**10/25** Delayed Opening

**November**

**11/15** Delayed Opening – Faculty Meeting  
**11/21** Early Dismissal  
**11/22 & 11/23** School Closed – Thanksgiving Recess

**December**

**12/21** Early Dismissal  
**12/24-1/2** School Closed – Christmas Recess

**January 2019**

**1/3** School Resumes  
**1/21** School Closed – Faculty Professional Development  
**1/31** Delayed Opening – Faculty Meeting

**February**

**2/18** School Closed – Presidents' Day

**March**

**3/28** Late Opening – Faculty Meeting

**April**

**4/17** Early Dismissal  
**4/18** School Closed – Faculty Spirituality Day  
**4/19-4/26** School Closed – Easter Recess

**May**

**5/27**

**School Closed – Memorial Day**

**June**

**6/10**

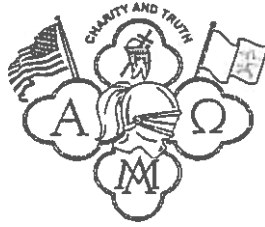
**8<sup>th</sup> Grade Graduation**

**6/14**

**Early Dismissal**

**6/17**

**Early Dismissal – Last Day of School**



**SAINT VERONICA SCHOOL**  
4219 Route 9 North  
Howell, NJ 07731  
(732) 364-4130 FAX (732) 363-4932

St. Veronica School provides academic excellence in a safe, loving Catholic community rooted in the Gospel of Jesus Christ. We foster reverence, respect, and responsibility and encourage students to become lifelong learners who are confident, knowledgeable and caring citizens.

### **Transportation**

#### **St. Veronica School Calendar School Year for 2018-19**

September 3<sup>rd</sup> Labor Day No School  
September 4<sup>th</sup> First Day of School: Early dismissal 1:05pm  
October 3<sup>rd</sup> Early dismissal 1:05pm  
October 8<sup>th</sup> Columbus Day: No School  
October 31<sup>st</sup> No School  
November 7<sup>th</sup> Early dismissal 1:05pm  
November 21<sup>st</sup> Early dismissal 1:05pm  
November 22<sup>nd</sup> and 23<sup>rd</sup> Thanksgiving: No School  
December 14<sup>th</sup> No School  
December 20<sup>th</sup> and 21<sup>st</sup> Early dismissal 1:05pm  
December 24<sup>th</sup> through January 1<sup>st</sup> No School  
January 9<sup>th</sup> Early dismissal 1:05pm  
January 21<sup>st</sup> Martin Luther King, Jr. Day: No School  
January 30<sup>th</sup> Early dismissal 1:05pm  
February 18<sup>th</sup> Presidents' Day: No School  
March 6<sup>th</sup> Early dismissal 12 noon  
March 29<sup>th</sup> No School  
April 3<sup>rd</sup> Early dismissal 1:05pm  
April 18<sup>th</sup> Early dismissal 1:05pm  
April 19<sup>th</sup> through April 26<sup>th</sup> No School  
May 1<sup>st</sup> Early dismissal 1:05pm  
May 27<sup>th</sup> Memorial Day: No School  
June 5<sup>th</sup> Early dismissal 1:05pm  
June 17<sup>th</sup> Last day of School: 12:00 noon dismissal

(dates are subject to change) 2-6-18

**RECEIVED**  
MAR 01 2018

BY: *[Signature]*

# **LAKEWOOD BOARD OF EDUCATION**

## **TRANSPORTATION DEPARTMENT**

**200 RAMSEY AVE  
LAKEWOOD, NJ 08701**

### **NON PUBLIC SCHOOLS** **BID SHEET - BID# T06-1819**

**TUESDAY, JUNE 26, 2018 @ 10:00 A.M.**

**To be completed and signed below.**

**Return With Bid**

**Lakewood Board of Education  
200 Ramsey Ave  
Lakewood, New Jersey, 08701**

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

I/we hereby submit the following bid(s) for Nonpublic Schools during the 2018/2019 school in accordance with the District's specification and route description.

| <b>ROUTE<br/>NUMBER</b> | <b>ROUTE<br/>COST</b> | <b>PER<br/>DIEM/PER<br/>AIDE COST<br/>(IF<br/>APPLICABLE)</b> | <b>INCREASE/DECREASE<br/>ADJUSTMENT COST</b> |
|-------------------------|-----------------------|---------------------------------------------------------------|----------------------------------------------|
| <b>SJ1</b>              | <b>\$</b>             |                                                               |                                              |
| <b>SJ2</b>              | <b>\$</b>             |                                                               |                                              |
| <b>STV1</b>             | <b>\$</b>             |                                                               |                                              |

PAGE 2 OF 2 BID SHEET

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

Address\_\_\_\_\_  
City, State,

Zip\_\_\_\_\_

Telephone No.\_\_\_\_\_ Ext.\_\_\_\_\_ Fax No.\_\_\_\_\_

E-Mail:\_\_\_\_\_

Tax ID No.\_\_\_\_\_

Authorized Agent\_\_\_\_\_ Date\_\_\_\_\_

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