



REGULAR STUDENT TRANSPORTATION SERVICES BID SPECIFICATIONS

Community High School District 99
6301 Springside Avenue
Downers Grove, IL 60516

Woodridge School District 68
7925 Janes Avenue
Woodridge, IL 60517

Downers Grove Grade School District 58
850 Curtiss Street, Suite 200
Downers Grove, IL 60515

January 2025

INVITATION TO BID TRANSPORTATION SERVICES

The following are required as part of your Proposal:

1. Base Bid Proposal Statement (Page 3)
2. Certificates of Eligibility to Bid; EEOC ; and Creation of a Binding Contract (Page 4)
3. Reference List (Page 5)
4. Certification of Compliance with Illinois Drug-Free Workplace Act (Page 6)
5. Certificate regarding Sexual Harassment Policy (Page 6)
6. Most recently audited financial statements of bidder (Section A-Page 3-Item 11)
7. A copy of the contractor's current drug and alcohol testing procedures (Section A-Page 5-Item 18).
8. Documentation of comprehensive "Driver Recruitment and Retention Program" (Section B-Page 9-Item 45)
9. Bid Rate Proposal Form (Section D Pages 1-17)

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BASE BID PROPOSAL STATEMENT

Community High School District 99
6301 Springside Avenue
Downers Grove, IL 60516

Woodridge School District 68
7925 Janes Avenue
Woodridge, IL 60517

Downers Grove Grade School District 58
850 Curtiss St., Suite 200
Downers Grove, IL 60515

Date _____

(Bidder) _____ of _____ (address)
proposes to furnish all necessary supplies, equipment, and personnel to fulfill all requirements for transporting pupils designated by Community High School District 99, Downers Grove Elementary District 58, and Woodridge Elementary School District 68 (the School Districts, collectively).

This bid encompasses school years 2025-26 through 2034-2035 (a ten year period), as allowed by state statute. The contract pricing must be fixed for at least 3 years and can be fixed up to 10 years. A clearly identified cost escalator must be stated for any unfixed years. It is further realized our obligation is to meet all requirements stated in this proposal and those contained in the Instructions to Bidders, Bid Specifications, Agreement for Transportation Services, Alternate Proposal if instituted by the School Districts and Certifications by Bidder.

CERTIFICATIONS BY BIDDER

The undersigned hereby certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

The undersigned hereby certifies that the Bidder is in compliance with the Title 7 of the 1964 Civil Rights Act as amended and the Illinois Human Rights Act, as amended.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

The undersigned hereby certifies he has read, understands, and agrees that acceptance by Community High School District 99, Woodridge School District 68, and Downers Grove Grade School District 58 of the Bidder's offer by Board OF Education approval.

Name of Bidder (Please Print)

Bid submitted by:

Address

Title

Phone Number

Date

REFERENCES

Bidder is in the process of supplying transportation services to the following Illinois School Districts at the present time.

School District Name	Address	Phone No.	Contact

List all Illinois School Districts for whom the bidder has supplied transportation services since July 1, 2019 but is not providing such service for the 2024-25 school year.

School District Name	Address	Phone No.	Contact

INSURANCE

Bidder's insurance companies that will cover this contract:

Insurance Company	Address	Phone No.	Contact

CERTIFICATIONS OF COMPLIANCE WITH ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act and, further certifies, that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) direction on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Bidder (Please Print)

Submitted by (Signature)

Title

COURTESY “NO BID” RESPONSE QUESTIONNAIRE

If you are not submitting a price on this bid, we would like your input as to why you are not bidding. Please indicate your reason and return by Bid Due Date to:

CSBO
Community High School District 99
6301 Springside Avenue
Downers Grove, IL 60516

Assistant Superintendent of Business Services
Woodridge School District 68
7925 Janes Avenue
Woodridge, IL 60517

Assistant Superintendent for Business
Downers Grove Grade School District 58
850 Curtiss St., Suite 200
Downers Grove, IL 60515

- Previous commitments, too busy
- Too small a service contract
- Too large a service contract
- Our firm not suited for this type of service
- Do not like to bid such a contract
- Other _____

Firm Name

Address

City, State & Zip Code

Telephone Number

By

Title

Date

INSTRUCTIONS TO BIDDERS

Section A

INSTRUCTIONS TO BIDDERS

Student Transportation Services

Bid Opening Date: Thursday, February 13, 2025, at 2:00 p.m.

The Boards of Education of Community High School District 99, Woodridge School District 68, and Downers Grove Grade School District 58, DuPage County, Illinois (hereinafter referred to as the “Boards of Education”, the “Boards” or the “School Districts”), will receive bids for transportation services for regular education students (including field trips and athletics) for each school district. Each Board intends to award a separate contract to a contractor for the price bid for that individual school district.

Thus, after the award is made, the successful contractor will have a separate contract with each school district and the school districts may award contracts to separate contractors. There will be no joint and/or severable liability among the school districts for the actions of another school district. All bids must be submitted no later than Thursday, February 13, 2025 at 2:00 p.m. (CST) to the address below at which time they will be opened and read aloud at the Administrative Service Center. Bidders must submit three copies of their bid in printed version and one copy in electronic format. Bidders interested in attending the bid opening should arrive prior to 2:00 p.m. on Thursday, February 13, 2025 at the Administrative Service Center.

Bids are to be addressed to:

Community High School District 99
Administrative Service Center
Student Transportation Services Bid
6301 Springside Avenue
Downers Grove, Illinois 60516

If you have questions regarding this Bid please call Curt Saindon, District 68 at (630) 795-6821 or via email at saindonc@woodridge68.org.

The Bid is to be enclosed in a sealed envelope clearly marked, “Original Sealed Bid for Transportation Services for Regular Education Community High School District 99, Woodridge School District 68, and Downers Grove Grade School District 58, DuPage County, Illinois”

All contractors submitting bids are required to attend a mandatory bidder’s conference on Thursday, January 30, 2025 at 2:00 p.m. at the Community High School District 99 Administrative Service Center. The purpose of the conference will be to answer any questions regarding these specifications. Bidders that are not present at this conference will not be permitted to submit a bid.

The structures of the bids that the school districts will consider are described in detail under the Structure and Award of Bid section of this bid document.

Each board of education reserves the right to reject any or all bids received for its portion of the bid whenever such rejection is in the best interest of a school district and reserves the right to waive any irregularities or informalities in a bid response. Each board of education also reserves the right to reject the bid of a bidder who has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of the proposed Contract.

1. The sealed proposals shall be delivered to the Administrative Service Center at the above address, any time prior to, but not later than **2:00 p.m.**, local time, on **Thursday, February 13, 2025**. The School District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing the fact that a bid has been “received” by the School District before the specified deadline. **Bids received after the time specified in the Invitation to Bid will not be considered.**
2. The School Districts reserve the right to waive any informality, all irregularities or defects in any or all proposals, the right to reject any and all bids, to accept bids in whole or in part and to accept that bid which **in its opinion is in the best interest of the District**. **Any such decision shall be considered final**. The contract will be awarded, if at all, to the lowest responsible bidder meeting specifications as determined by the Board of Education. While the financial responsibility of the bidder is a significant concern, the Board is equally concerned with the proven ability of the bidder to satisfactorily perform its contract so that the service will be provided in accordance with proposed contract documents. In addition, the Board may consider quality of past performance, quality of supervision, training procedures and practices, general experience, and such similar factors that the Board shall deem relevant. The District reserves the right to reject any and all bids in whole or in part, and reserve the right to disqualify bids, either before or after bid opening, upon evidence of collusion or other illegal practice on the part of any one or more bidders.
3. **Any explanation or statement which the bidder wishes to make must be placed in the same envelope with the proposal, but shall be written separately and independently of the proposal and attached thereto.**
4. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile, electronic, or telegraphic Bid or revision to a Bid will be considered.
5. The bid shall be based on the premise that the District will not be responsible for financing, holding title to, or licensing of vehicles.
6. Bidders must satisfy themselves, upon examination of these specifications, as to the intent of the specifications. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.

7. Bidders shall not include taxes in their quotations which school districts are not subject to; namely, Retailers Occupation Tax, (both State and Local) Sales Tax of any kind, Service Use Tax, and any other such applicable tax.
8. A copy of the most recently audited financial statements of the bidder must be submitted with the bidder's proposal. The Board may inquire as to the financial stability of the bidder and may request financial references. Such information shall be provided by the bidder within 48 hours.
9. No contract shall be assigned or any part of the same subcontracted without the written consent of the School Board, and in no case shall such consent relieve the Contractor from its obligations, or change the terms of the contract.
10. All bid prices on contract specifications must be firm for the 2025-26, 2026-27, and 2027-28 contract year periods. Bids for the optional fourth and fifth years may be either firm or based on negotiations. If the fourth and fifth years are based on negotiations, the cost to the District, under said negotiations, shall in no event exceed the lesser of 5% or the year to year percentage change for the consumer price index of the U. S. city average, for all urban consumers. Proposals should include years 2030 through 2035 (years 6-10) may be fixed in price, include a delineated cost escalator, or be based on negotiations.
11. As stated above, the dollar amount of the bid, the financial responsibility of the bidder, and the ability of the bidder to perform his contract are primary concerns of the Board of Education in awarding the contract. Information should be included with the bid which establishes that:
 - a. Management Personnel have a minimum of five (5) years experience in the State of Illinois operating buses and transporting public school children enrolled in grades 9-12, which can be demonstrated to the satisfaction of the School District. The transportation manager of the successful bidder must have a minimum of 3 years experience in pupil transportation management.
 - b. The Contractor will supply buses equipped for the convenience, safety and comfort of the students. The successful bidder will supply current Illinois safety inspected school buses.
 - c. The Contractor will have adequate operations and maintenance facilities in an appropriate location which will assure the proper performance of the contract. Contractor will have an adequate number of engine block heaters, or take other necessary proactive measures, to ensure the timeliness of all routes during winter conditions. If the facilities are not inside the school district boundary line, they must be within five (5) miles of the nearest District 99 school boundary. This requirement must be in place at time of bid submission.

- d. The Contractor will have employees with sufficient experience to maintain the fleet and adequate/appropriate maintenance facilities to meet District requirements.
 - e. In addition, the Bidder Certification Forms must be completed and submitted with the Bid.
12. Each bid must be accompanied by a Certificate Regarding Sexual Harassment Policy certifying that the bidder has a written sexual harassment policy as required by section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105). The form of the Certificate Regarding Sexual Harassment Policy is included within the bid documents. No bid shall be considered responsive unless accompanied by a Certificate Regarding Sexual Harassment Policy.
 13. Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to a conviction for the violation of section 33E-3 (Bid Rigging) or section 33E-4 (Bid Rotating) of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3, 5/33E-4). The form for Certificate of Eligibility to Bid is included within the bid documents. No bid shall be considered responsive unless accompanied by the signed Certificate of Eligibility to Bid.
 14. Each bid from a company with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for employees engaged in the performance of work under the contract and that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act (30 ILCS 1 et seq.). Each bid from an individual must be accompanied by the Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the contractor shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that the contractor is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. The forms of the Certificate of Compliance with the Illinois Drug-Free Workplace Act are included within the bid documents. No bid shall be considered responsive unless accompanied by a signed certificate where applicable. The contract award shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.
 15. Each bid must be accompanied by a copy of the contractor's current drug and alcohol testing procedures which must be in strict compliance with State and Federal regulations.
 16. **A pre-bid meeting will be held on Thursday, January 30, 2025 at 2:00 PM at the District 99 Administrative Service Center, located at 6301 Springside Avenue, Downers Grove, IL for the purpose of interpreting and answering questions on the bidding document. It is MANDATORY that any company intending to submit a proposal be in**

attendance at this meeting in order that all may receive the same interpretations of the Instructions, Conditions, Specifications and Intent of the Districts.

Any questions relating to the bid specifications or the bidding process should be directed to Curt Saindon. Questions must be in writing and shall only be responded to in writing. All inquiries must be received no later than February 3, 2025. Should a bidder find, during the examination of the Bidding Documents, any discrepancies, omissions, ambiguities, or conflicts in or among the Bidding Documents, or be in doubt as to their meaning, the bidder shall at once bring the question to the attention of the School District for answer and interpretation. The School District will review the questions and, where information sought is not clearly shown on the Bidding Documents or specified, the School District will issue an addendum to all bidders in which the interpretation will be made. The School District will make no interpretations orally and only instructions in writing will be deemed valid. The School District will not be responsible for any oral instructions. To receive consideration, requests for interpretation must be delivered to the District not later than February 3, 2025.

***COMMUNITY HIGH SCHOOL
DISTRICT 99***

WOODRIDGE SCHOOL DISTRICT 68

***DOWNERS GROVE GRADE SCHOOL
DISTRICT 58***

BID SPECIFICATIONS

Section B

**COMMUNITY HIGH SCHOOL DISTRICT 99
WOODRIDGE SCHOOL DISTRICT 68
DOWNERS GROVE GRADE SCHOOL DISTRICT 58
BID SPECIFICATIONS**

1. The School Districts are soliciting the services of a transportation contractor, hereafter referred to as “Contractor”, for the purpose of providing transportation services to students located in the Districts.
2. For purposes of these specifications, the terms “bidder”, “contractor”, “bus company”, “transportation company”, and “transportation contractor” all refer to the individual or firm submitting the bid and/or having been awarded a contract, conditionally or otherwise, by the Board.
3. Successful Contractor shall, during the life of the contract, operate and maintain the required number of school buses to transport conveniently and safely all students designated by the Districts to be served under the provisions of the proposal. Such transportation shall be provided on each and every day that school is convened and in accordance with the bus routes and schedules approved by the District. The length of the contract, beginning with the opening of school in August, 2025 will be for a minimum of five (5) years and a maximum of ten (10) years unless earlier terminated, renewed annually upon successful completion of the contract if mutually agreed upon by all parties.

The successful Contractor will, at the time of the submittal of a bid, own or lease all or substantially all buses and other equipment required under these specifications to meet the Contractor’s obligations for student transportation.

4. The District will determine annually whether or not there will be summer school and whether the Agreement for Transportation Services shall be extended in whole or in part to apply to such summer school program.
5. Bidders shall submit a bid for the entire base transportation contract. In addition to the bus routes scheduled hereunder, the Contractor may also provide other student transportation services which are specifically requested by the District. Examples of this might include other educational sites as required by a student IEP, McKinney Vento, and unique midday routes. The Contractor acknowledges that such other requested student transportation services may be requested in writing and approved by the designated representative from the District.
6. All costs of operation including, but not limited to, oil, greasing, cleaning, repairs, licenses, parking, drivers, garaging and insurance are to be included in the contractor’s bid (fuel subject to item number seven listed immediately below).
7. The Contractor shall furnish all fuel to be used in its performance of this Agreement. Contractor’s compensation for services rendered hereunder shall be adjusted monthly to

reflect changes in Contractor's cost of fuel. Contractor's "Base Fuel Cost" shall be \$3.25 per gallon of diesel fuel, inclusive of all applicable taxes and net of any refunds or rebates. Each month during the term of this Agreement, including any renewals or extensions hereof, Contractor's invoice shall include an adjustment for increase or decreases in net fuel costs actually incurred by the Contractor. The adjustment shall be calculated by multiplying the number of one way trips (in the month for which the invoice was issued) by two (2) and then multiplying that number by the difference between the "Base Fuel Cost" and the average cost per gallon of diesel fuel, inclusive of all applicable taxes, and net of any refunds or rebates, paid during the month for which the invoice was issued.

8. The successful contractor shall keep all equipment for the transportation of students in strict accordance with the State of Illinois Minimum Standards for School Buses, as promulgated by the Illinois State Board of Education and the Illinois Department of Transportation, and such equipment shall be maintained in sound mechanical condition at all times to pass the required State and Federal mandated School Bus inspections. Said equipment shall be kept clean and in satisfactory condition. All school buses and service vehicles must be equipped with two-way radios (not Citizen's Band or cellular phones) for communication with the Contractor and the School District. The Contractor will operate and maintain the two-way communication so that clear channels are always available in case emergency communication is required. The two-way radio must be turned on and adjusted in a manner that would alert the school bus driver of an incoming communication request. The driver shall test the two-way radio and ensure that it is functioning properly before operating the bus. All buses shall be equipped with global position satellite (GPS) tracking devices which, along with other equipment and software maintained by the Contractor, enable the Contractor to monitor the location of each vehicle. This GPS monitoring must provide, at minimum, for the Contractor to verify the date, time, and location of every bus while in service to the District.
9. The number of buses, including their routes, trips, and the runs they make are not binding on the District.
10. The District will provide to the successful bidder all necessary student and school information to enable the Contractor to establish the most cost effective, efficient, and safest means of providing transportation services, in the best interest of the District. All student's data will be treated as confidential information and shall not be given or sold to any third party by the contractor. It is further understood that the map, student data, bus routes, and all copies of the operating system shall remain the property of the District in the event that the contract between the Contractor and the District is terminated. As an independent contractor of the School District, records in the possession of the Contractor related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Contractor shall immediately provide the School District with any such records requested by the School District in order to timely respond to any FOIA request received by the School District. The School District will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary

or prohibited from release by other laws or exempt for other reasons will not be released. If the Contractor refuses to provide a record that is the subject of a FOIA request to the School District and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes the School District in any way, the Contractor shall reimburse the School District for all costs, including attorneys' fees, incurred by the School District related to the FOIA request and records at issue.

11. The District expects to work with the Contractor to develop bus routes for the designated students. The Districts will submit detailed student information for school bus routes in order to allow the Contractor sufficient time to develop, review, and make recommendations on bus routes. All incoming routes must allow for the arrival of the bus at school at a time that is no later than ten (10) minutes prior to the beginning (first period) bell. All drop-off routes must allow for the arrival of the bus at school at a time that is no later than the ending (last period) bell. In the event that the bus does not arrive within the prescribed time, the Contractor may, at the sole discretion of the designated representative from the District, as appropriate, be subject to liquidated damages in the amount of twenty-five percent (25 percent) of the price for a daily one-way run.
12. Each year scheduling of individual students must be completed in printed form within thirty (30) days after receipt of student information from the District for the purpose of the District registration needs and distribution of schedules to the parents.
13. The routing data, including routes, stops, times, and any other information maintained by the Contractor shall, at all times, remain the property of the District. At the termination of the contract, the Contractor will provide the designated representative from the District with such data in a form designated by the District.
14. There is no guarantee that the number of students will remain the same during any part of the contract, consequently, the District reserves the right to have changes in the number of students required to be transported by the Contractor.
15. The Contractor will comply with the District's route requests by making any changes within three (3) working days after being notified by the designated representative from the District. In the event that changes cannot be made within the prescribed period, the Contractor will provide a detailed explanation of why and the proposed actions to remedy the issue as quickly as possible. The written explanation shall also include the expected timeline for completion.
16. The bus routes agreed upon by the designated representative from each District campus and the Contractor will be followed exactly by the bus driver. Any changes that are presented to a driver by a parent or member of the community will be referred to the designated representative for a decision. Final authority for all route changes for each campus resides with the designated representative from each respective campus. If the Contractor fails to perform a daily run as prescribed, the Contractor may, at the sole discretion of the District, be subject to liquidated damages in the amount of twenty-five percent (25 percent) of the price for that daily route.

17. The Contractor shall provide, given reasonable notice, a variety of vehicle types wherever and whenever the District requires them for the transportation of students.

18. The Contractor shall:

A. Purchase, pay for and keep in force such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

<u>General Liability</u>	
Each Occurrence-Combined Single Limit	\$30,000,000
General Aggregate-Combined Single Limit	\$30,000,000
Personal Injury / Advertising Injury	\$30,000,000

<u>Primary Auto Liability</u>	
Each Accident	\$ 30,000,000
Medical Expense Reimbursements	\$ 50,000 per person

B. Purchase Workman's Compensation Insurance including Occupational Diseases, with Statutory Limits as provided by the laws of the State of Illinois or any other State which might take jurisdiction.

C. Provide Certificates of Insurance for all required coverage's. The Certificate shall name the School Districts, their Boards of Education, their officers, employees, and agents as additional insured's, on a primary and noncontributory basis, without regard to other insurance maintained by the District and shall provide for a forty-five (45) day written notice to the District of material change or cancellation.

19. The Contractor agrees to indemnify, hold harmless and defend the District, members of the respective Boards of Education, officers, employees, student teachers and agents thereof against all suits, damages, loss, cost, expense and attorney's fees, in any manner caused by, arising from incident to, connected with or growing out of the operation of buses under this contract.

20. The Contractor will provide qualified adult bus riders, aides or monitors for buses as requested by the Districts. In the event of absences by an adult bus rider, aide or monitor, the Contractor will make every attempt to find a replacement. In the event that a rider, aide or monitor cannot be provided, the Contractor will notify the designated representative from the District within four (4) hours of the originally scheduled run time in a manner and format to be prescribed.

21. The Contractor shall at all times observe and comply with all law, ordinances, regulations and codes of the federal, state, county and other local government agencies, which may in any manner affect the performance of the contract and in particular any such laws pertaining to safety. It shall be mandatory that the Contractor will not discriminate against members of the public, any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental impairment unrelated to ability, or unfavorable discharge from military service; and further that the Contractor will comply with all the provisions of the Illinois Human Rights Commission as required by the rules and regulations for public contracts.
22. For purposes of the Bid, an accident shall be defined as an event or incident that results in bodily injury, vehicle damage, property damage, or vehicle under contract coming in contact with any other object. Should an accident ever occur, the Contractor will immediately notify a designated representative from the District giving all information known at the time. All accidents will be documented in writing and forwarded, including any police reports, to the designated representative from the District within twenty-four (24) hours of their occurrence. Follow-up written reports stating corrective action taken shall be submitted within ten (10) school days after the occurrence.

The District shall reserve the right to inspect any vehicle involved in any accident. However, the Contractor acknowledges that such inspection by the District shall not be a substitute for or in any way relieve the Contractor of its sole responsibility to inspect all vehicles and maintain such vehicles in proper condition and repair. If there is any question of safety, the District also reserves the right to have that vehicle eliminated from further service pending an inspection by a mechanic or safety expert of District's choice; with the cost of the inspection to be borne by the District.

23. The Contractor shall plan and administer a safety program in conformance with State laws and regulations. A complete description of each program is to be submitted with the Contractor's response. Amendments and/or updates should be continuously provided for the duration of the contract. Such programs shall include, but are not limited to, the following:
 - A. All drivers must participate in both classroom and on-the-road training programs devoted to safety, student behavior management, proper bus operation, rules and regulations and safety.
 - B. All drivers must be evaluated after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations and safety.
 - C. The District reserves the right to have a driver transferred for reasonable cause.
 - D. The Contractor must assist and participate with the District in providing safety programs as needed for the students. In addition, Contractor will provide a minimum of two (2) bus evacuation drills per year.

- E. All bus routes, bus stops, operation of vehicles and driver activities must be conducted with the safety of the students as primary concern.
 - F. All drivers will refrain from using cell phones while operating vehicles with students aboard.
 - G. It will be mandatory that all employees participate in a minimum of five (5) safety meetings per year to include: Danger Zones, Loading and Unloading, Blood Borne Pathogens, Assertive Discipline for Students, and Defensive Driving.
 - H. All new drivers will be trained (at a minimum of) 20 hours classroom and 15 hours “Behind-the-Wheel.”
 - I. Contractor must have, on their payroll, a Supervisor who has as a primary duty the responsibility for safety and safety related issues.
 - J. All drivers shall drive their assigned routes with an empty bus prior to their initial run with students on board.
24. The Contractor shall provide a “Contract Manager” to exclusively oversee the scheduling, routing and operations of the District’s Contracts.
25. The Contractor shall provide to the Districts, prior to the beginning of each school year, copies of new health certificates, criminal history background checks (including fingerprint checks initially and criminal checks annually), and renewed bus operators’ licenses as required by law for all drivers. The Contractor shall also provide to the District, at the time of employment, copies of five-year driver record abstracts for new drivers hired during the school year. The Contractor shall also provide to the District, prior to the beginning of each school year, copies of new health certificates and criminal history background checks (including fingerprint checks initially and criminal checks annually) for all adult bus riders, aides and monitors that will ride on the buses during the school year.

All drivers are subject to all current and future State and Federal laws and regulations pertaining to the operation of school buses and to any regulations set forth by the Board of Education.

The Contractor agrees, as a condition of employment of any individual, including drivers, adult bus riders, aides or monitors under the terms of this contract where such individual will be physically present within the District providing the services herein agreed upon, that all such individual employees:

- a) Shall execute appropriate consents for criminal background investigation (including fingerprint checks) and driving records of bus drivers, bus riders, aides and monitors at the time of hiring and continuously during the term of this contract pursuant to the terms of the School Code of Illinois, as amended.

- b) Shall not be hired, shall be transferred from the District or shall be terminated in the event that conviction of one of the offenses listed in Section 10-21.9 of the School Code of Illinois is identified.
 - c) Shall not be hired, shall be transferred from the District or shall be terminated in the event that any individual who has been convicted of reckless driving or operating a motor vehicle while under the influence of an intoxicant or controlled substance during the past five years.
26. To ensure that the consistency in bus drivers remains as constant as possible on established routes for the safety of the students and a smooth operation, the Contractor shall not rotate or reassign drivers more than twice a year, since this would cause a domino effect that would be disruptive to students. Deviations to this requirement shall require the approval of a designated representative from the District. In addition, the District reserves the right to require a change in drivers for a specific route where the specific circumstances or requirements of the student(s) permit no satisfactory alternative. This does not include when a substitute driver is required due to unforeseen circumstances.
27. Before exiting the bus, the school bus driver shall at the end of each route, work shift, or work day, walk to the rear of the bus and check the bus for children or other passengers in the bus, lost belongings and damage to property. The driver shall activate the interior lights of the bus to assist the driver in seeing in and under the seats during a visual sweep of the bus. To ensure the safety of students, it is required that each bus servicing the District be equipped with an electric monitoring system. The Contractor may be subject to, at the sole discretion of the designated representative from the District, liquidated damages in the amount of one hundred percent (100 percent) of the daily fee for the specified route where a student is left on the bus.
28. Contractor shall address plans to implement turn by turn instruction software and ridership/onboarding software in the bid submission as all three school districts would like this technology as soon as possible.
29. Each bus shall be equipped with a recording digital video camera. All recorded video/digital recording equipment must be in good working order and in operation at any time a district student or employee is on the bus. All recorded video/digital is the property of the school district. All digital video recordings are to be preserved for a minimum of three weeks. All requests by parents to view any recorded video must be directed to the appropriate district representative.
30. Each bus shall be kept in a clean and appropriate appearance.
31. Each bus driver shall complete a Daily Pre-Trip Inspection Sheet as outlined by Illinois Law and have said records kept for the designated representative from the District to review. Pre-Trip Inspection Sheets must be retained by the Contractor for one year.

32. The Contractor shall, at their expense, keep on its payroll substitute drivers in a number sufficient to cover the District bus schedules when a regular driver is absent. At a minimum, a substitute driver pool equivalent to ten (10) percent of the number of assigned buses should be retained. The Contractor may be subject, at the sole discretion of the designated representative from the District, to liquidated damages in the amount of one hundred percent (100 percent) of the daily fee each for each route that is missed or not completed as scheduled due to inadequate personnel.
33. Should an act of vandalism occur on the bus, the Contractor shall fix or repair all damage as quickly as possible. The District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be students of the District.
34. Administrative personnel from the District reserve the right to ride a bus at any time. Prior notice will be given to the Contractor before riding, if possible.
35. The Contractor shall keep spare vehicles on hand to cover emergencies or breakdowns on the road. Emergency towing vehicles shall be available for immediate response. The District shall only be charged for the number of vehicles used for assigned routes. The Contractor shall be subject, at the sole discretion of the designated representative from the District, to liquidated damages in the amount of one hundred percent (100 percent) of the daily fee for routes that are missed or not completed due to failure to provide equipment.
36. The Contractor shall provide adequate dispatch and office personnel based on need available to the School Districts between the hours of 5:30 a.m. and 6:00 p.m. every day school is in session.
37. Contract for transportation services shall be executed upon action of the Board of Education to accept the bid which is deemed in the best interest of the District. Upon Board action, the contract of the successful bidder will be signed and returned to the Contractor.
38. A list of all other school districts in the State of Illinois or local area that bidder is in the process of supplying transportation for at the present time is to be enclosed. Also to be included with this proposal is a list of Illinois school districts the bidder has supplied transportation for since July 1, 2019 but is not providing such service for the 2024-25 school year.
39. Contractor is required to maintain mileage logs for each trip and provide the District with an end of the year summary of total miles driven by route as described on the attached bid sheets.
40. The District reserves the right to verify any invoice by the review of the Contractor's records.

41. Costs related to criminal background investigation and fingerprinting of the Contractor's employees will be the responsibility of the Contractor.
42. Bids shall be based on 174 days of student attendance.
43. Bus Fleet – The average age of the Contractor's bus fleet will not exceed five (5) years. The maximum allowable age for any single unit is ten (10) years. The designated representative from the District, shall have the right to make unannounced inspections of the Contractor's assets at any time. The Contractor may be subject, at the sole discretion of the designated representative from the District, to liquidated damages in the amount of ten percent (10 percent) of the price for a daily run for use of equipment that does not meet this provision.
44. The Contractor shall operate school buses on behalf of the Districts for extra-curricular events including field trips and charters. The Contractor shall guarantee the Districts the availability of sufficient equipment and drivers to satisfy District's requirements.
45. The contractor shall have in place a comprehensive "Driver Recruitment and Retention Program" with written documentation of the program, including any fringe benefits offered to drivers and riders. A copy of said program is to be submitted with the bid proposal.
46. To help ensure quality school bus drivers are used by the successful contractor, a minimum starting hourly wage of at least \$26.00 (excluding benefits) for a minimum of 5 hours per day (2.5 hours per session) must be paid to all school bus drivers. If requested, proof of this dollar payment shall be provided to the District.
47. The District reserves the right to audit any part, or all, of the contractor's operations that relate to this agreement.
48. The Successful Contractor will identify as part of the bid, individuals currently employed who will be assigned to the following key positions, along with their qualifications:
 - Terminal Manager
 - Contract Manager
 - Safety Coordinator
 - Router
49. Upon a default or breach by the Contractor, the Contractor and his surety shall be responsible for all costs and expenses incurred by the District as a result of such default, including, but not limited to, attorney's fees.

50. If the District is damaged by failure of the Contractor to purchase or maintain insurance coverage or bonds required to be maintained and so notifies the Contractor; then the Contractor shall bear all reasonable costs properly attributable thereto.
51. Due to the potential reliability of service issues in overnight scattered site vehicle storage, the District requires the service provider to have a bus terminal site located within a distance of five (5) miles of the District boundary. All buses used for the transporting of District students shall be stored in said facility.
52. In the event the Contractor's performance of this contract is temporarily interrupted due to Acts of God, civil disturbance, labor disputes or strikes, governmental acts, regulations or executive order or for other causes not chargeable to the Contractor, then in lieu of any other remedy the Districts shall have the right and option to take possession and control of all school buses, operating equipment, tools, supplies, parts, and other items of property kept by the Contractor in the District for the purpose of providing and furnishing services under this contract and to keep and use all such property belonging to the Contractor for the duration of such interruption in order to operate its transportation services. During such time, the District shall keep accurate accounts of the services used by it in maintaining such transportation services, as if performed pursuant to this contract, and of all expenditures made by the District for such operations. The District shall continue to pay the Contractor for the duration of such interruption, such amounts as would otherwise be due under this contract less the amounts of its expenditures and costs. In the event of damage to property of Contractor because of Acts of God, Civil disturbances, labor disputes or strikes, regulations or executive order, the District shall have no liability for damage directly resulting from the aforementioned causes.

53. Termination of Contract

a) Termination of Contract by Reason of Default

1. If the Contractor or its drivers or employees at any time fail to comply with the terms of this Contract or any portion hereof, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the School Districts may, at their discretion, terminate this Contract, or any portion hereof, as provided herein.
2. In the event that the School Districts determine that the Contractor has failed to comply fully with, perform, or strictly adhere to this Contract, then the School Districts may, at their discretion, through its Superintendent, send written notice to the Contractor indicating the intention of the School Districts to declare the Contractor in default.

In such notice, the School Districts shall state in what respect the Contractor has failed to comply with the terms of the Contract, and shall

further state a date upon which the Contract will terminate, unless the Contractor, prior to such date, cures the defect to the satisfaction of the School Districts.

If prior to the date of termination stated in said notice, the School Districts notifies the Contractor that the defect has been cured, the Contract will not terminate on the date stated in the notice but will have been deemed to have remained in effect as of the date that such notice was given. In the event that the School Districts do not notify the Contractor that the defect has been cured, the School Districts shall terminate this Contract without further action on the date of termination stated in the notice.

3. The date of termination stated in the notice of intent to declare the Contractor in default, as provided in “2” above, may not be sooner than thirty (30) calendar days following the date of such notice unless there is a complete failure by the Contractor to provide the services required by this Contract or failure to comply with any and all applicable laws, including, but not limited to the continuing maintenance of insurance coverage, maintenance of current drivers’ licenses for each bus driver, and compliance with vehicle safety regulations, in which event the date of termination may be five (5) calendar days following the date of such notice.
 4. In the event the Board terminates this Contract in whole or in part as provided in this Section, the Board may procure, upon such terms and in such a manner as the Board may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to the Board for any excess costs for such similar supplies for services; provided, that the Contractor shall continue the performance of this Contract to the extent not terminated.
- b) Termination of Contract without Cause. The School District may at any time after providing 120 days written notice to the Contractor terminate this Contract without cause on a year to year basis.

Contract

Section C

CONTRACT

THIS CONTRACT is made by and between **Community High School District 99, Woodridge School District 68, and Downers Grove Grade School District 58** hereinafter called "*Districts*", and _____, hereinafter called "*Contractor*". The Districts and the Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, buses, personnel, supervision, and services, required to perform and complete the pupil transportation requirements of the Districts as enumerated in the contract documents.

The contract documents consist of this contract, any written amendment to this contract, the Bid Specifications and any addenda thereto, the completed Bid Rate Proposal form, Instructions to Bidders, Notice Inviting Bids, and any Insurance Information.

All Contract Documents are intended to coordinate so that any work called for in one document and not mentioned in another document is to be executed as if mentioned in all documents.

2. Compensation

As full compensation for the Contractor's complete performance of the work in this Contract, the District agrees to pay the Contractor, and the Contractor agrees to accept, the sums for bus routes, as established from time to time during the term of the contract, in accordance with the Contractor's bid as accepted by the Districts in the award of this contract.

3. Term

The term hereof shall commence on August 1, 2025, and shall terminate at the conclusion of the 2029-2030 school year unless extended pursuant to the terms of the bid specifications.

IN WITNESS WHEREOF, the parties have executed this Contract on the day and year written below.

Districts:

Contractor:

District Name

Name

President Signature

Signature and Title

Attest: _____
Secretary Signature

Attest: _____
Signature and Title

Woodridge 68 Transportation Needs					
for current routes: https://woodridge68org.finalsite.com/departments/transportation-services					
see calendar for dates					
*Half-day dismissal: Elementary 11:40 & 11:55 at junior high					
<i>Junior High School</i>	<i>Special AM Routes</i>	<i>Bell Times</i>	<i>Bell Times</i>	<i>Special PM Routes</i>	<i>Special PM Routes</i>
Jefferson Junior High 12 Routes		8:10 AM	3:35 PM	(2) 5:30 Activity Bus	(2) 4:45 Activity Bus
<i>Elementary Schools</i>					
Willow Creek 6 Routes	(A) Shared 8 AM Band Route	8:15 AM	2:55 PM	4:15 Activity Bus	2:50 JJH Bus
Goodrich 5 Routes	(C) Shared 8 AM Band Route	8:15 AM	2:55 PM	(x2) 4:15 Activity Bus	2:50 ARC/JJH Bus
Murphy 4 Routes	(C) Shared 8 AM Band Route	8:15 AM	2:55 PM	4:15 Activity Bus	
Meadowview 3 Routes	(A) Shared 8 AM Band Route	8:15 AM	2:55 PM	4:15 Activity Bus	
Edgewood 2 Routes	(B) Shared 8 AM Band Route	8:15 AM	2:55 PM	4:15 Activity Bus	
Sipley 1 Route	(B) Shared 8 AM Band Route	8:15 AM	2:55 PM	4:15 Activity Bus	
<i>Parochial School</i>					
St Scholastica 2 Routes		7:30 AM	2:30 PM		

Transportation Information				
North Transportation				
South Transportation				
Regular Transportation				
Schools	# of Routes			
DGN	19			
DGS	30			
Additional				
Schools	Type	# of Routes	Times	Days
DGN	Activity	2	4:45 PM	Monday - Thursday
DGN	Activity	2	6:15 PM	Monday - Thursday
DGS	Activity	3	4:30 PM	Monday - Thursday
DGS	Activity	2	6:15 PM	Monday - Thursday
Bell Times:				
Mon/Tues/Fri		Wed/Thurs		
0	7:30 - 8:14	0	7:30 - 8:14	
1	8:20 - 9:07	1/4	8:20 - 9:38	
2	9:12 - 9:59	3/2	9:44 - 12:32	
3	10:04 - 10:51	7/8	12:38 - 1:56	
4a	10:56 - 11:19	5/6	2:02 - 3:20	
4b	11:24 - 11:46			
5a	11:51 - 12:14			
5b	12:19 - 12:41			
6a	12:46 - 1:09			
6b	1:14 - 1:36			
7	1:41 - 2:28			
8	2:33 - 3:20			
1:30pm Early Dismissal				

Downers Grove Grade School District 58									
K-8 grade				2025/2026 DG58 Calendar					
35 Routes							Existing Bus Routes as of 10.18.24		
School Hours:				Elementary Schools served by transportation:					
2025-2026 School Year:				School	Minimum number of routes, unless agreed upon by District:				
K-6	Monday:	8:15am - 2:00pm	Belle Aire	2					
	Tuesday-Friday:	8:15am - 3:00pm	EISierra	2					
7-8	Monday:	8:30am - 2:10pm	Fairmount	2					
	Tuesday-Friday:	8:30am - 3:17pm	Henry Puffer	3					
			Highland	4					
2026-2027 School Year:				Hillcrest	2				
K-5	Monday:	8:15am - 2:00pm	Indian Trail	5					
	Tuesday-Friday:	8:15am - 3:00pm	Kingsley	2					
6-8	Monday:	8:30am - 2:10pm							
	Tuesday-Friday:	8:30am - 3:17pm	Middle Schools served by transportation:						
			Herrick Middle School	8					
			O'Neill Middle School	7					
			Early Bird Routes						
			Herrick	3			Existing Early Bird Routes		
			O'Neill	2					
			Activity Bus Routes (after school)						
			Herrick	2					
			O'Neill	1					
			Additional Routes within District						
			Midday Routes - Gifted and Math Routes between elementary programs and/or middle schools						
			Early Bird Routes - middle school students - before school programs						
Need from Vendor:				Internal District Routes to support students at addresses not routed to base school					
Operation Manager Support				Dual Language Routes to support students attending Dual Language program at EISierra but located out of EISierra boundaries					
Routing Support									
Charter Support				Field Trip/Charter Support for all schools/students in District					
Saftey Manager to provide Bus Drill Evacuations									
Data files transmitted daily									
District access to VersaTran									
			Private/Parochial Routes -						
			St. Joseph						
			St. Mary						

Please provide the following in Rate Sheet (individually and collectively as a group) (5 yr rate plan w/renewable options up to 10 yrs):

	2025-26	2026-27	2027-28	2028-29	2029-2030	
AM Route						
PM Route						
Fuel Peg						
Athletic/Field Trips/Charters						
Bus Evacuations Rate						
Jr High PM Route						
Elementary Activity Route						
Jr High Activity Route						
HS Activity Route						
Midday Route						
TCD (Technology Center of DuPage) Route						
Singleton Route within District Boundaries						
Singleton Route outside of District Boundaries						
Vehicle Class B (Van) Route						