

**TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

# INVITATION TO BID

## STUDENT TRANSPORTATION SERVICES

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All bids must be submitted in person no later than:

A public bid opening will be held at Lyons  
Township High School District 204  
North Campus Board Room 103  
100 S. Brainard Ave. LaGrange IL 60525  
March 4, 2025 at 10:00AM

**TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS**

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**REQUEST FOR BID**

**TRANSPORTATION SERVICES FOR REGULAR EDUCATION FOR  
Lyons Township High School District 204, Argo Community High School  
District 217, Pleasantdale School District 107, Western Springs School  
District 101, LaGrange School District 102, Lyons School District 103,  
LaGrange School District 105, Ridgeland School District 122, Oak Lawn-  
Hometown School District 123, Burbank School District 111 and Willow  
Springs School District 108.**

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A- School district boundary maps

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Bid Specifications and Conditions

**TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

- C- District school locations and current school hours
- D- Bid tabs calculations
- E- Addenda receipt
- F- General information
- G- Certificate of eligibility to Bid
- H- Certifications of compliance with Illinois drug-free workplace act
- I- Certificate regarding sexual harassment policy
- J- Equal Employment
- K- Deviations Form
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**REQUEST FOR BID  
TRANSPORTATION SERVICES**

**INSTRUCTIONS**

The Boards of Education of Lyons Township High School District 204, Argo Community High School District 217, Pleasantdale School District 107, Western Springs School District 101, LaGrange School District 102, Lyons School District 103, LaGrange School District 105, Ridgeland School District 122, Oak Lawn-Hometown School District 123, Burbank School District 111 and Willow Springs School District 108 (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.

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 Tuesday, March 4, 2025 at 10:00 a.m. at which time they will be opened and read aloud at the Lyons Township High School District 204 North Campus Board Room 103, located at 100 S. Brainard Ave. LaGrange, IL 60525. Bidders interested in attending the bid opening should arrive prior to 10:00 a.m.

Bids are to be addressed to:

Attention: Brian Stachacz, Director of Business Services

Lyons Township High School District 204

100 S Brainard Ave. LaGrange Illinois 60525

If you have questions regarding this Bid please call Brian Stachacz at (708) 579-6462 or via email at [bstachacz@d204.lths.net](mailto:bstachacz@d204.lths.net).

The Bid is to be enclosed in a sealed opaque envelope clearly marked, “Original Sealed Bid for Transportation Services for Regular Education Lyons Township

Bid Specifications and Conditions

**TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS**

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High School District 204, Argo Community High School District 217, Pleasantdale School District 107, Western Springs School District 101, LaGrange School District 102, Lyons School District 103, LaGrange School District 105, Ridgeland School District 122, Oak Lawn- Hometown School District 123, Burbank School District 111 and Willow Springs School District 108.

All contractors submitting bids are encouraged to attend a non-mandatory pre-bid meeting on Thursday, February 13, 2025 at 10 a.m. at the Lyons Township High School District 204, North Campus, Board Room 103, at 100 S. Brainard Ave. LaGrange IL 60525. The purpose of the conference will be to answer any questions regarding these specifications.

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 interest of a school district and reserves the right to waive any irregularities. 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 Contract.

Collectively, each board of education will award the contract, if at all, to the bidder most able to provide safety and comfort for its students, stability of service, and any other factors set forth in the bid documents, and then price, all as determined in the sole discretion of the awarding board of education.

Bid Specifications and Conditions

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**GENERAL CONDITIONS**

1. Bidding Documents. Bidding documents may be obtained from:

Lyons Township High School District 204  
100 S. Brainard Ave. LaGrange IL 60525

Or online at:

[www.lths.net](http://www.lths.net) (Lyons Township High School District 204 Website)

The “Bidding Documents” consist of the following:

- a. Instructions
- b. General Conditions
- c. Qualifications for Bidders
- d. Bid Specifications
- e. Personnel Requirements
- f. Safety and Discipline
- g. Service Requirements and Conditions
- h. Routes and Schedules
- i. Structure and Award of Bid
- j. Service Deficiencies and Offsets
- k. Exhibits A-L

2. Submission and Required Submittals.

Each bidder (hereinafter the “Bidder” or the “Contractor”) must submit its bid on the forms provided with these specifications. Bids shall be in a sealed opaque envelope properly marked with the title of the bid “Original Sealed Bid for Transportation Services for Regular Education for Lyons Township High School District 204, Argo Community High School District 217, Pleasantdale School District 107, Western Springs School District 101, LaGrange School District 102, Lyons School District 103, LaGrange School District 105, Ridgeland School District 122, Oak Lawn-Hometown School District 123, Burbank School District 111, Willow Springs School District 108 and submitted on or before Tuesday, March 4, 2025 at 10:00 a.m. Bids must contain the following:

- a. Signed bid documents, exhibits, and certificates.
- b. A certified check or bid bond equal to ten percent (10%) of the value of the bid for the first year from a surety company with at least an “A” rating in Best’s Key Rating Guide.
- c. Written evidence that (i) the Bidder has a minimum of five (5) years experience operating buses and transporting public school children enrolled in grades K through 12 and (ii) its transportation manager has a minimum of five (5) years experience in pupil transportation management

Bid Specifications and Conditions

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- in the State of Illinois.
- d. Sufficient written evidence that the Bidder has buses equipped for the convenience, safety and comfort of the students.
  - e. Written evidence that the Bidder has employees with sufficient experience to maintain the fleet and adequate/appropriate maintenance facilities to meet each school district's requirements.
  - f. Written evidence establishing the financial stability of the Bidder, which shall include three (3) copies of the most current audits, certified financial statements, and management letters, as well as a letter from a bank or banks stating the financial condition of the Bidder.
  - g. The safety record of the Bidder, including a report describing the Bidder's safety program and safety experience.
  - h. Three references from Illinois school districts.
  - i. Age of buses to be utilized for the transportation services.
  - j. Ability to provide cameras on buses.
  - k. Insurance certificates in accordance with the requirements provided herein.
  - l. Written evidence that the Bidder will be able to obtain the performance bond required herein.
  - m. Location of a facility from which the Bidder will operate. Facility must be located within 20 miles from Lyons Township High School administrative offices located at 100 S. Brainard Ave. LaGrange, IL 60525 Note: Bidder must have such a facility established by July 15, 2025. Bidder shall provide deed, lease, and/or other documents to validate ownership or tenancy status.
  - n. Statement of ownership acknowledging that Bidder owns or leases all of its buses.
  - o. Evidence that the Bidder maintains a sufficient fleet of replacement buses to use when buses from the regular fleet are inoperable.
  - p. Description of Bus Maintenance Program.
  - q. Additional Driver Policy and Procedures.
  - r. A written summary that details the Bidder's route scheduling competencies and proficiencies of the Bidder as well as a timeline of how the Bidder expects to be ready for the first day of school.
  - s. Other items listed under Qualifications for Bidders

3. Pre-Bid Meeting.

All bidders submitting bids are encouraged to attend a pre-bid meeting to be held on Thursday, February 13, 2025 at 10:00 a.m. at Lyons Township High School District 204, North Campus, Board Room 103, at 100 S. Brainard Ave. LaGrange IL 60525. The purpose of the conference is to provide information about the school districts' respective transportation needs and current operations, and to answer any questions regarding these specifications.

Bid Specifications and Conditions

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4. Signing Bids.

Persons legally qualified to sign such documents must sign all bids. If they are signed by any person other than the President of the Contractor, or by an agent, or by an attorney-in-fact, the authority of the person who signs the proposal is required. Bids, which are signed for a partnership, shall be signed by one of the partners, or by an attorney-in-fact.

5. Late Bids.

No bid received after the date and time specified will be considered. The Bidder assumes the risk of delay in the handling or delivery of mail or third party delivery services.

6. Preparation of Bids.

All bids shall be completed with each space properly completed. The special attention of Bidders is directed to the policy that no claim for relief because of errors or omissions in the bidding will be considered, and Bidders will be held strictly to the bids as submitted. All bidders will be bound by any and all math calculations, misquotes, or mistakes of any kind and to all terms contained in these bid specifications. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile or electronic bid or revision to a bid will be considered. Should the bidder find any discrepancies in or omissions from any of the documents, or be in doubt as to their meanings, the Bidder shall advise the Lyons Township High School District representative listed above who will issue the necessary clarification to all prospective bidders by means of written addenda. Oral explanations will not be binding. All bids submitted shall be valid and firm for a minimum period of 90 days after the bid opening. Bids may not be withdrawn after opening.

7. No Modifications.

Unless the Bidder so indicates, it is understood that the Bidder has bid in strict accordance with the specification requirements. In accordance with Illinois law, once the bids are opened, such bids may not be modified in any way without the written approval of each school district. Any explanation or statement, which the Bidder wishes to make, must be placed in the same envelope with the bid but shall be written separately and independently of the bid and attached thereto. Any deviations should be included with Exhibit K of these Bid Documents.

8. Bidder Fully Informed.

The submission of a bid by a Bidder will be construed as an indication that the Bidder is fully informed as to the extent and character of the service required and can offer the services satisfactorily in accordance with the specifications.

9. No Gratuity to School District Employees.

No employee of any of the school districts is to be extended any form of

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gratuity in connection with the Contract.

10. School District Ability to Investigate.

Each school district will make such investigation as necessary to determine the ability of the Bidder to fulfill bid requirements. Representatives from each school district reserve the right to inspect the company's facilities and other transportation operations under its management prior to any award of the Contract at the expense of the Bidder.

11. Transfer or Assignment/Subcontract of Contract and Assignment of Contract Funds.

The Contractor may not assign or subcontract any of its obligations under the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the written approval of the Board having first been obtained. The transfer or assignment of any Contract funds either in whole or in part, or any interest therein, which shall be due the Contractor, shall cause the annulment of said transfer or assignment.

12. Independent Contractor.

The Contract is for furnishing regular education student transportation services. In performing the Contract, the Contractor is an independent contractor and is not an officer, member, agent or employee of any school district.

13. Compliance with all Laws.

The Contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

The Contractor shall comply with all applicable laws, regulations, rules and policies promulgated by the Federal, State, County, Municipal and/or other government unit or regulatory body, including each school district, now in effect or which may be in effect during the performance of the Contract. Included within the scope of the laws, regulations and rules referred to in this Section, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate Commerce Commission regulations, Workers' Compensation Laws, the Social Security Act, Occupational Safety and Health Act, the Consumer Product and Safety Act, the Illinois School Code and the Illinois Motor Vehicle Code. Contractor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment of all personnel employed by the Contractor.

School buses and personnel must be in compliance with all Federal and State



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laws, rules, regulations, and statutes applicable to the performance of student transportation services, including, but not limited to, the Illinois School Code and the Illinois Vehicle Code, and all policies, rules and regulations of each school district, the State Board of Education, the Illinois Department of Transportation and, the State of Illinois Standards for School Buses, the West Cook and South Cook Regional Offices of Education office and the local municipalities in which the buses will be operated.

Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices including the Illinois Human Rights Act. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. The Contractor further agrees that this Section will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor that may perform any such labor or service in connection with the Contract.

Further, by submitting a bid, the Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105A (4), and, in case the Contractor has 25 or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois Drug-Free Workplace Act, 30 ILCS 580/3.

As an independent contractor, records in the possession of the Contractor related to the Contract 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 a 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.

Contractor shall comply with all laws pertaining to student records and student confidentiality, including the Illinois School Student Records Act and

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the Federal Family Educational Rights and Privacy Act. All personally identifiable information and data relating to the school district's students shall at all times be treated as confidential by Contractor and will not be copied, used or disclosed by Contractor for any purpose. Contractor shall, as soon as possible, make the school district aware of any data breaches and assist the school district with necessary notifications and reimburse the school district for any costs incurred by the school district. Upon the expiration or termination of this Agreement, Contractor agrees to promptly return to the school district any and all school student records and personally identifiable information in Contractor's possession. The Contractor agrees to indemnify and hold harmless the boards of education and their board members, officers, and employees from and against all liabilities, costs, and expenses (including reasonable attorneys' fees) for claims by third persons related to data breaches and unauthorized disclosures of student record information due to the negligent acts or omissions or willful conduct of the Contractor or its employees, agents, or contractors.

By submitting a bid, the Contractor certifies that it is not ineligible for award of the Contract by reason of debarment for a violation of any of the above-referenced laws and regulations and acknowledges that any breach of the foregoing provisions shall constitute a breach of the Contract. Failure of the Contractor to be in compliance with this Section shall be cause for each school district to terminate the Contract.

14. Record Keeping.

The Contractor shall keep complete and accurate records of the mileage for which the Contractor charges each school district and of the reports which the Contractor prepares for each school district pursuant to the Contract. The Contractor shall maintain such records as each school district may need to verify mileage, including records indicating the number of runs for vehicles used for purposes other than the Contract, the Contractor's reporting responsibilities, and the Contractor's claim for fees. The Contractor shall provide access to such records upon a request by any school district. In addition, the Contractor shall provide monthly to each school District detailed invoices including information on fuel surcharge amounts.

Each school district shall have the right to audit the mileage records and examine the reporting records in a manner which does not unreasonably interfere with the conduct of the Contractor's business. Any excesses in charges for the mileage disclosed by an audit shall be refunded within five (5) days of notice of the excess to the Contractor. If an audit discloses a discrepancy of more than five percent (5%) of the amount charged for the period at issue, the Contractor shall pay to each school district all reasonable costs connected with the audit; including, but not limited to, wages of its staff and accountants' fees and attorneys' fees. The Contractor shall fully

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cooperate with all personnel authorized by each school district to conduct any audit.

The Contractor shall retain such records for a period of three (3) years plus the current year, from the date of receipt of final payment under the Contract, for inspection and audit by representatives of each school district. If any audit findings have not been resolved, the records shall be retained beyond the three (3) year period and as long as required for the resolution of the issues raised by the audit.

15. Payments.

Payments are approved by each Board of Education at their respective Board meetings each month provided that the said service has been properly provided and accepted by such Board of Education.

Each school district shall be responsible for payment to the Contractor for only those regular and activity routes which are actually operated, with the timely submission of invoices.

In accordance with Board of Education approval, monthly invoices will be paid based on an audit of students traveling and/or actual services provided for the prior month and in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505/1). Format of the detailed billing statement will need to be agreed to by each school district.

All parking fees, tolls, and citations shall be paid for by the contractor.

16. Tax Exemption.

Each school district is exempt from Federal, State and Municipal taxes. The Contractor shall secure work permits (if any), fees and licenses necessary for the execution of the work. The Contractor shall not include taxes in its quotations, which each school district is not subject to; such as, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, Service Use Tax, and any other such applicable tax.

17. Insurance and Indemnification.

a. Insurance Coverage.

During the term of this Agreement, Contractor, at its sole cost and expense, and for the benefit of School District, shall carry and maintain the following insurance:

- Commercial General Liability insurance, insuring against all liability of Contractor related to this Agreement, with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000)

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general aggregate;

- Automobile liability Insurance with a combined single limit of at least \$1,000,000;
- Uninsured and Underinsured Motorist coverage with a limit of \$1,000,000;
- Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees with Employers Liability of limits of \$1,000,000 Each Accident; \$1,000,000 Disease – Each Employee; \$1,000,000 – Policy Limit; and
- Umbrella or Excess Liability insurance providing follow form coverage to the underlying General Liability and Automobile Liability coverages with minimum limits of Twenty Million Dollars (\$20,000,000) per occurrence and Twenty Million Dollars (\$20,000,000) general aggregate;

Contractor must provide at least Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) general aggregate of Sexual Misconduct coverage. The Sexual Misconduct coverage can be provided through a combination of General Liability and Excess or Umbrella Liability policies. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The Commercial General Liability, Automobile Liability, Sexual Misconduct (if a separate policy) and Umbrella or Excess Liability insurance policies shall name School District, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District. The Contractor shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling School district to terminate this Agreement immediately. All

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policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to School district.

b. Indemnification.

The Contractor shall indemnify, defend and hold harmless each school district and its board of education, board members, officers, employees, and agents, free from any claims, suits, actions, losses or expenses (including attorneys' fees and expenses) which may arise from any accident, injury or death to any person or persons, or damage to any personal property in the course of any performance of the Contract or any misconduct by the Contractor or its officers, employees or agents.

The Contractor expressly understands and agrees that any performance bond or insurance protection required in these Bid Documents, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend each school district and its Board members, officers, employees, and agents, as herein provided. No school district will accept deviations from the indemnification language in this Section.

The Contractor's obligations under this Section shall survive and continue following termination of the Contract with a school district.

Appointment of counsel under the Contractor's duty to defend shall be subject to the relevant school district's approval.

18. Bid Security.

The Bidder shall provide a certified check or a bid bond equal to ten percent (10%) of the value of the bid for the first year from a surety company with at least an "A" rating in Best's Key Rating Guide. For example, if the total bid for all school districts combined in the first year is for \$5,000,000, a Bidder should provide a bid security in the amount of \$500,000. If the Contractor refuses to enter into a contract with each school district or fails to furnish the required performance bond hereunder, the amount of the certified check or bid bond will be forfeited as liquidated damages and not as a penalty.

Certified checks or bid bonds will be returned to unsuccessful bidders within three (3) days following the bid award decision.

19. Performance Bond.

A Bid Bond by a surety rated "A10" or better in the current edition of A.M. Best's Key Rating Guide of at least ten percent (10%) of the first year contract

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price shall be provided with this bid.

Within ten (10) days of the date of the Notice of Award, the successful Contractor shall enter into a formal contract with the Board of Education and shall provide a Performance Bond in the full estimated amount of the first year of the contract per the bid documents. Upon receipt of the Performance Bond, the Bid Bond will be returned to the contractor.

- a. The Performance Bonds shall be written with a company rated "A10" or better in the current edition of Best's Key Rating Guide.
- b. The Performance Bonds shall be conditioned upon the faithful performance by the Contractor of the terms and provisions of this bid and the contract entered into with the District.
- c. The contractor shall pay the cost of premiums for said bonds.
- d. The bonds shall be signed and sealed by an authorized representative of the Contractor, and a certificate of authority of those signing the bonds, if not officers, shall be attached thereto.

The Performance Bond shall guarantee the performance of the duties placed on the Contractor under the Contract and its compliance with any applicable laws, and shall indemnify each school district and its Board members, officers, employees and agents (the "Indemnitees"), from any liability or loss to the Indemnitees from any failure of the Contractor to fully perform each or all of said duties.

20. Contractor Fiscal Responsibility.

To ensure good service and ability to replace old buses, the Bidder must show a line of credit available from one or more banks and verification of that credit by an office of the bank. At a minimum, bidders must be able to provide evidence of financial credit or resources to purchase the fleet as described in these specifications. In addition, each school district may require evidence that the successful Contractor have the financial resources to meet ongoing operational demands. This may include but is not limited to copies of recent audits or financial reports. Before award of the Contract, each school district may inquire as to the financial stability of the Bidder and may request financial references. The Bidder shall provide such information within 48 hours. The Bidder's financial stability will be a factor in determining the most qualified bidder.

21. Termination of Contract by Reason of Default.

- a. If the Contractor or its drivers or employees at any time fail to comply with

Bid Specifications and Conditions

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the terms of a Contract with a particular school district or any portion hereof, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the school district subject to such contract may, at its discretion, terminate its individual Contract, or any portion hereof, as provided herein.

- b. If a school district determines that the Contractor has failed to comply fully with, perform, or strictly adhere to its Contract, then the school district may, at its discretion, through its Superintendent, send written notice to the Contractor indicating the intention of the school district to declare the Contractor in default.

In such notice, the school district 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 district.

If prior to the date of termination stated in said notice, the school district 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 district does not so notify the Contractor that the defect has been cured, the school district shall terminate the Contract without further action on the date of termination stated in the notice.

- c. The date of termination stated in the notice of intent to declare the Contractor in default, as provided in "b" 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 the 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.
- d. If the Board of a school district terminates the 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 the Contract to the extent not terminated.
- e. The termination of a contract by one school district shall not impact the

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agreed upon bid price or effect in any way the Contracts between the Contractor and the other contracting school districts.

22. Termination of Contract without Cause.

Each school district may at any time after providing 120 days written notice to the Contractor terminate its Contract without cause. The termination of a Contract by one school district shall not impact the agreed upon bid price or effect in any way the Contracts between the Contractor and the other contracting school districts.

23. Contractor Representations.

The Contractor has represented with the submission of its Bid and hereby represents to each school district that the following facts and circumstances are true:

- a. The Contractor knows the scope of the Contract, has completely reviewed the general and specific conditions and requirements of these Bid Documents, and is aware of all applicable laws and their requirements.
- b. The Contractor has the necessary equipment and personnel (including backups) or has documented financial ability and means to acquire the same sufficient to adequately and properly perform the Contract in accordance with the Bid Documents and applicable laws.
- c. The Contractor acknowledges that each school district cannot determine in advance the exact number and location of students to be transported pursuant to the Contract since school enrollment and placements fluctuate from year to year.
- d. The Contractor has been a prime carrier of students for various school districts of comparable size.
- e. The remaining representations set forth in the Contractor's resume submitted with the Contractor's Bids are incorporated herein as though set forth in full.
- f. The Contractor has provided letters from its banks attesting to the Contractor's financial condition.
- g. The Contractor represents and covenants that no official, employee or agent of any school district subject to these Bidding Documents (i) have been employed or retained to solicit or aid in the procuring of the Contract; and (ii) will be employed or otherwise benefit from the Contract without the immediate divulgence of such fact to each school district.



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h. The Contractor certifies that all of its employees who have or will have contact with students have successfully passed an employment history review and a criminal background and investigation check in accordance with the requirements of the Illinois School Code, including Sections 10-21.9 and 22-94. Such background checks will be provided to the school districts upon request, as well as a copy of driver's licenses. No driver previously convicted of an offense of Driving While Under the Influence shall be assigned without prior District written approval.

24. School District Reliance.

Each school district has relied upon the Contractor's representations, resume and financial condition letter submitted with the bid. Each school district recognizes that the Bidder is an expert in the manner in which the work under the Contract is to be performed and expects Bidder to perform all work in accordance with the standards required by such expertise.

25. Miscellaneous.

- a. The successful Bidder shall enter into a separate contract with each school district, which contract shall be in substantially the form of the agreement included with these Bid Documents.
- b. Payments on any invoice shall not prevent a school district from making claim for adjustment on any item found not to have been in accordance with the provisions of the Contract.
- c. The validity or unenforceability of any provision of the Contract shall not affect the validity or enforceability of any other provision of the Contract.
- d. Any notices sent pursuant to the Contract shall be by certified mail, return receipt requested, addressed as follows (such notice shall also be deemed served on the date of receipt):

Lyons Township High School District 204  
North Campus  
100 S Brainard Ave  
LaGrange, IL 60525  
Attention: Director of Business Services

Argo Community High School District 217  
7329 W. 63rd St.  
Summit, IL 60501

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Pleasantdale School District 107  
7450 S. Wolf Road  
Burr Ridge, IL 60527  
Attn: Assistant Superintendent for Finance and Operations

Western Springs School District 101  
5020 Central Ave.  
Western Springs, IL 60558

LaGrange School District 102  
333 N. Park Road  
La Grange, IL 60526

Lyons School District 103  
4100 Joliet Ave.  
Lyons, IL 60534

LaGrange School District 105  
701 Seventh Ave.  
La Grange, IL 60525

Ridgeland School District 122  
6500 West 95th Street  
Oak Lawn, IL 60453  
Attention: Assistant Superintendent of Finance and Business Operations

Oak Lawn- Hometown School District 123  
4201 W. 93rd St.  
Oak Lawn, IL 60453

Burbank School District 111  
7600 Central Ave.  
Burbank, IL 60459

Willow School District 108  
8345 Archer Ave.  
Willow Springs, IL 60480

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**QUALIFICATIONS FOR BIDDERS**

Bidders must have a minimum of five (5) years experience providing student transportation services in grades K through 12. The transportation manager of the Contractor must have a minimum of five (5) years experience in pupil transportation management in Illinois.

Each Bidder should furnish, as part of its bid, a complete description of its experiences in the field of transportation services. In addition, the following should be included as a minimum:

1. Name and address of the operating company.
2. Name of supervisory management that will be directly responsible for each school district's transportation services.

Address, phone number and specific responsibility for supervisory management. Include detailed resumes, with experience, educational background, and references for each.

Each school district reserves the right to interview and have final approval of the transportation manager assigned to each school district.

The transportation manager is an employee of the Contractor and under no circumstances is to be considered an employee of any of the school districts. Contractor shall provide timely notice to each school district when a member of the Contractor's management team that deals with a school district is no longer employed by the Contractor or no longer assigned to a school district's account.

3. Duration and extent of experience in the operation of educational transportation services.
4. A list of similar operations and locations where the Bidder is operating in other school districts. Give length of time, name, address and telephone number of contact person for each operation.
5. A list of all contracts lost in the last five years, along with a brief explanation of why the contract was lost.
6. A list of names of all the owners of the company or principals of the corporation.
7. An organizational chart showing the staffing lines of authority for key personnel to be used in performing the Contract. Staff should include a

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dispatcher, a liaison and a backup for each of those positions that are dedicated to each school district. These employees shall be issued cellular telephones with text messaging capabilities and their contact information shall be provided to each school district they serve.

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**BID SPECIFICATIONS**

1. Number of Attendance Days.

Calendars of school district programs will vary from program to program. Each school district projects a minimum of 170-176 days based on the program unless there is an emergency closing of schools due to weather, absence of utilities, etc. See Exhibit C for school hours.

2. Term.

The term of the initial Contract will be for five (5) years beginning on the first day of the July 1, 2025 of the 2025-2026 school year and extending through the last day of the summer school program in 2030. on the last day of the summer school term of the last contract year. Each school district and the Contractor will establish a transition schedule by May 30, 2025. Following the 2025-26 school year, for any additional year beyond the initial contract, pricing/costs for each following year are subject to review. For each additional school year of the contract, base rates for the subsequent school year shall not exceed the lesser of an amount equal to (a) a 5% increase from the rates of the previous school year, or (b) the year to year percentage change for the consumer price index of the U.S. city average, for all urban consumers that occurred in December of the current school year. In the event this increase is not established by agreement by February 28, the rates in effect for the preceding school year shall remain in effect.

The parties reserve the right to mutually extend the Contract for the maximum term permitted by law; Both parties shall agree to commence the discussion of an extension to the contract by September 30<sup>th</sup> of the final year of the contract. Mutual agreement on the extension must be reached by February 28 of the final year of the initial contract and February 28 of each subsequent year of the contract.

3. Vehicles/Buses.

a. Furnishing of Equipment and Personnel.

The Contractor shall furnish equipment and personnel sufficient to fulfill student transportation requirements of each school district as may be designated under the Contract by each school district's respective Transportation Director and/or Supervisor. A description of the various schools and transportation needs of each School District is also referenced.

b. Number, Type and Size of Vehicles.

The Contractor will provide the required number, type and size of vehicles to fulfill its obligations under the contract.

c. Condition of Buses.

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All vehicles operated by the Contractor shall be kept clean and free from all mechanical, operational and structural defects, and under no circumstance shall a vehicle with a reported mechanical or operational defect be used with children aboard.

All school buses will be clearly labeled with the name of the company in accordance with Department of Transportation standards.

No vehicle more than ten (10) years old shall be operated and the average age of Contractor's fleet shall not exceed eight (8) years, unless specifically approved in writing by the respective school district Transportation Director and/or Supervisor. This includes replacements for contract vehicles that may be out of service due to mechanical failure or accident damage.

In addition, each school district also requires that the following specifications are met:

- (i) All front and rear tires must have tread of at least 5/32 and no recaps are allowed.
- (ii) The water, oil, tire pressure, tire conditions, and lights will be checked at least weekly by a transportation garage employee and a log will be kept.
- (iii) The brake adjustments and fluid, as well as the clutch adjustments, will be checked at least weekly by a transportation garage employee and a log will be kept.
- (iv) Each bus shall be cleaned and left in broom swept condition each day.
- (v) Each school district may require the Contractor to disinfect bus interiors to decrease the potential of infectious diseases.
- (vi) Each bus exterior shall be washed at least once a week, weather permitting.

All costs of equipment repair, maintenance, and operation, excluding fuel surcharge shall be the sole financial responsibility of the Contractor.

No school district will be responsible for financing, holding title to, or licensing any vehicles.

d. Inspection.

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- (i) The Contractor shall ensure that all vehicles used in the completion of the Contract will comply with all regulations concerning inspections. Per Illinois law, the Contractor shall have each vehicle inspected every six (6) months or 10,000 miles, whichever comes first, at a State Certified Inspection Station. The cost of said inspection shall be paid by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. It is further required, upon request, that a copy of the inspection, as provided by the firm approved by the State of Illinois, will be provided to each school district certifying that the vehicle is safe for use. Buses not passing inspections shall not be used until conditions have been corrected. Safety stickers must be displayed.
  - (ii) Each school district reserves the right to inspect the fleet and/or equipment and has the authority to require the Contractor to make repairs, replace parts, or replace vehicles if each school district so desires. No vehicle may be used in the transportation of students without first having completed these required inspections.
  - (iii) Each driver shall complete a Daily Pre-Trip Inspection Sheet as required by Illinois law and/or regulations and/or each school district and maintain such records for the review of each school district at least every six (6) months or as more frequently required by Illinois law and/or regulations.
- e. Design.  
The design of the school bus and the proposed equipment for the school bus shall be subject to approval by each school district's Supervisor of Transportation or Designee.
- f. Equipment.
- (i) All buses shall be equipped with a two-way radio communication system, operative at all times with a full-time base station. 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.
  - (ii) All buses are to be equipped with engine block heaters and electrical plug-ins for winter starting.
  - (iii) All buses must be equipped with interior front and rear cameras and the software to review footage within 24 hours of the request. The Contractor shall be responsible for training staff on the proper usage of

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the equipment.

- (iv) All buses must be GPS equipped and enabled. In addition, the Contractor shall provide a mobile device application (app) to allow for district personnel and parents to track the location of the bus route at all times including the option for parental notification when the bus nears their assigned stop.
  - (v) Contractor must have bus routing and scheduling software to propose routing solutions and share route and scheduling data electronically. Versatrans software is preferred, however other comparable software may be acceptable, provided it is approved in advance.
  - (vi) If the Contractor does not have adequate equipment at the time of award of the Contract, the Contractor shall present each school district with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on-site for use by the Contractor for performance of the Contract at least fourteen (14) days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within thirty (30) calendar days after each school district's notification to the Contractor of the approval of each school district's award of the Contract.
  - (vii) Upon the request of each school district, the Contractor agrees to demonstrate its equipment to each school district. Maintenance records on all vehicles shall be available at school district's request.
- g. Required Information Related to Buses.  
No later than July 1, 2025, and by July 1 of each year thereafter during the term of the Contract, the Contractor shall provide each school district with the following information on all vehicles to be used in the transportation of students:
- (i) Make, model, year and serial number.
  - (ii) State license number, municipal vehicle sticker number and safety inspection sticker number.
  - (iii) Capacity of vehicle.
  - (iv) Ownership of vehicle.
  - (v) Vehicle maintenance history and past safety inspections upon request.



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The Contractor shall provide the same information on any newly acquired buses, and shall update the information on state license, municipal vehicle, and safety inspection stickers whenever this information changes.

4. Fuel Costs.

The Contractor shall furnish all fuel to be used in its performance of the Contract. Contractor's "Base Fuel Cost" shall be between \$2.50 and \$5.00 per gallon of diesel fuel, inclusive of all applicable taxes and net of any refunds or rebates, which amount shall be incorporated into the Bidder's bid. Each month during the term of the Contract, including any renewals or extensions hereof, Contractor's invoice shall include an adjustment for increases or decreases in net fuel costs actually incurred by the Contractor that are more than \$2.50 or less than \$5.00 based on the costs of fuel for that month as determined by the Bureau of Labor Statistics, Producer Price Index, Commercial User, for the price of one (1) gallon of diesel gasoline. Contractor shall use the average of the most recent four (4) weeks to determine the per gallon cost of fuel. On the 15th of every month, Contractor shall notify each school district of any increase/decrease to the base mileage rate which will be applied to the next month's billing.

5. Facility and Dispatching Operations.

a. Office Space and Maintenance Facilities.

The Contractor shall provide bus repair and maintenance facilities for each school district's current bus fleet and any replacement buses. The Contractor shall purchase, furnish, and supply all lubricants, replacement parts, greasing, cleaning, washing, and such repairs as necessary to keep the buses in a good and safe operating condition at all times. The fully operational facility shall (at a minimum) be paved, fenced, lighted, have facilities for employees and staff as well as have fuel tanks with sufficient storage capacity. The Contractor will have a fully operational building and garage as evidenced by having an occupancy permit issued by the appropriate authority. All maintenance and repair costs for the bus repair and maintenance facilities shall be borne solely by the Contractor. Prior to acceptance of winning bid, District representatives reserve the right to visit the site and/or contact developer or landlord (if applicable) to confirm plan for use is acceptable.

If the Contractor does not have adequate office space and maintenance facilities at the time of award of the Contract, the Contractor shall include with its bid a certified statement from a responsible supplier showing that firm arrangements such as a lease or intent to lease or real estate sale agreement have been made for obtaining the required facilities for use by the Contractor for performance of required services. The statement shall indicate that such facilities will be available to the Contractor in a timely manner and the facility must be operational within one year after the

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effective date of the last Contract signed. Such facility must be located within 20 miles from Lyons Township High School administrative offices located at 100 S. Brainard Ave. LaGrange, IL 60525.

b. Dispatching Operations.

A full-time operations office shall be maintained by the Contractor to answer telephone inquiries during normal operating hours of 5:30 A.M. to 5:30 P.M., and to ensure the efficient operation of the routes. Telephone equipment shall be operable at all times and provide for easy access by each school district. The Contractor shall maintain telephone and text messaging communication with each school district's Supervisor of Transportation and the Contractor must man telephones during the time students are being transported. Cell phone numbers and text messaging addresses must be available to each school district on a 24-hour basis. A dispatcher must be present and available at the Contractor's base of operation until forty-five (45) minutes after the last bus servicing each school district's routes has completed said routes.

The Contractor shall maintain access to e-mail and text message communications with each school district. Multiple e-mail and text message addresses are to be provided to each school district for transfer of daily information.

6. Extended School Closures.

If a school district has to close schools and move to remote learning for a period of more than one week during the school year, and if the Illinois State Board of Education or State law allows school districts to enter into contract amendments with transportation providers for partial payment on routes not run due to school closures and for such payments to be included in state transportation claims, the school districts will negotiate in good faith to reach such a contract amendment with Contractor.

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**PERSONNEL REQUIREMENTS**

1. General.

The Contractor is required to have sufficient personnel to appropriately service the student transportation needs of each school district as specified herein. Each school district requires a minimum level of management, supervisory, and technical personnel. At a minimum, the Contractor must employ the following full-time personnel to service each school district (these employees may be assigned to one or more of the school districts that are the subject of these terms and conditions):

- a. Transportation Manager
- b. Assistant Manager
- c. Dispatcher
- d. Route Coordinator

Each school district reserves the right to interview and approve, at its sole discretion, the transportation manager, assistant manager, dispatcher, and route coordinator that initially serve each school district under the Contract. Each school district also reserves the right to approve any change of personnel for these four positions. If there is a change in personnel, each school district reserves the right to interview and approve, at its sole discretion any replacement.

The transportation manager and/or the assistant manager, along with at least one additional staff support member must be on duty between 5:30 A.M. and 5:30 P.M.

The Contractor shall comply with all applicable safety standards for school bus drivers, including that each and every driver holds appropriate licensure, such as a school bus driver permit, and that all pre-employment conditions have been met, including successful completion of a criminal background investigation through the Department of State Police and submission of fingerprints to the FBI for criminal history information. The Contractor shall complete all required criminal background checks before any employee or agent is assigned to drive school district students. No driver will be assigned to a school district who would be prohibited from obtaining or keeping the required bus permit or would otherwise prohibit the driver from being employed by a school district due to conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. If the Contractor receives notification of any convictions that would prohibit the driver from keeping the required permit or would otherwise prohibit the driver from working at the school district, the Contractor must report the conduct immediately to the school district and the driver must be removed from

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assignment at the school district. The Contractor shall keep a copy of the driver's criminal history records on file. A copy of the Illinois State Police criminal history records check can be requested by the school district.

Additionally, at least quarterly, the Contractor shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.

Contractor certifies that prior to commencement of the work, Contractor will comply with all employment history review and other obligations of 105 ILCS 5/22-94. Upon request of the school districts, Contractor agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.

Contractor shall provide each school district with a list of its personnel policies, its safety and training manual, procedural manual and employee handbook.

2. Drivers.

- a. The Contractor shall be highly selective in the hiring of drivers. Drivers should be persons of ability, character, integrity and fitness, who are acceptable to the school district for which the driver provides services. Each school district reserves the right to require the removal or transfer of any driver, monitor or aide as determined solely by each school district. In the event of such request, the Contractor will not assign the driver to the routes of another school district identified in these Bid Documents.
- b. While transporting students, buses shall not be operated by any person other than a licensed school bus driver employed by the contractor meeting all requirements for drivers as set forth by the Illinois State Board of Education, the Illinois Secretary of State, and the Illinois Vehicle Code.
- c. Each school district expects that there will be consistency in drivers assigned to routes serviced under the Contract and that as much as possible the same drivers will be assigned to the same routes on a daily basis.
- d. Drivers and other persons coming into contact with students must be able to communicate effectively in English both verbal and written.
- e. Drivers shall not use or operate cell phones or use electronic communication devices while transporting students or while in direct supervision of the students.

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- f. Whenever a regular driver is not working because of a planned absence or sick leave of more than two days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver.
- g. The Contractor shall maintain a sufficient number of substitute drivers who have not been assigned permanent routes who will cover bus schedules when a driver is absent, equal to at least 10% over the regular scheduled drivers for daily routes.
- h. In the event of the removal or suspension of any driver, the Contractor shall immediately replace the driver without disruption in service and notify the affected school district.
- i. Drivers shall not use indecent language, shall not smoke on the bus or on school district premises, nor permit students to smoke or cause disturbances on the bus.
- j. Drivers and aides shall be neatly attired and wear an identification badge at all times. Behavior and communication shall be appropriate at all times.
- k. All drivers - including substitute drivers - must be thoroughly familiar with the areas and routes the driver covers. Drivers, either regular or substitute, shall have in their possession while driving a route, an up-to-date map of the route and/or driver's directions for the route they are driving, a list of the road hazards along the route, and must clearly display bus numbers in bus windows.
- l. Drivers shall not deviate from the normal route, stops, or time schedule except for reasons beyond their control. Deviations shall be reported to the Transportation Manager on the same day, who shall report the same to the relevant school district. Any recommendations for deviations from the normal route must be approved by the school district prior to implementation.
- m. The Contractor shall notify the relevant school district if any driver is cited for any reckless driving offense whether driving a bus or personal vehicle. The Contractor shall not utilize any driver who has ever been convicted of a DUI, reckless driving, or any criminal offense involving children.
- n. Prior to the start of the school year, the Contractor shall provide each school district with a copy of its drug testing policy for drivers, a listing of each school district's assigned bus drivers, including standby drivers, or as requested by a school district. In addition, the Contractor will submit new driver information to each school district prior to the driver start date. The following information for all drivers involved in the Contract under

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employment of the Contractor will be provided to each school district one week prior to the beginning of each school year. Costs relating to licensing and drug and alcohol testing of drivers and yearly physicals will be the responsibility of the Contractor.

- (i) Name – first, middle, and last.
- (ii) Valid permit number for drivers of school buses.
- (iii) Proof of completion of the Illinois School Bus Driver Instruction Program and date of completion for school bus drivers.
- (iv) Health certificates and date issued.
- (v) Copies of drivers licenses.
- (vi) Evidence of freedom from tuberculosis.
- (vii) Proof of age.
- (viii) Proof of drug testing.
- (ix) Evidence of having passed the criminal background investigation including a full Illinois State Police and Federal Bureau of Investigation check and compliance with Faith's Law requirements.
- (x) First aid certificate.
- (xi) Any and all medications a driver may take, to include over the counter medications, to the extent the Contractor has the ability to respond.
- (xii) Name of any driver that is ticketed and/or arrested during the term of the Contract.
- (xiii) Updated Motor Vehicle Reports (MVR).
- (xiv) Documentation of training in Blood Borne Pathogen Training and sexual harassment/misconduct prevention (Faith's Law).

3. Training.

- a. The Contractor shall make all drivers available for the Contractor paid in-service training a minimum of twice a year, or in accordance with State law. Meetings and agendas shall be jointly planned by the Contractor and each school district. Presentations are intended to include information about the unique needs of each school district's students. One meeting for each school district shall occur before the start of the school year and one meeting for each school district after the first of the year at a mutually agreed upon location. Each school district retains the right to design, participate in or authorize any such program prior to implementation. It is the intent of this training to foster positive student and driver relationships.
- b. Evacuation drills will be scheduled by each school district in conjunction with the Contractor at least once a year or in accordance with State law. Bus drivers, students, and transportation supervisory personnel shall participate. The Contractor shall provide the training and staff time to effectively execute these drills. Drills will normally be held on each school district's property during normal school hours. Evacuation time and

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expenses are to be paid by the Contractor.

- c. All drivers must participate in an orientation session scheduled and conducted on an annual basis by the Contractor as requested by a school district and/or the Contractor and shall attend whatever institutes, classes or seminars required or recommended by the Illinois State Board of Education.
- d. The Contractor shall administer a safety program for its drivers. This program shall include, but not be limited to, regularly scheduled safety meetings for the Contractor's personnel. A schedule of these meetings will be provided to each school district.

**SAFETY AND DISCIPLINE**

- 1. Students shall be transported to and from school regularly, promptly, safely, and without interruption or incident and the safety of the children shall take precedence. It shall be a primary obligation of the Contractor to operate its affairs so that each school district will be assured of this continuous and reliable service. It is the driver's responsibility to ensure a safe environment during the transportation process.
- 2. It shall be the driver's responsibility for maintaining appropriate discipline. Incidents of inappropriate behaviors should immediately be reported in writing using a Bus Conduct Report to the Dean or Designated Administrator at the respective school of each school district. If, in the opinion of the driver, the behavior of any person on the bus threatens or prohibits the driver from operating the bus, the driver shall stop the bus and take whatever emergency action (if any) is necessary to ensure the safety of the passengers. As soon as reasonable thereafter, the driver shall report such occurrence to the Contractor's central dispatch. Final authority in matters of discipline shall rest with each school district.

All problems dealing with student safety and discipline that are beyond the driver's immediate ability to solve should be reported to the school district's Supervisor of Transportation, school administrator or designee.

- 3. The driver shall, as soon as practical but in no case longer than (1) hour after completion of their driving shift advise the school principal or designee of all serious misbehavior on the bus and shall assist the administration in obtaining whatever information is desired with respect to each incident.
- 4. Drivers are expected to follow all instructions, rules and regulations for proper discipline and safe operation of buses as outlined by the Illinois School Bus

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Transportation manual.

5. All vandalism damages to the Contractor's equipment, fleet or facilities will be the responsibility of the Contractor. The school district will assist the Contractor in seeking restitution for malicious damage. The Contractor shall report to the relevant school district's Director or Supervisor of Transportation or Designee all known pertinent information regarding incidents of vandalism including date, route and, if possible, name of the student.
6. While transporting students, drivers shall not leave the vehicle unattended.
7. Unless otherwise agreed to in writing by the relevant school district or required by Illinois law, drivers shall not be permitted to transport their own children on a bus unless the child is enrolled in each school district and is assigned to that particular bus run or route.
8. No unauthorized persons shall be allowed in any vehicle while it is engaged in transporting students; however, each school district reserves the right to have an authorized school district employee ride on any vehicle on any route, without prior notice to the Contractor. Rides by parents for personal reasons are expressly forbidden.
9. Drivers shall not permit more passengers to occupy the bus than there are seats available and shall not permit passengers to stand or sit on the floor while the bus is in motion.
10. All buses operated for each school district must be a smoke-free environment.
11. Buses will not be fueled while students are on board.
12. All buses are to be checked at least one hour prior to departure each day school is in session, as well as after each route or run and after each substitution of drivers.
13. 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.



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**SERVICE REQUIREMENTS AND CONDITIONS**

1. School Calendar. All transportation will be in accordance with each school district and/or school calendar including provisions for holidays, institute days, early dismissal/late start for in-service training, beginning time for the school day and ending time for the school day.

By April 1<sup>st</sup> or soon thereafter of each year of the Contract, each school district shall furnish the Contractor with a tentative calendar for the following year. Subsequent changes to each school district's calendar will be furnished to the Contractor in a timely fashion.

2. Pick Up and Delivery of Students.
  - a. Students will be picked up and delivered to the same location unless directed otherwise by a school district's Supervisor of Transportation or designee. No change in place of pick-up or drop-off for any student shall be affected without notice to and approval from the relevant school district's Supervisor of Transportation or designee. Any deviation from this procedure must have the approval of the relevant school district's Supervisor of Transportation or designee.
  - b. Students are to be delivered to school no earlier than ten (10) minutes and no later than five (5) minutes prior to the start of the school day unless other arrangements are mutually agreed upon between the Contractor and the relevant school district. Buses shall be scheduled, when possible, to arrive at the schools no less than five (5) minutes prior to dismissal and shall depart as soon as all students have boarded the bus, delivering passengers to their respective bus stops within the times set forth above. Drivers shall not leave bus stops (student loading areas) prior to the scheduled time of departure. The Contractor must contact the relevant school district's Supervisor of Transportation or designee and the school when routes are ten minutes or more late. Such notification should be made through electronic messaging to a group email list provided by the Districts. Bus drivers shall not drop off a kindergarten student unless a parent or adult approved by the parents is present to accompany the student. Bus drivers shall not deviate from the set routes or negotiate with parents regarding routes.
  - c. By 9:00 a.m. on the school day prior to a field trip or athletic bus run, the Contractor is required to provide electronic confirmations to the relevant school district's designated personnel confirming the number and types of buses to be utilized for such trips to enable the school district personnel to confirm that the Contractor's plans will meet the school district's needs.

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REGULAR EDUCATION STUDENTS**

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- d. School districts are permitted to cancel field trip or athletic bus runs without a charge with at least 24-hour notice.
  - e. Routes shall be developed by the Contractor and then reviewed with the District. Calculated routes shall limit the number of students to a maximum of two students per seat. If needed and agreed upon by the district, a route may be created with greater than two students per seat provided actual ridership does not exceed two students per seat.
3. Display of Route Number.  
The Contractor shall display on each bus a clearly visible route number or a numbering device on the side window next to front door.
  4. Designated Students.  
Only pupils designated by a school district's Supervisor of Transportation or designee may be permitted to ride on buses operated by the Contractor under the Contract. Under no circumstances may a driver refuse to transport a student without express consent from the school district's Supervisor of Transportation or designee. Each school district will advise the Contractor regarding specific guidelines for ridership (ie. Student IDs; PM ridership authorization; etc.).
  5. Adds and Drops.  
Each school district shall provide information on children added or dropped from transportation to the Contractor in separate communications. Add(s) or drop(s) to bus routes will be implemented by the Contractor no later than the third business day following notification from a school district.
  6. No Vehicle Transfers.  
No student will be transferred from one vehicle to another while en route to or from school without the expressed permission of the relevant school district's Supervisor of Transportation or designee. The only exception to this rule will be a vehicle breakdown situation after communicating with the impacted school or district.
  7. Vehicle Break Downs.  
If during normal school hours a bus breaks down or cannot be safely or legally operated, another bus will be brought to the driver within twenty (20) minutes of the occurrence of the breakdown. The driver must immediately notify dispatch of any vehicle breakdowns to effectuate this plan. The Contractor shall keep sufficient standby vehicles to enable the Contractor to meet this requirement. The Contractor shall also notify the school district contact by phone and text message. Each school district shall provide annually a list of the school district contacts to the Contractor.

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8. Accidents.

In the event of an accident where the driver is in part or in whole responsible for the accident, a substitute driver and bus must be provided to comply with the State Mandate of testing the driver under the Implied Consent Statutes. The driver must immediately notify dispatch of any vehicle accidents to effectuate this plan. Should any accident occur involving a bus assigned to a school district, with or without students on board, the Contractor will immediately notify the relevant school district and follow the established accident procedures. It is the Contractor's responsibility to determine the road worthiness of any vehicle involved in an accident. The Contractor will work with each school district to create an emergency plan describing the actions the driver will take should a bus accident occur.

9. Emergencies and Evacuations.

In an emergency closing, the Contractor will follow instructions from the school district's Supervisor of Transportation or Designee and shall provide the required transportation within 15 minutes after the school district's request. The Contractor shall not receive additional compensation for operation during emergency closings. Emergency procedures will be reviewed each year by each school district's Superintendent and/or designee and the Contractor before publication to schools and parents.

The Contractor will work with each school district in all matters concerning emergency school evacuations, lock downs, and relocation of students via transportation to alternate locations. It is the Contractor's responsibility to in-service all drivers regarding the emergency plan. A copy of the plan shall be maintained in each vehicle.

Updated emergency data on the students being transported in any vehicle will be required to be available at the operating base.

10. Service Interruption

In the event that service is interrupted for more than twenty-four (24) hours by reason of work stoppage or any other event, which prevents the Contractor from furnishing service, each school district shall maintain the right to secure and substitute other transportation services.

If the cost of the substitute transportation services are higher than the Contractor's cost (agreed upon in the Contract), then the Contractor shall pay the difference between its charges and the charges of the substitute company, provided, however, that a school district may, at its discretion, elect to make a claim for any such difference against the Contractor's Performance Bond.

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If necessary to reschedule the days lost because of the Contractor's failure to perform, the Contractor shall provide bus service in accordance with the Contract for each day rescheduled at no cost to the affected school district.

11. Postponement or Cancellation of Bus Routes

In the event of severe weather conditions, snow or other inclement weather which creates hazardous driving conditions, the Contractor shall have the responsibility to inspect the conditions of roads on the designated routes and to recommend to each school district's Superintendent or designated representative whether the buses can be operated safely prior to 5:00 a.m.

A school district's Superintendent or designated representative shall then decide whether to alter, postpone or cancel bus routes or schedules. The Contractor shall receive no compensation for routes not serviced as a result of inclement weather.

Each school district reserves the right to change route times as determined by the Superintendent or designated representative.

12. Management Review Meetings.

Each school district reserves the right to call management review meetings between the Contractor's senior management and the school district to review ongoing operational performance.

## **ROUTES AND SCHEDULES**

1. Development of Routes.

The Contractor shall develop all schedules and routes based on stop and rider information provided by each school district. Each school district will review the created routes and stops and may request adjustments to routes, stops, and times. Routes shall be designed to provide one-way transportation riding time normally not to exceed forty-five (45) minutes. The Contractor agrees that route information is not to be shared with anyone unless the school district agrees in writing to such disclosure regarding its individual school district. All schedules and routes are subject to approval by the relevant school district. Final determination of the routing rests with the relevant school district. The Contractor will supply each school district with a written summary that details their route scheduling competencies and proficiencies as well as a timeline of how they expect to be ready for the first day of school. The Contractor will identify to each school district their intent to operate these routes as unpaired routes or paired routes with those of another school district, which paired routes with another school district shall be subject to each school district's written approval. **Contractor is expected**

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**to pair routes as often as possible in order to reduce costs to the Districts with paired routes.** All schedules and routes should be developed utilizing a transportation software solution.

2. Establishment of Routes.

Preliminary routes shall be established no later than July 15 of each school year. Final routes shall be established no later than fourteen (14) days prior to the first day of student attendance. After schedules are established, the Contractor shall ensure that all buses will meet the schedules in order to avoid disruption at the student's home and at each school district.

3. Changes to Routes.

Out of necessity, many students are added to programs after the initial data is submitted. Up to two (2) full working days advance notice shall be given for the addition of students, change in students' schools, or any contemplated route changes by either party to the Contract. The Contractor will agree to establish new routes and accommodate new students within two (2) school days of being advised of any new students. All changes are subject to the approval of the relevant school district. The Contractor shall attempt to minimize the costs to each school district by revising routes to require the minimum number of vehicles. The Contractor is encouraged to review on an ongoing basis, established routes, stops and times and make suggestions which may result in more efficient service to the students. Each school district retains the right to reduce/increase the number of routes.

4. Recommended Changes.

The final established bus routes 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 each school district for a decision. Any changes the driver feels should be made must be approved by the Contractor and relevant school district.

5. Route Sheets.

Upon the establishment of all routes in the summer/fall of each year, and the approval by the relevant school district, the Contractor will supply each school district with route sheets, one week prior to the opening of school. School district programs may start on varying schedules. Route sheets must indicate the route number, the name of each student riding the route, the pickup time for each student, and the time each student is dropped off after school. Deadhead time on either end of a route is limited to thirty (30) minutes or less. A full updated set of route sheets will be provided to each school district upon request and, if requested by a school district, shall be provided in an electronic format. Decisions involving the amendment of a route will be done only with the approval of the relevant school district.

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6. Ridership Reports.

The Contractor shall submit to each school district on an “as requested” basis a Ridership Report covering one week for each “To and From” school route for each school building. The report shall indicate seating capacity of the vehicle serving the route and the number of students entering the vehicle at each pick-up point for each route and the times for each pick-up. The purpose of the Ridership Report is to ensure that routes are efficiently loaded and to provide data on which to base decisions regarding route removal, combination and expansion. The Contractor shall provide ridership counts to each school district upon request.

7. Data.

Student data submitted by the Districts shall include:

- a. The number of students to be transported as known at that time;
- b. Student addresses;
- c. School district start and ending times; and
- d. School district calendar

8. Dry-Runs.

Prior to the first day of school each year, the Contractor shall, on the date and time prescribed by each school district, conduct a “dry-run” of all routes. The driver assigned to the route shall perform the dry-run. All dry-runs will be accomplished at no cost to a school district. Each time a new driver is assigned to a route the newly assigned driver shall dry-run the route. The dry-run will not be required for standby drivers who cover a route for the regularly assigned driver, unless requested, in advance, by the relevant school district. If any school district has an orientation day prior to the first day of school, that school district may request that students be permitted to ride on the buses used for the dry-runs.

9. Review for Hazards.

As recommended by the Illinois State Board of Education, all bus routes should be reviewed by the Contractor twice a year for hazards. The Contractor will review all routes according to Illinois State Board of Education guidelines and report findings to each school district.

10. Route Rates.

As the successful Bidder may be awarded up to eleven separate contracts, the successful Bidder is encouraged to utilize buses for more than one school district that is the subject of this bid so to lower overhead for the Contractor and the price for the school districts. The Contractor shall calculate all costs of mileage, vehicle, and the driver into their daily rate. A deduction of 100% of the daily rate will be made for any route not run. Payment is made only for

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routes run.

- a. Regular Route Rate. The regular route rate shall include pick-up and delivery prior to the commencement of classes in the morning and pick-up and delivery at the conclusion of classes in the afternoon.
- b. Activity Route Rate. The activity route rate shall take into account the following activity runs: late bus; athletic bus; technology center DuPage bus; field trip bus; and other designated routes determined by each school district. Driver hourly rates for wait time shall be discounted as compared to the drive time rate costs. Route pricing should be quoted and billed at the most efficient method agreeable to the school administrator.

11. The successful Bidder should be aware of the following:

- a. Routes within each school district's boundaries should not exceed one hour at any time. Routes outside district boundaries may exceed one hour based on end destination.
- b. Some students may have different addresses for pickup and drop off.
- c. Kindergarten students cannot be left alone and should be released only to a parent or other responsible adult. There will be times when no one is home to receive a child on the first attempt at drop off, and the student may need to be transported back to the originating school.
- d. Additional equipment may be needed at times to transport students that includes, but is not limited to, car seats, harnesses, seat belts, etc. Contractor should have such equipment available when needed.

## **STRUCTURE AND AWARD OF BID**

1. Structure of Bid.

- a. **Collective School District Bids.** The successful bidder will provide an individual bid for all eleven school districts taking part in this bidding process.

2. Award of Bids.

A school district may award contracts to Bidders under any bidding format that a school district determines is in its best interest and subject to the other award requirements set forth below.

Once determined, each school district shall award a separate contract to the successful Bidder for the price bid for that individual school district and such

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contract shall only govern the relationship between the successful Bidder and that particular school district. No school district shall be jointly and/or severally liable for the actions of another school district. The successful Bidder agrees to execute a contract in substantially the form of these bid specifications with each school district. In considering the bids

and collectively, each school district shall first consider the Bidder or Bidders most able to provide safety and comfort for pupils, stability of service (which consideration shall be based on, without limitation, the Bidder's experience, years of providing regular student transportation and financial stability), and any other factors set forth in these Bid Documents regarding quality of service and then price.

3. Each Board of a school district reserves the right to reject any or all bids received for its portion of the bid whenever such rejection is in the interest of a school district and reserves the right to waive any irregularities. Each Board of a school district 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 Contract.
4. The following qualifications will be considered by each school district to determine the Contractor's eligibility:
  - a. Stability of service.
  - b. The ability to perform the service required within the specified time; whether the Bidder has failed to meet time requirements for any of the school districts or other school district in rendering past services.
  - c. The experience and efficiency of the Contractor.
  - d. The sufficiency of the financial resources and the ability of the Contractor to perform the Contract and provide the services.
  - e. The quality, availability, and adaptability of the equipment, or contractual services, to the particular use required.
  - f. The condition of and/or availability of the equipment to be used by the Contractor.
  - g. The ability of the Contractor to provide maintenance and service in the performance of the Contract.
  - h. The location of the Contractor's facilities for housing and servicing transportation vehicles.



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- i. The ability of the Contractor to recruit, train, and supervise the personnel necessary to fulfill the Contract.
- j. The quality of references from previous contracts or services; whether with each school district or another organization.
- k. Contractor's compliance with laws, ordinances, and policies.
- l. Such other information as may be secured by each school district that bears on the decision to make the award.

#### SERVICE DEFICIENCIES AND OFFSETS

1. The Contractor selected agrees that the highest standards of service are expected to be provided to each school district at all times during the term of the Contract and that reliable and timely service is essential to the school districts' provision of educational services to their respective students, and that service deficiencies negatively impact those operations and the education of the students. .
2. Each school district reserves the right to withhold certain payments in part or in whole based on the Contractor's performance under the terms of the Contract. By accepting the Contract, the Contractor agrees that in the event of the specific service deficiencies listed below, that sums listed under each occurrence may be withheld as an offset (and not as a penalty) from the next subsequent payment due the Contractor.

Conditions such as weather, traffic accidents that impede traffic, and construction that are outside of the Contractor's control will not result in the assessment of an offset for applicable situations outlined below, provided that the Contractor provides reasonable notice to the relevant school district's Supervisor of Transportation or Designee of the event and the Supervisor of Transportation or Designee, in his or her discretion, determines that the Contractor's reason for the service deficiency is valid. Each school district's Supervisor of Transportation or Designee will utilize current service expectations when implementing offsets.

- a. Late AM drop off at school program site after final bell results in an offset of 50% of the route cost.
- b. Late AM drop off at school program site after final bell without advance notification to district's Supervisor of Transportation or Designee results in an offset of 95% of the route cost.
- c. Late PM arrival at school site results in an offset of 50% of route cost.
- d. Late PM pick up at school program site without advance notification to

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- district's Supervisor of Transportation or Designee results in an offset of 95% of the route cost.
- e. Late pickup for activity bus routes (athletic; field trips; etc.) defined as later than 15 minutes from the scheduled departure time and/or late drop off for activity bus routes (athletic; field trips; etc.) defined as later than 15 minutes from the scheduled arrival time, \$100 offset per occurrence.
  - f. Failure to stop at a designated bus stop resulting in missed pick-ups, 50% offset of route cost for first occurrence, 100% of route cost thereafter.
  - g. Non-functional GPS system after Contractor has received 14 days notice from a school district and has not rendered the GPS system functional, 5% offset on following months' invoice per route.
  - h. No service to or from a regularly scheduled route, daily rate per vehicle results in an offset of 100% of the cost of the route. The school districts will only pay for routes actually run.
  - i. Leaving a child on a bus after the Contractor has completed the last stop, \$10,000.00 offset per occurrence. Imposition of the offset does not reduce or relieve the Contractor from its obligations to indemnify, hold harmless, and defend the school district in any subsequent action filed by the student and/or student's parent/guardian.
  - j. Camera system non-operational, \$100 offset per occurrence. District may request compliance at any given time.
  - k. Noncompliance with vehicle fleet stipulations will result in an offset equal to a 50% route reduction for each out of compliance vehicle.
  - l. Failure to perform a scheduled route will result in no charge for the route and an offset equal to the cost for the route. District may enforce for routes not performed within 45 minutes of scheduled time.

In conjunction with the monthly billing report a late route report must be attached.

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
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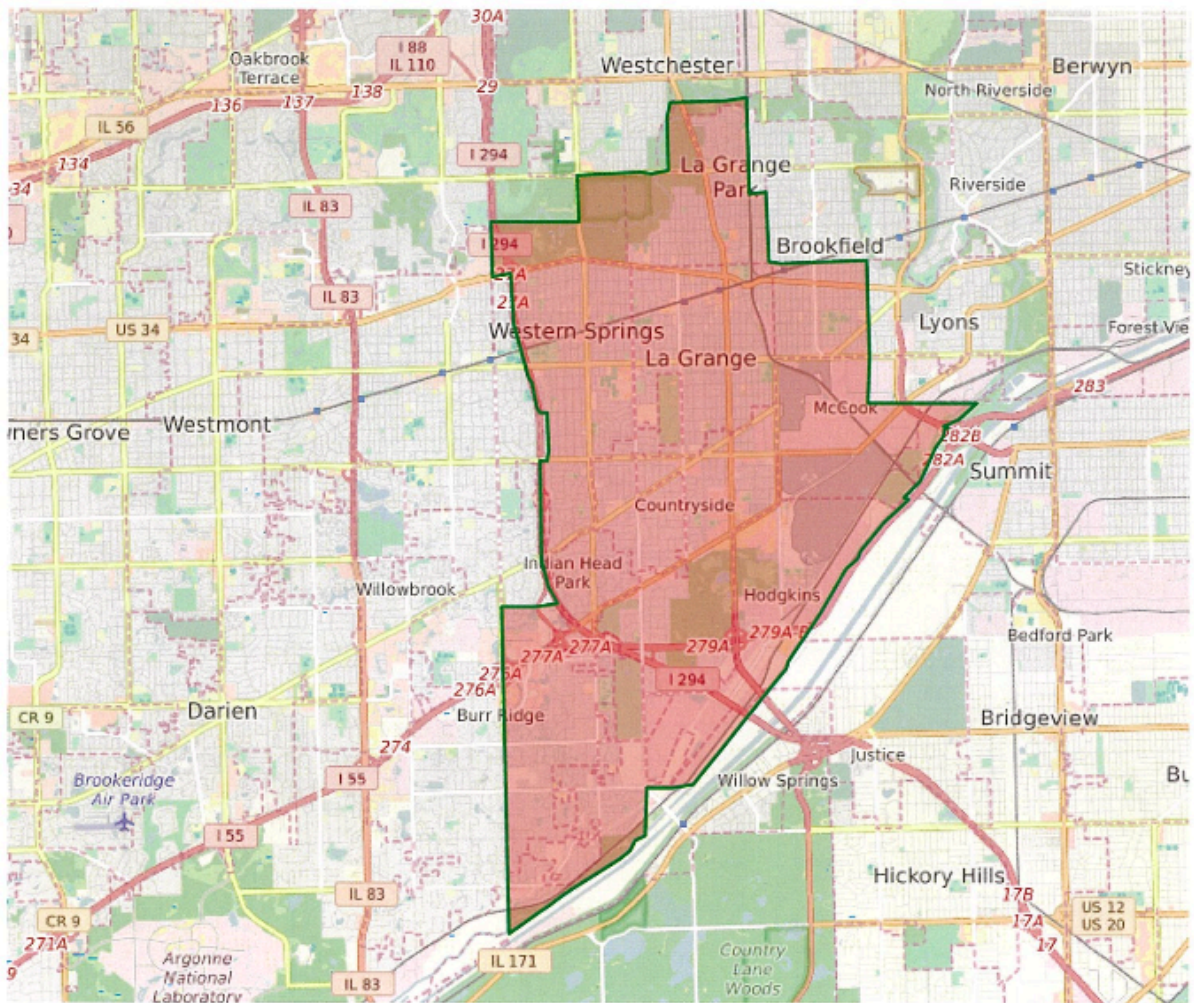
*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT A**

**SCHOOL DISTRICT BOUNDARY MAPS**

Lyons Township High School 204

**Lyons Township High School District 204  
Boundary Map**

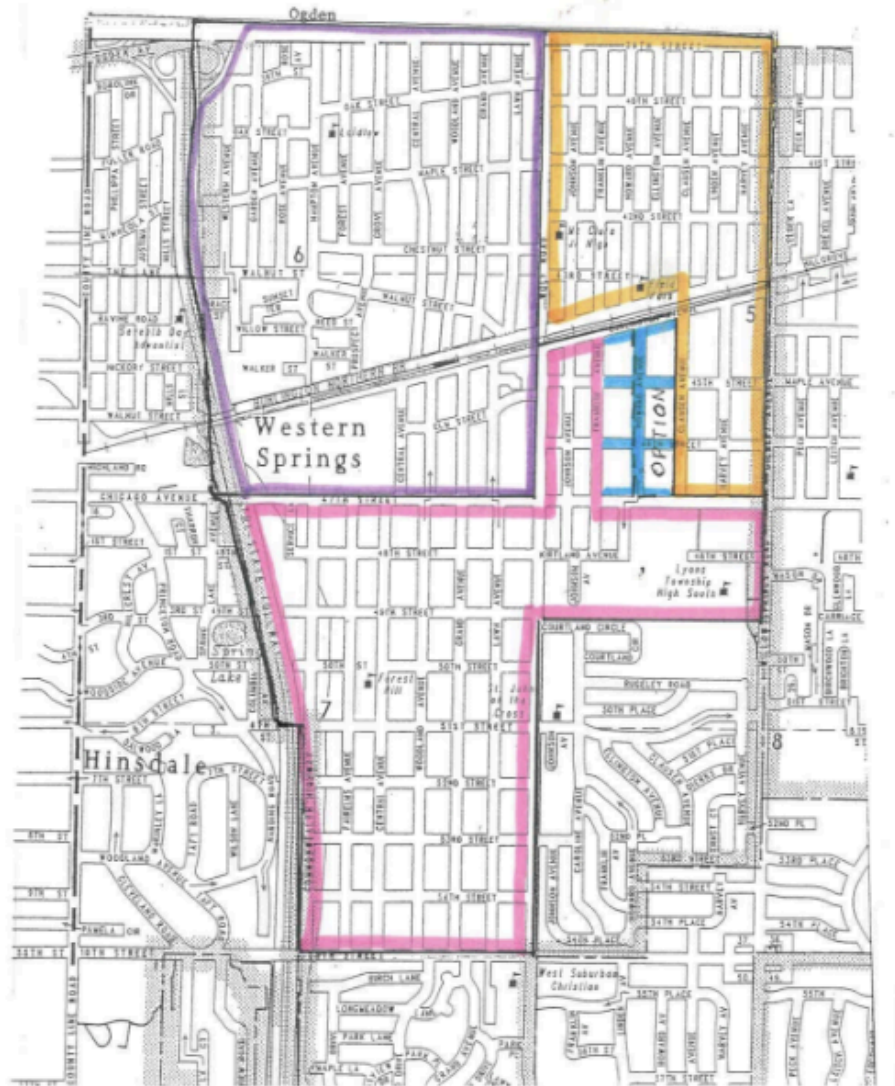


Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
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**Western Springs School District 101 Boundaries**

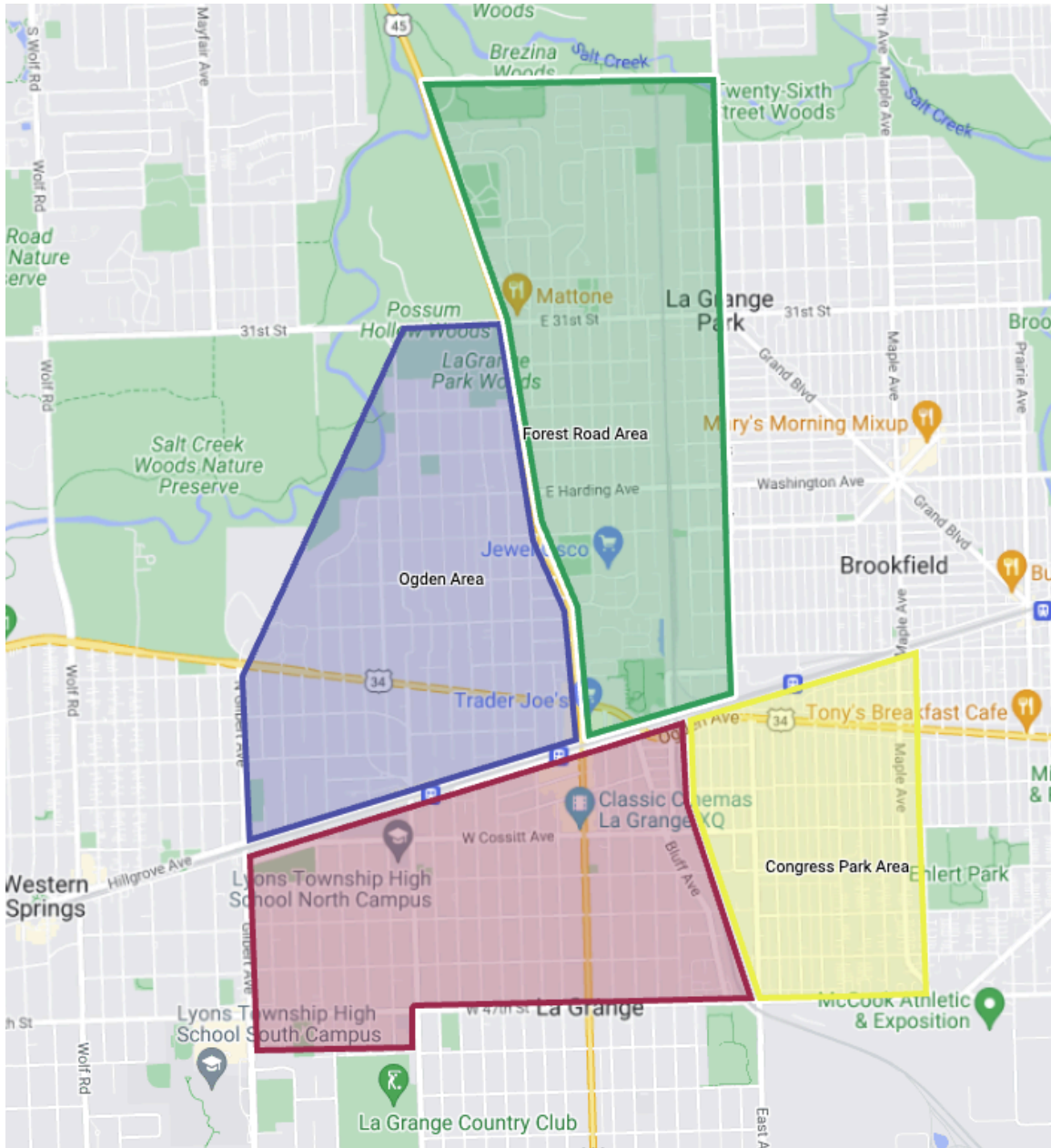
Option area between Forest Hills and Field Park includes the east and west sides of Howard Avenue and any homes on Burlington, 45th, 46th, or the north side of 47th Streets between Clausen and Howard.



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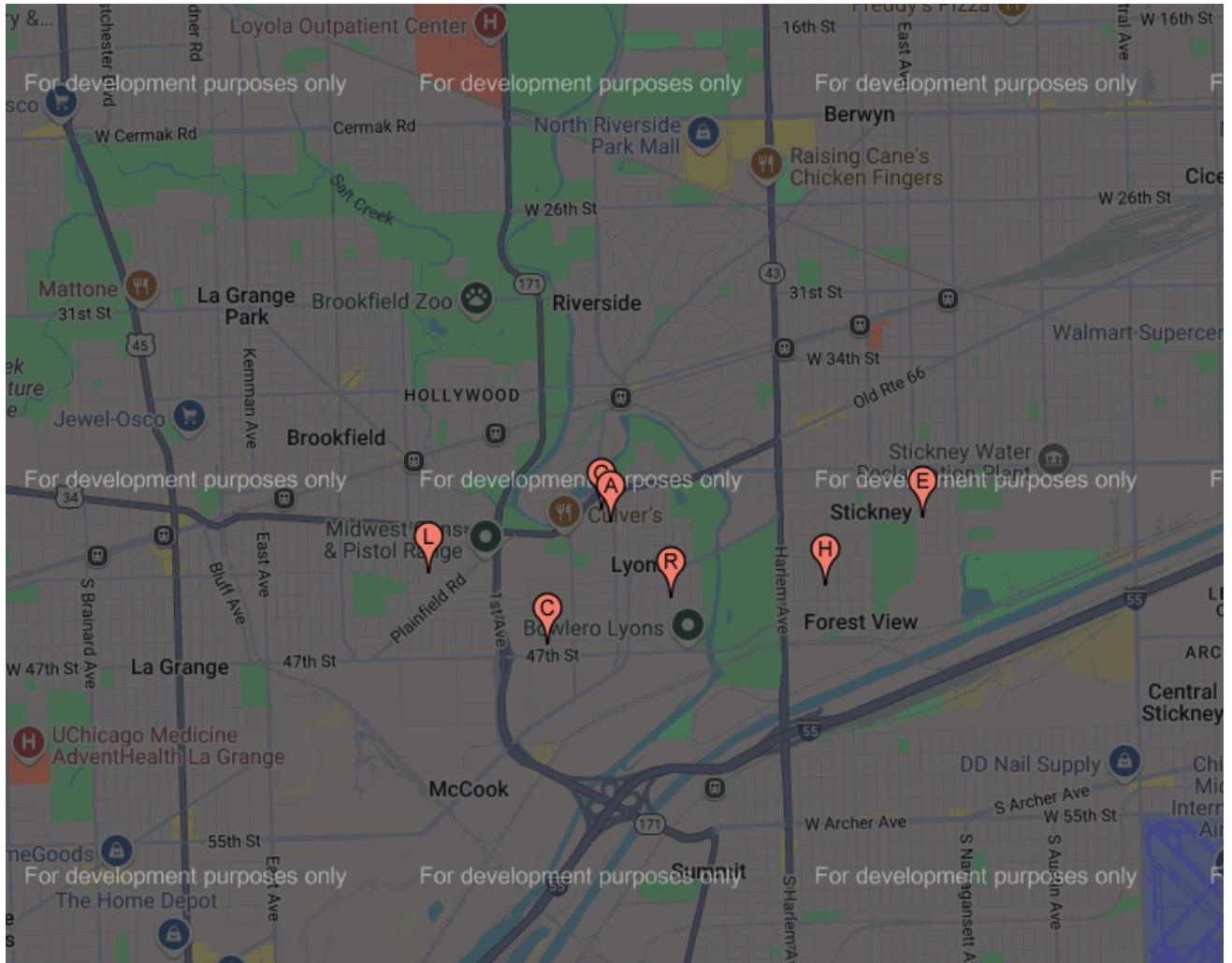
La Grange 102



**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
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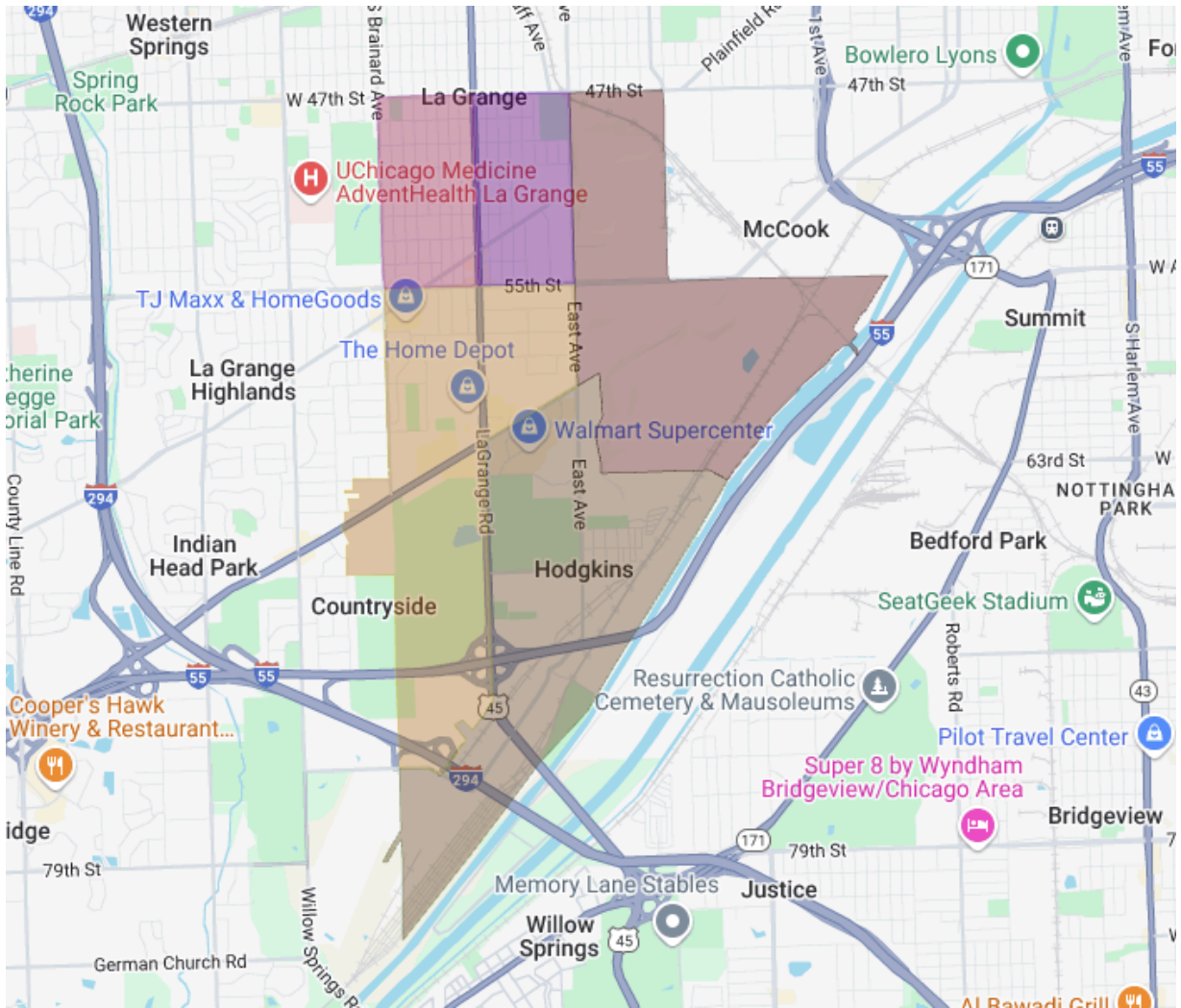
Lyons 103



**Bid Specifications and Conditions  
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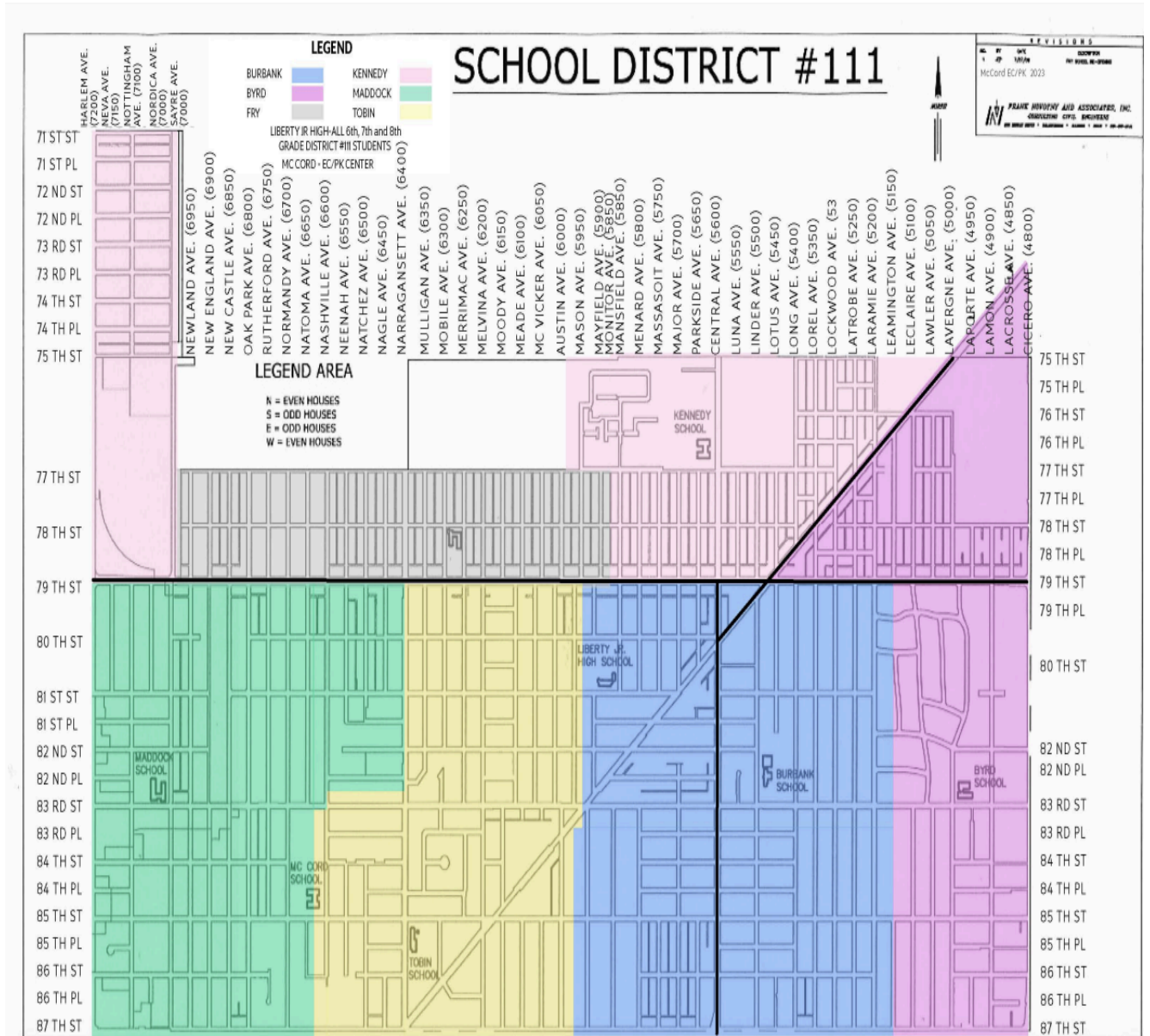
*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

La Grange 105



# Bid Specifications and Conditions TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS

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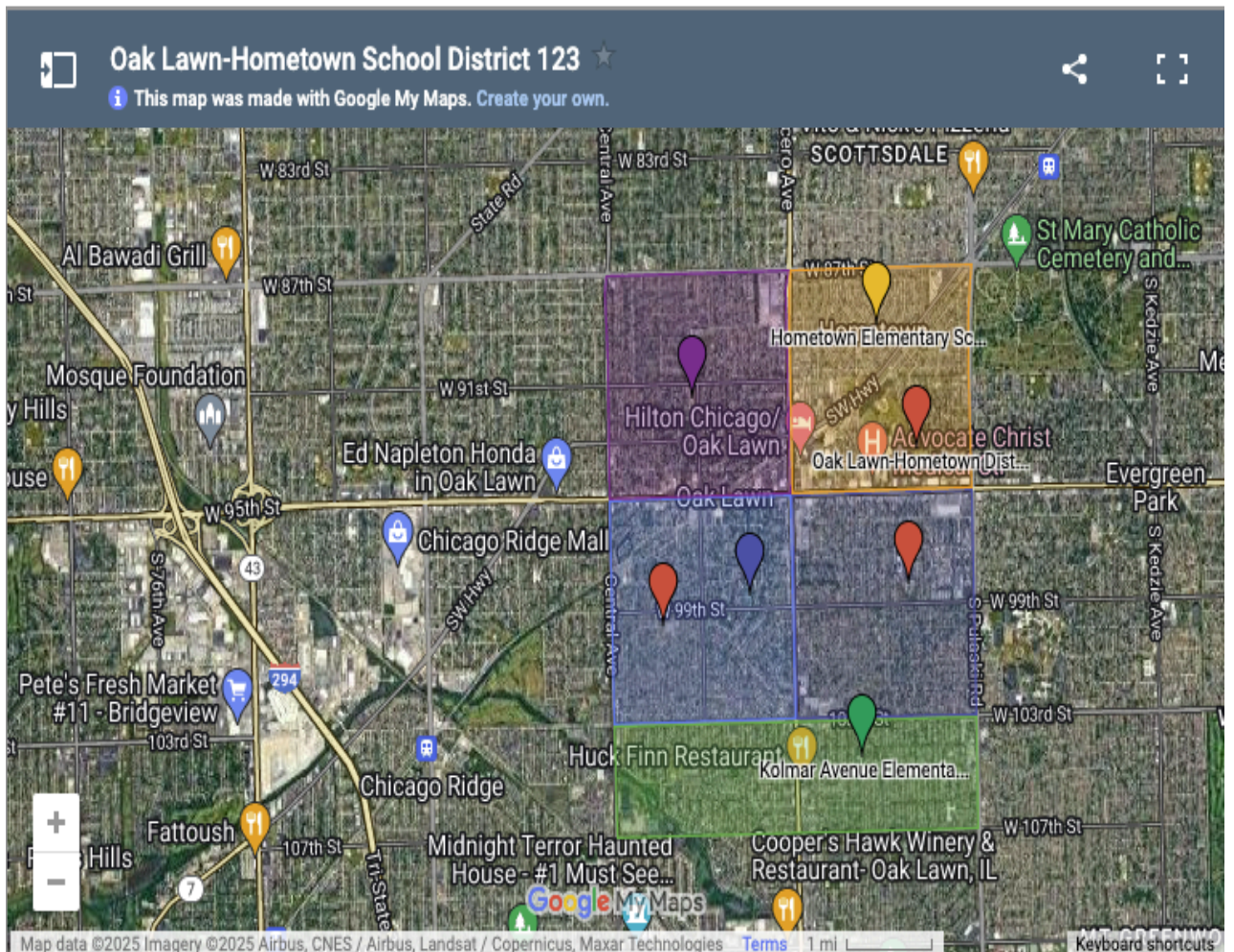


Bid Specifications and Conditions  
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## Boundaries for Oak Lawn-Hometown School District 123 are as follows:

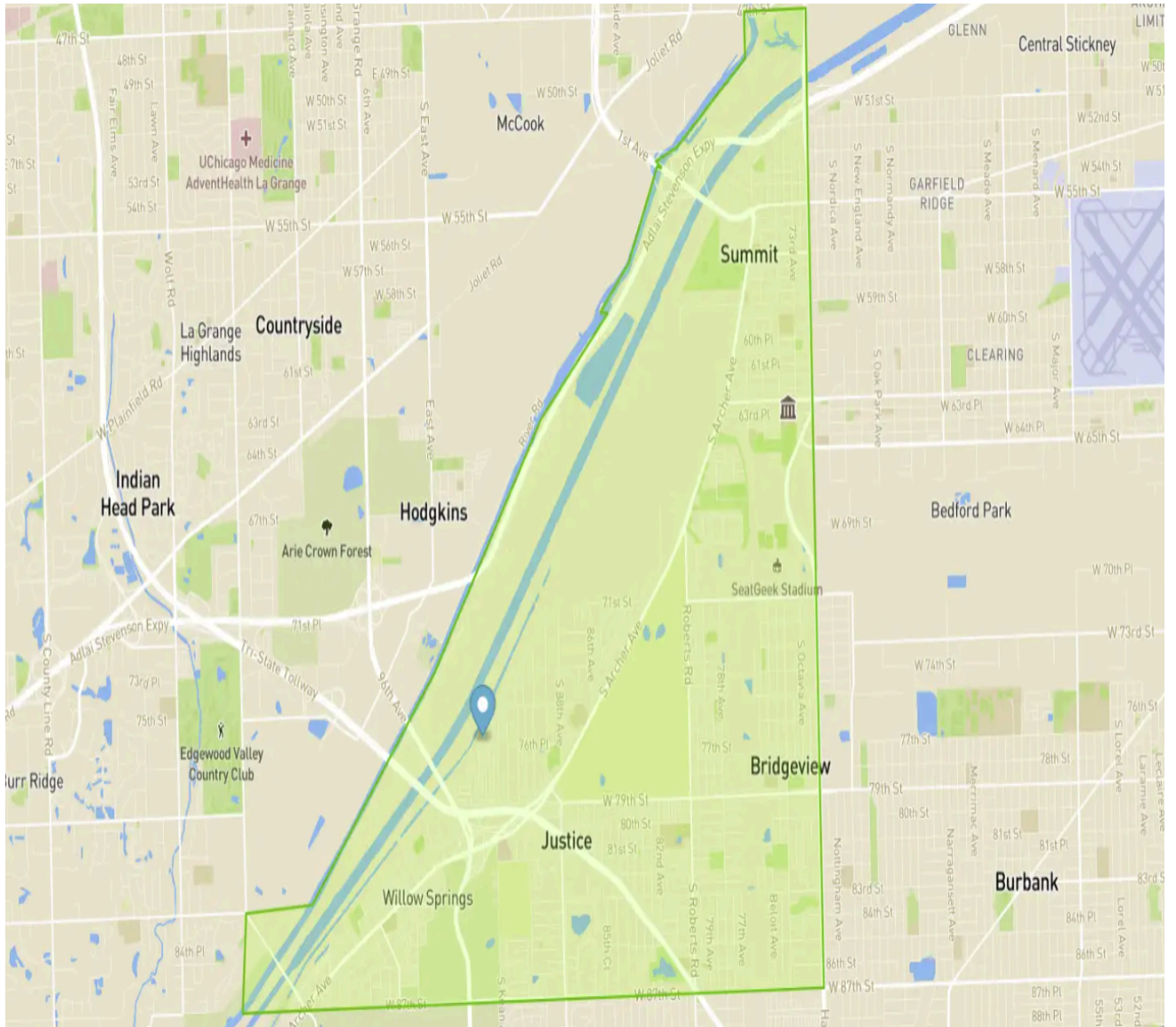
South of 87th Street – North of 107th Street – West of Pulaski Road – East of Central Avenue



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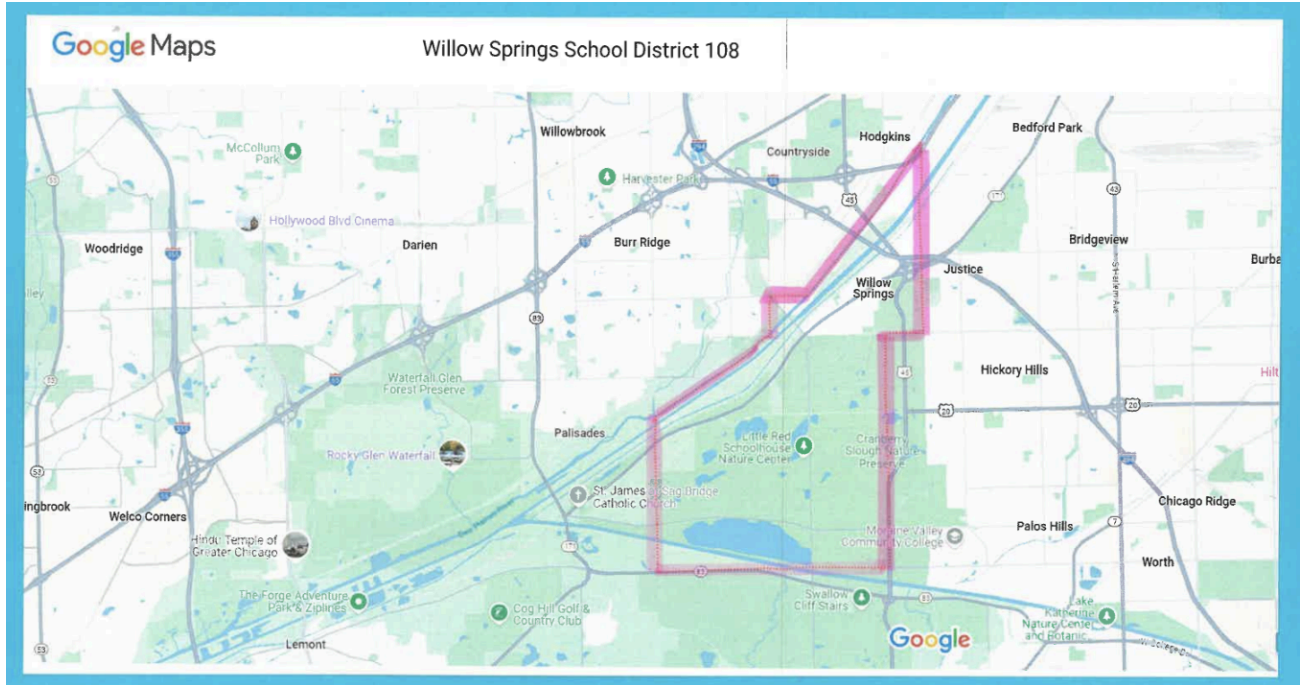
Argo 217



**Bid Specifications and Conditions  
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Willow 108

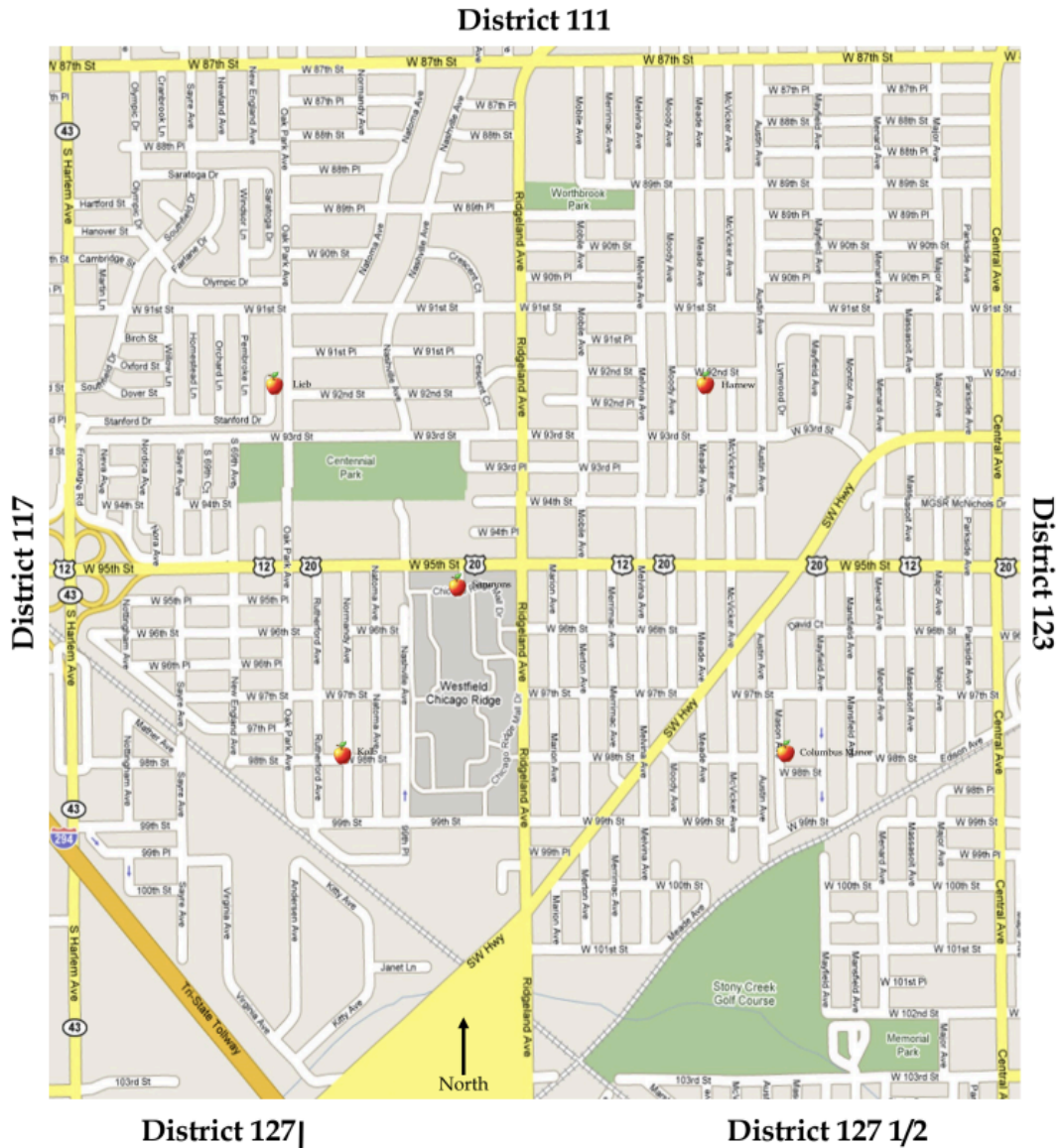


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Ridgeland 122

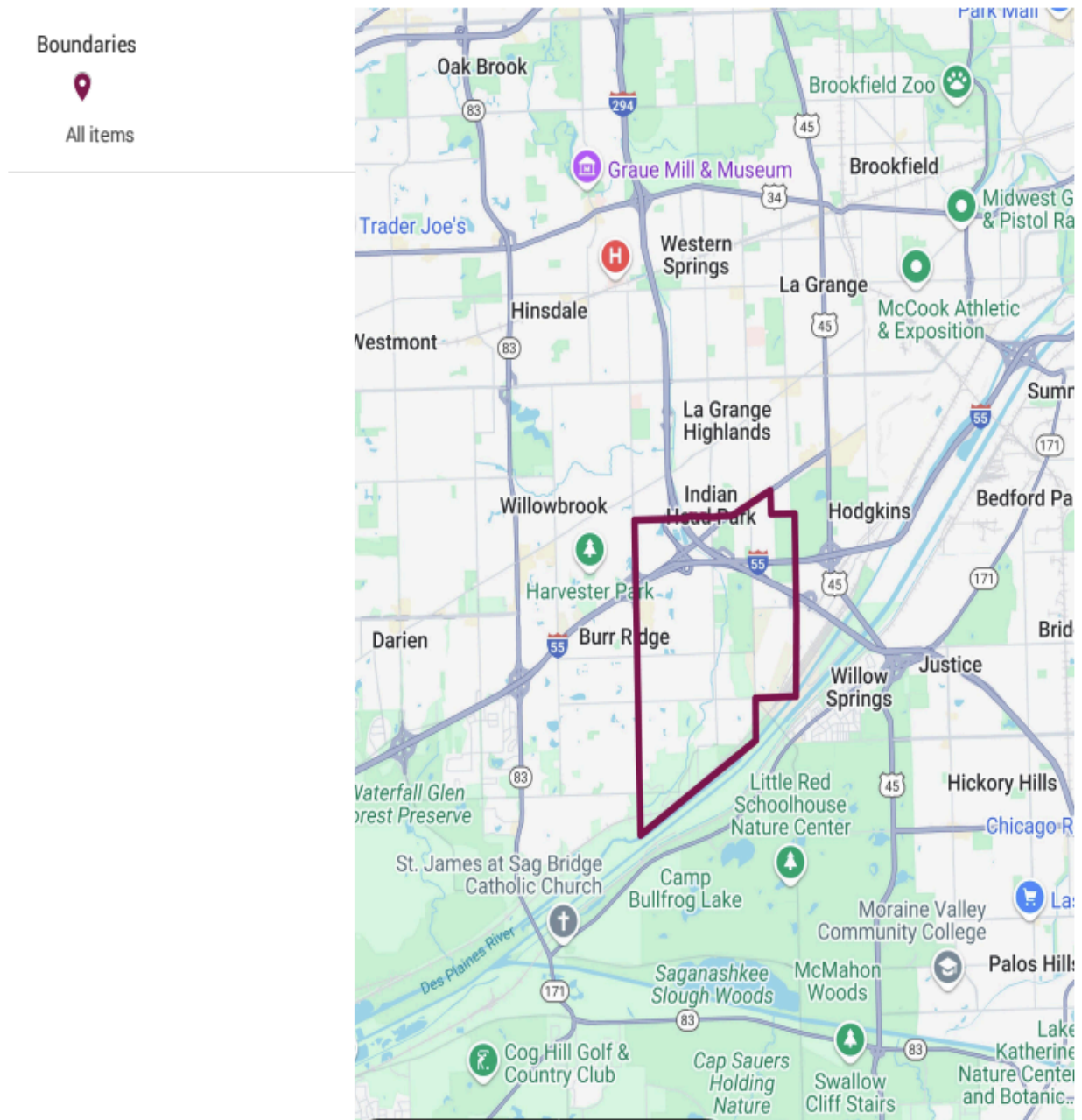
**DISTRICT BOUNDARIES  
RIDGELAND SCHOOL DISTRICT 122**



Bid Specifications and Conditions  
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## D107 School Boundary Map



**Bid Specifications and Conditions  
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**EXHIBIT B**

**SCHOOL DISTRICT DATA SHEET**

Each school district's data sheets as listed below:

**Lyons Township High School 204**

School District: Lyons Township High School District 204				
Data Sheet - All Routes Based on 2024-2025 School Year				
SCHEDULES				
General Education Routes				
		AM Anchor Time	AM Start Time	PM Anchor Time
Home to School (Arrival Times)		7:20 AM	7:45 AM	
School to Home (Departure Times)				3:00 PM
Late Start (Wednesdays)*		8:55 AM	9:15 AM	Same As Regular Day
Half-Days Arrival		7:20 AM	7:45 AM	
Half-Days Dismissal				11:25 AM
North Campus to TCD**		7:35 AM Departure		
TCD to North Campus		10:45 AM Departure		
In-District Shuttle (1 For Each Campus Daily)		8:20 AM Departure		2:00 PM Departure
Late Start-In-District Shuttle (1 For Each Campus Daily)		9:40 AM Departure		2:20 PM Departure
Activity Buses (5 Buses All Days of the Week)				4:30 PM Departure
*No Change to Late Start Dismissal Time				
**Technology Center of DuPage is located at 301 S. Swift Rd., Addison IL 60101				
ROUTES & RIDERSHIP				
General Education				
AM Buses Needed*			27	
PM Buses Needed*			21	
TCD Buses Needed*			1	
In-District Shuttle Buses Needed*			2	
Activity Buses Needed**			5	
Charters Per Year**			871	
Summer School Buses Need (If Applicable)***			4	
*Based on current routes for 2024-2025. Numbers may vary in future years.				
**Based on current needs for 2024-2025 School Year. Numbers may vary in future years.				
***Summer school buses are not utilized every year. It is based on needs of students.				
MILEAGE PER 2023-2024 TRANSPORTATION CLAIM				
Total Regular Route Miles			86,720	
Total Regular Curriculum Field Trip Miles			17,152	
Total Vocational Miles			6,276	
Non-Reimbursable Miles			44,691	
Total Number of Attendance Days			175	

**Bid Specifications and Conditions  
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**101**

SCHEDULES							
General Education Routes							
District (Option)		Middle	Elementary-AM	Elementary-PM			
D101 AM	Anchor Time	8:10 AM	8:15 AM				
	Start Time	7:40 AM	8:30 AM				
D101 PM	Anchor Time	3:20 PM		3:30 PM			
	Dismissal Time	3:40 PM		3:40 PM			
	Late						
	Late						
ROUTES & RIDERSHIP							
General Education Routes							
District (Option)		McClure 6-8	Field Park K-5	Forest Hills K-5	Laidlaw K-5		
AM/PM Only Buses Needed		2	1	1	1		
Athletic Bus Runs		51	0	0	0		
Late Activity Buses (PM Only)		1	2	2	1		
Field Trips Per Year		60	12	12	15		
ROUTES & RIDERSHIP							
General Education Routes							
		McClure 6-8	Field Park K-5	Forest Hills K-5	Laidlaw K-5	District Total	
Total Home to School Miles		0	0	0	0	146	
Route Mileage						43	
Loaded Home to School Miles		0	0	0	0	21	
Total Number of Attendance Days		0	0	0	0	176	
Total Loaded Home to School Miles		0	0	0	0	3,696	
Sport Charter Miles		0	0	0	0	826	
Non-Sport Charter Miles		0	0	0	0	3,361	

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
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**102**

SCHEDULES										
General Education Routes										
District		Jr High-AM	Elementary-AM	Jr High-PM	Elementary-PM	Jr High & Elementary Early	Early Band/Activity (T, W, F)	PM Activity Route (Mon-Friday)	Jr High Late	Elementary Late
D102 AM	Anchor time	8:15 AM	8:00 AM					7:10 AM		
	Start time	8:30 AM	8:15 AM					7:20 AM		
D102 PM	Anchor time			3:20 PM	3:05 PM	2:15 PM		4:20 PM		
	Dismissal time			3:30 PM	3:15 PM	2:30 PM		4:30 PM		
	Late									
	Late									
ROUTES & RIDERSHIP										
General Education										
	Barnsdale	Cong Park	Cossitt	Forest Road	Ogden	Park JH				
AM/PM Only Buses Needed-Paired Route		1		2	1	8				
AM/PM Only Buses Needed-Unpaired Route		1	1							
Zero Hr/Early Band/Activity						2				
Pre-K AM/PM Shuttle Buses	2									
Elementary AM Band Shuttle Buses		1	1	1	1					
LTHS Shuttle Bus						1				
Late Activity buses/Athletic buses				1		2				
Charter Per Year										
Summer School AM/PM Buses		1	1	1						
All Packages										
	Barnsdale	Cong Park	Cossitt	Forest Road	Ogden	Park JH	District Total			
Daily Total Home to School Miles							87			
Daily Loaded Home to School Miles							102			
Total number of Attendance Days							174			
Total Loaded Home to School Miles							17748			
Sport Charter miles							7401			
Non-Sport Charter miles							2712			



**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

103

Lyons School District 103								
Data Sheet								
Bus Routes								
	AM				PM			
George Washington Middle School	Route	Start @ Hodgkins	End	Pair	Route	Start @ Hodgkins	End	Pair
	103001A	7:22AM	7:45 AM GWMS		103001P	2:22PM	3:06PM	
	103002A	6:59AM	7:45 AM GWMS		103002P	2:22PM	3:05PM	Nazarath
	103003A	7:29AM	7:45 AM GWMS	Park JH	103003P	2:22PM	3:06PM	Park JH
	103004A	7:00AM	7:45 AM GWMS		103004P	2:22PM	3:08PM	Gross MS
	103005A	7:00AM	7:45 AM GWMS		103005P	2:22PM	3:04PM	Robinson
	103006A	7:00AM	7:45 AM GWMS		103006P	2:22PM	3:13PM	LTHS
	103007A	7:00AM	7:45 AM GWMS		103007P	2:22PM	3:13PM	LTHS
	103008A	7:00AM	7:45 AM GWMS		103008P	2:22PM	3:16PM	Park JH
	103009A	6:36AM	7:45 AM GWMS		103009P	2:22PM	3:12PM	
	103010A	7:00AM	7:45 AM GWMS		103010P	2:21PM	3:17PM	LTHS
	103011A	7:00AM	7:45 AM GWMS		103011P	2:22PM	3:20PM	LTHS
STEM	103STEM	5:30AM	6:30AM Morton West HS					
	103STEM	8:45AM	9:03AM GWMS					
Late Bus					103012P	3:50PM (start @ GWMS)	4:19PM	
					103013P	3:50PM (start @ GWMS)	4:45PM	
					103014P	4:45PM (start @ GWMS)	5:24PM	
Lincoln	103LIN A	7:59AM	8:20AM Lincoln		103LIN P	3:14PM	3:29PM	
Robinson	103005RA	8:06AM	8:25AM Robinson		103005RP	3:00PM	3:28PM	
Band					103015P	3:20PM	3:52PM	GWMS
Mileage per 2023-2024 Transportation Claim								
				District Total				
Daily Total Miles				103				
Total # of Attendance Days				176				
Field Trip Miles				1217				
Charters per Year (District)				8				

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**105**

Bid Specifications and Conditions TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS <i>The following specifications and conditions will be incorporated as part of the final contract or contracts.</i>									
EXHIBIT B SCHOOL DISTRICT DATA SHEET									
Each school district's data sheets as listed below:									
School Districts: Data Sheet - All Packages									
General Education Routes									
District (105)		MS-AM	Elementary-AM	MS-PM	Elementary-PM	Early Band/ 0hr (M-Th)	PM Activity Route (Mon-Fri)	MS-Late Bus	Elem-Late Bus
District #	Anchor Time	8:00	8:15			7:00			
	Start Time	8:15	8:30			7:20			
District #	Anchor Time			2:55	2:45				
	Dismissal Time			3:15	3:00		4:15		
	LATE							3:45	
	LATE								3:30
ROUTES & RIDERSHIP									
General Education									
AM/PM only Buses Needed, Plus 1 Is PreK Bus	Gurrie MS	Spring Ave	Seventh Ave	Hodgkins	Ideal				
	3	0	0	2+1	2				
Zero Hr/Early Band/Chorus	2								
AAD Bus Route				1	1				
Late activity bus/Athletic bus runs	1								
Charters Per Year	6	6	6	6	6				
Summer School Buses Needed	1		2						
2024-2025 Transportation Claims									
All Packages	Gurrie MS	Spring Ave	Seventh Ave	Hodgkins	Ideal				District Total
Daily Total Home to School miles									9576
Daily Loaded Home to School miles									5807
Total number of Attendance days									176
Total Loaded Home to School miles									9576
Sport Charter miles									1,826
Non-Sport Charter miles									668

## Bid Specifications and Conditions TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

111

Schedules								
General Education Routes								
District (Option)		Burbank	Byrd	Fry	Kennedy	Maddock	Tobin	LJH
D111 AM	Anchor time	7:45am	7:45am	7:45am	7:45am	7:45am	7:45am	8:15am
	Start time	8:05am	8:05am	8:05am	8:05am	8:05am	8:05am	8:35am
D111 PM	Anchor time	2:25pm	2:25pm	2:25pm	2:25pm	2:25pm	2:25pm	3:15pm
	Dismissal time	2:35pm	2:35pm	2:35pm	2:35pm	2:35pm	2:35pm	3:25pm
	PASS (after school care transportation)	2:30pm						
	Late	4:00pm			4:00pm			4:30pm
Routes & Ridership								
General Education								
	Burbank	Byrd	Fry	Kennedy	Maddock	Tobin	LJH	
AM/PM Only Buses Needed	3	2	0	1	0	0	0	8
Lunch Band	0	0	0	0	0	0	2	0
Late Activity Bus	1	0	0	1	0	0	0	2
Charters Per Year	23	23	23	23	23	23	23	23
Summer School Buses Needed	4	0	0	0	0	0	0	0
MILEAGE PER 2023-24 TRANSPORTATION CLAIM								
ALL PACKAGES								
	Burbank	Byrd	Fry	Kennedy	Maddock	Tobin	LJH	District Total
Daily Total Home to School miles								83.8
Daily Loaded Home to School miles								83.8
Total number of attendance days								176
Total Loaded Home to School miles								18967
Sport Charter miles								9892.37
Non-Sport Charter miles								568.4

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**123**

**SCHOOL DISTRICT OAK LAWN-HOMETOWN 123 DATA SHEET**

Each school district's data sheets as listed below:

Data Sheet - All Packages

General Education Routes				
District (Option)	AM Route	PM Route	AM Activity Route	PM Activity Route
District # 123	8:20		7:30	
		3:30		
				4:30 and 5:00

Note: Anchor times should be adjusted as necessary to arrive at least 10 minutes before the start of school

**ROUTES & RIDERSHIP**

General Education						
	Covington School	Hannum School	Hometown School	Kolmar School	OLHMS	Sward School
AM/PM only Buses Needed	1	0	2	2	11	0
Late activity bus/Athletic bus runs					4	
Charters Per Year						
Summer School Buses Needed						

2024-2025 Transportation Claims

Please see attached claim document

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**217**

**SCHOOL DISTRICT DATA SHEET**

Each school district's data sheets as listed below:

School Districts:  
Data Sheet - All Packages

General Education Routes		ARGO							
Argo Community High School District 217									
District #	Anchor Time	7:45:00 AM							
	Start Time	8:00:00 AM							
District #	Anchor Time	2:45:00 PM							
	Dismissal Time	2:55:00 PM							
	LATE	4:45 PM							
	LATE	5:45 PM							
ROUTES & RIDERSHIP									
General Education									
AM/PM only Buses Needed		19							
Late Activity Bus		4							
Late Bus/Athletic bus runs		varies							
Charters Per Year		varies							
Summer School Buses Needed		varies							
2024-2025 Transportation Claims									
All Packages									
Daily Total Home to School miles	150,289,727								
Daily Loaded Home to School miles	26,451								
Total number of Attendance days	176								
Total Loaded Home to School miles	?								
Sport Charter miles	22,000								
Non-Sport Charter miles	6,000								

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**108**

Bid Specifications and Conditions TRANSPORTATION SERVICES FOR REGULAR EDUCATION STUDENTS <i>The following specifications and conditions will be incorporated as part of the final contract or contracts.</i>				
EXHIBIT B SCHOOL DISTRICT DATA SHEET				
Each school district's data sheets as listed below:				
School Districts: Data Sheet - All Packages				
General Education Routes				
Willow Springs School District 108	Willow - AM	Willow - PM	Willow - LATE BUS	
District #108	Anchor Time	8:20	3:10	4:10
	Start Time	8:30	3:15	4:15
General Education				
AM/PM only Buses Needed	5			
Breakfast Bus	2			
Late Activity Bus	1			
Late Bus/Athletic bus runs	1			
Charters Per Year	10			
Athletic Buses Needed	40			
<b>2024-2025 Transportation Claims</b>				
All Packages				
Daily Total Home to School miles				
Daily Loaded Home to School miles				
Total number of Attendance days				
Total Loaded Home to School miles				
Short Charter miles				
Non-Short Charter miles				

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**122**

EXHIBIT B							
SCHOOL DISTRICT DATA SHEET							
Each school district's data sheets as listed below:							
School District: <b>RIDGELAND SCHOOL DISTRICT 122</b> Data Sheet - All Packages							
<b>General Education Routes</b>							
<b>Ridgeland School District 122</b>		MS-AM	Elementary-AM	MS-PM	Elementary-PM	Early Band/ Zero hr (M.T.Th.F)	PM Activity Route (Mon-Fri)
District #122 AM	Start Time	8:15AM	8:50AM			7:15AM	
District #122 PM	Dismissal Time			2:45PM	3:20PM		
	Pickup Time for Activity Route						3:30PM
District #122 Half Day	Half Day / Early Dismissal Time			11:35AM	12:10PM		
<b>ROUTES &amp; RIDERSHIP</b>							
General Education							
	Columbus Manor	Ernest F. Kolb	George W. Lieb	Harnew	Simmons Middle School		
Daily AM/PM	1	4			8		
Zero Hr/Early Band/Chorus					1		
Activity / Athletic Bus	10	10	10	10	80		
Field Trips	6	6	6	6	3		
Summer School		5					
2024-2025 Transportation Claims							
<b>All Packages</b>	District Total						
Daily Loaded Route Miles	68						
Total Route Miles	11956						
Total number of Attendance days	176						
Sport Charter miles	81						
Non-Sport Charter miles	4,918						

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**107**

SCHEDULES							
General Education Routes							
District 107		Middle	Elementary-AM	Elementary-PM			
D107 AM	Anchor Time	8:10 AM	8:50 AM				
	Start Time	8:22 AM	9:00 AM				
D107 PM	Anchor Time	3:15 PM		3:10 PM			
	Dismissal Time	3:22 PM		3:15 PM			
	Late						
	Late						

ROUTES & RIDERSHIP							
General Education Routes							
District 107		PMS 5-8	PES PreK-4				
AM/PM Only Buses Needed		7	7				
Athletic Bus Runs		51	0				
Late Activity Buses (PM Only)		1	1				
Field Trips Per Year		16	12				

ROUTES & RIDERSHIP							
General Education Routes							
		PMS 5-8	PES PreK-4	District Total			
Total Home to School Miles		0	0	194			
Route Mileage		0	0	166			
Loaded Home to School Miles		0	0	166			
Total Number of Attendance Days		176	176	176			
Total Loaded Home to School Miles		0	0	29,274			
Sport Charter Miles		0	0	1,002			
Non-Sport Charter Miles		0	0	5,401			



Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT C**

**DISTRICT SCHOOL LOCATIONS AND CURRENT SCHOOL HOURS**

**ARGO HIGH SCHOOL DISTRICT 217**

Argo High School 7329 W. 63rd St. Summit, IL 60501	8:00 AM - 2:55 PM
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**BURBANK SCHOOL DISTRICT 111**

Luther Burbank School 8235 S. Linder Burbank, IL 60459	8:05 AM - 2:35 PM
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Richard E. Byrd School 8259 S. Lavergne Burbank, IL 60459	8:05 AM - 2:35 PM
---	-------------------

Harry E. Fry School 7805 S. Mobile Burbank, IL 60459	8:05 AM - 2:35 PM
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Jacqueline B. Kennedy 7644 S. Central Burbank, IL 60459	8:05 AM - 2:35 PM
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Rosa G. Maddock School 8258 S. Sayre Burbank, IL 60458	8:05 AM - 2:35 PM
--	-------------------

Edward J. Tobin School 8501 S. Narragansett Burbank, IL 60459	8:05 AM - 2:35 PM
---	-------------------

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

Liberty Junior High School 5900 W. 81st Street Burbank, IL 60459	8:30 AM - 3:25 PM
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**LAGRANGE SCHOOL DISTRICT 102**

Barnsdale School 920 Barnsdale Road LaGrange Park, IL 60526	8:15 AM - 3:15 PM
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Congress Park School 9311 Shields Ave Brookfield, IL 60513	8:15 AM - 3:15 PM
--	-------------------

Cossitt Elementary School 115 W. Cossitt Ave LaGrange, IL 60525	8:15 AM - 3:15 PM
---	-------------------

Forest Road School 901 N. Forest Road LaGrange Park, IL 60526	8:15 AM - 3:15 PM
---	-------------------

Ogden Avenue School 501 Ogden Avenue LaGrange, IL 60525	8:15 AM - 3:15 PM
---	-------------------

Park Junior High School 325 N. Park Road LaGrange Park, IL 60526	8:30 AM - 3:30 PM
--	-------------------

**LAGRANGE SCHOOL DISTRICT 105**

Gurrie Middle School 1001 S. Spring Ave La Grange, IL 60525	8:15 AM – 3:15 PM
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Spring Ave Elementary School 1001 S. Spring Ave La Grange, IL 60525	8:30 AM – 3:00 PM
---	-------------------

Hodgkins Elementary School 6516 S. Kane Ave Hodgkins, IL 60525	8:30 AM – 3:00 PM
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Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

Ideal Elementary School 9901 W. 58th Street Countryside, IL 60525	8:30 AM – 3:00 PM
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Seventh Ave Elementary School 701 S. Seventh Ave. La Grange, IL 60525	8:30 AM – 3:00 PM
---	-------------------

**LYONS SCHOOL DISTRICT 103**

George Washington Middle School 8101 Ogden Ave. Lyons, IL. 60534	7:55 AM - 2:40 PM
--	-------------------

Edison Elementary School 4100 Scoville Ave Stickney, IL. 60402	8:30 AM - 3:05 PM
--	-------------------

Home Elementary School 4400 South Home Ave. Stickney, IL. 60402	8:30 AM - 3:05 PM
---	-------------------

Lincoln Elementary School 4300 Grove Ave. Brookfield, IL. 60513	8:30 AM - 3:05 PM
---	-------------------

Robinson Elementary School 4431 Gage Ave. Lyons, IL 60534	8:30 AM - 3:05 PM
---	-------------------

Costello Elementary School 4632 Clyde Ave. Lyons, IL 60534	8:30 AM - 3:05 PM
--	-------------------

**LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

North Campus 100 S. Brainard Ave. La Grange, IL 60525	7:45 AM - 3:05 PM
---	-------------------

South Campus 4900 S. Willow Springs Road Western Springs, IL 60558	7:45 AM - 3:05 PM
--	-------------------

**OAK LAWN HOMETOWN DISTRICT 123**

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

Covington School 8:30 AM - 3:20 PM  
9130 South 52<sup>nd</sup> Avenue  
Oak Lawn, IL 60453

Hannum School 8:30 AM - 3:20 PM  
9800 South Tripp Avenue  
Oak Lawn, IL 60453

Hometown School 8:30 AM - 3:20 PM  
8870 South Duffy Avenue  
Hometown, IL 60456

Kolmar School 8:30 AM - 3:20 PM  
10425 South Kolmar Avenue,  
Oak Lawn, IL 60453

Oak Lawn Hometown Middle School (OLHMS) 8:30 AM - 3:20 PM  
5345 West 99<sup>th</sup> Street  
Oak Lawn, IL 60453

Sward School 8:30 AM - 3:20 PM  
9830 South Brandt Avenue  
Oak Lawn, IL 60453

**PLEASANTDALE SCHOOL DISTRICT 107**

Pleasantdale Elementary School 8:55 AM – 3:20 PM  
8100 School Street  
LaGrange, IL 60525

Pleasantdale Middle School 8:20 AM – 3:22 PM  
7450 S. Wolf Road  
Burr Ridge, IL 60527

**RIDGELAND SCHOOL DISTRICT 122**

Simmons Middle School 8:15 AM - 2:45 PM  
6450 West 95th Street  
Oak Lawn, IL 60453

Kolb Elementary School 8:50 AM - 3:20 PM  
9620 South Normandy Avenue  
Oak Lawn, IL 60453

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

Columbus Manor Elementary School  
9700 South Mayfield Avenue  
Oak Lawn, IL 60453  
8:50 AM - 3:20 PM

Lieb Elementary School  
9101 Pembroke Lane  
Bridgeview, IL 60455  
8:50 AM - 3:20 PM

Harnew Elementary School  
9101 South Meade Avenue  
Oak Lawn, IL 60453  
8:50 AM - 3:20 PM

**WESTERN SPRINGS SCHOOL DISTRICT 101**

McClure Junior High  
4225 Wolf Road  
Western Springs, IL 60558  
8:15 AM - 3:20 PM

John Laidlaw Elementary  
4072 Forest Avenue  
Western Springs, IL 60558  
8:30 AM - 3:30 PM

Forest Hills Elementary  
5020 Central Avenue  
Western Springs, IL 60558  
8:30 AM - 3:30 PM

Field Park Elementary  
4335 Howard Avenue  
Western Springs, IL 60558  
8:30 AM - 3:30 PM

**WILLOW SPRINGS SCHOOL DISTRICT 108**

Willow Spring School  
8345 S. Archer Ave.  
Willow Springs, IL 60480  
8:25 AM - 3:15 PM

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT D**

**BID TABS CALCULATIONS**

**Lyons Township High School 204**

<b>Lyons Township High School District 204</b>		
<b>2025-2026 School Year Proposed Transportation Rates</b>		
<b>Route Type</b>	<b>2025-2026 (Paired)</b>	<b>2025-2026 (Unpaired)</b>
AM Regular Routes		
PM Regular Routes		
Late Departure		
Late Starts		
North Campus to TCD		
TCD to North Campus		
AM Shuttle		
Midday Shuttle		
PM Shuttle		
Early Departures		
Late Arrivals		
<b>Time Charges and Field Trips (Charters)</b>	<b>2025-2026</b>	
2 Hours or Less		
3 Hours or Less		
4 Hours or Less		
5 Hours or Less		
Each additional 1/4 hour beyond 5 hours		
Additional charges for charters that conflict with regular school route times: School day charters starting before 8:45 AM and school day charters starting, ending or conflicting with 2:45-4:00 PM		
Base Fuel Pricing Per Gallon		

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

101

<b>Route Type</b>	<b>2025-2026</b>
One way rate AM or PM	
One way mid-day kindergarten	
Early Dismissal - per bus	
One way rate AM or PM unpaired	
<b>Field Trips</b>	
2 Hours or less	
3 Hours or less	
4 Hours or less	
5 Hours or less	
Each additional 1/4 hour rate	
Conflict Fee	
(per bus per occurrence before 9:00 AM or between 2:00 and 4:00 PM on school days)	
Fuel peg	

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

102

<b>LAGRANGE SD 102 RATE SHEET</b>		
<b># OF ROUTES</b>	<b>ROUTE DESCRIPTION</b>	<b>2025-26</b>
9	AM PARK JR ROUTE 8:20 ARRIVAL PER BUS PER TRIP	
	PM PARK JR ROUTE-3:20 DEPARTURE PER BUS PER TRIP	
9	TRIP	
	AM ELEMENTARY PAIRED ROUTE 8:15 ARRIVAL PER	
5	BUS PER TRIP	
	PM ELEMENTARY PAIRED ROUTE 3:15 DEPARTURE PER	
5	BUS PER TRIP	
	AM ELEMENTARY UNPAIRED ROUTE 8:15 ARRIVAL PER	
5	BUS PER TRIP	
	PM ELEMENTARY UNPAIRED ROUTE 3:15 DEPARTURE	
5	PER BUS PER TRIP	
	AM BARNSDALE SHUTTLES-8:20 ARRIVAL PER BUS PER	
3	TRIP	
	PM BARNSDALE SHUTTLES-3:00 DEPARTURE PER BUS	
3	PER TRIP	
2	EARLY ROUTE-7:30 ARRIVAL AT PARK JH (MON-FRI)	
	LATE ROUTE-4:05 DEPARTURE (M, T, TH, F) FROM PARK	
2	JH	
	MUSIC ROUTES - 8:10 AM DEPARTURE (T,W,F) FROM	
3	PARK JH	
	EVERY WEDNESDAY EARLY DISMISSAL AT 2:30 PM PER	
17	BUS	
	BUS MONITOR PER RUN (FOREST RD SCHOOL) PER	
4	MONITOR PER DAY	
2	KDG ROUTE MIDDAY-PER BUS PER DAY	
1	AM MATH SHUTTLE FROM LTHS	
	SUMMER SCHOOL AM PER BUS	
	SUMMER SCHOOL PM PER BUS	
	FUEL PEG	
	<b>DESCRIPTION OF TIME CHANGES AND FIELD TRIPS</b>	
	<b>FIELD TRIPS</b>	
	3 HOURS	
	4 HOURS/ATHLETIC TRIPS	
	5 HOURS	
	EACH ADDITIONAL HOUR	
	ADDITIONAL CHARGE FOR FIELD TRIPS THAT CONFLICT	
	REGULAR SCHOOL ROUTE TIMES BEFORE 8:45 AM AND	
	BETWEEN THE HOURS OF 2:30 PM AND 4:30 PM	



**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

103

<b>2025-2026 Transportation Rates Lyons SD 103</b>	
<b>Description</b>	<b>2025-2026</b>
AM STEM 6:30 AM arrival @Morton West	
AM STEM 9:03 AM arrival George Washington Middle School (GWMS)	
AM Route103001A 7:45 arrival GWMS	
AM Route 103002A arrival 7:45 GWMS	
AM Route 103003A arrival 7:45 GWMS	
AM Route 103004A arrival 7:45 GWMS	
AM Route 103005A arrival 7:45 GWMS	
AM Route 103006A arrival 7:45 GWMS	
AM Route 103007A arrival 7:45 GWMS	
AM Route 103008A arrival 7:45 GWMS	
AM Route 103009A arrival 7:45 GWMS	
AM Route 103010A arrival 7:45 GWMS	
AM Route 103011A arrival 7:45 GWMS	
AM Route 103LIN A arrival 8:20 Lincoln Elementary	
AM Route 103005 RA arrival 8:25 Robinson Elementary	
AM Route 103STEM arrival 6:30 Morton West	
PM Route 103001P 2:22PM Departure GWMS	
PM Route 103002P 2:22PM Departure GWMS (Paired)	
PM Route 103003P 2:22PM Departure GWMS (Paired)	
PM Route 103004P 2:22 PM Departure GWMS (Paired)	
PM Route 103005P 2:22 PM Departure GWMS (Paired)	
PM Route 103006P 2:22 Departure GWMS (Paired)	
PM Route 103007P 2:22 Departure GWMS (Paired)	
PM Route 103008P 2:22 Departure GWMS (Paired)	
PM Route 103009P 2:22 Departure GWMS	
PM Route 103010P 2:22 Departure GWMS (Paired)	
PM Route 103011P 3:50 Departure GWMS	
PM Route 103013P 3:50 Departure GWMS (Paired)	
PM Route 103014P 4:45 Departure GWMS	
PM Route 103LIN P 3:14PM Departure Lincoln Elementary	
PM Route 103005RA 3:00 Departure Robinson Elementary	
<b>FIELD TRIP RATES:</b>	
2 HOURS OR LESS	
3 HOURS OR LESS	
4 HOURS OR LESS	
5 HOURS OR LESS	
ADDITIONAL HOURS	
<b>ATHLETIC TRIPS</b>	
UP TO 4 HOURS	
ADDITIONAL HOURS	

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

105

<b>2025-2026 Transportation Rates District 105</b>	
<b>Description</b>	<b>2025-2026</b>
Regular Daily Routes AM Route (Paired)	
Regular Daily Routes PM Route (Paired)	
Regular Daily Routes AM Route (Unpaired)	
Regular Daily Routes PM Route (Unpaired)	
Midday Kindergarten Routes (Ideal School- 2 routes)	
Midday Kindergarten Routes (Hodgkins School - 2 routes)	
Ideal Late Routes ( T-W-TH)	
Band Run #1 (5 days)	
Band Run #2 (M-T-W-TH)	
Currie Middle School Late Bus ( M- T- W- TH)	
Early Dismissals (additional Charge)	
Help Shuttle 1 -way	
Estimated Cost of Performance Bond = 2% of the estimated annual cost (if	
Early Childhood AM Route	
Early Childhood PM Route	
Early Childhood Mid-Day	
<b>FIELD TRIP RATES</b>	
2 HOURS OR LESS	
3 HOURS OR LESS	
4 HOURS OR LESS	
5 HOURS OR LESS	
Each additional quarter hour	
<b>ATHLETIC TRIPS</b>	
UP TO 4 HOURS	
Mileage Charge	
Monitor Trip Rate	
Conflict Fee	
If this trip is scheduled before 9:00AM or between 2:30 -4:30 PM when schools are in session	

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

111

**BURBANK SCHOOL DISTRICT 111**

Route Rates	2025-2026
<b>Cost for a one-way paired route for regular transportation</b>	
<b>Cost for a one-way, non-paired, regular transportation routes</b>	
<b>Cost for a one-way route late route</b>	
<b>Cost for a one-way band route</b>	
<b>Cost for a one-way pass program route</b>	
<b>Cost for a one-way noon route</b>	
<b>Cost for an extracurricular, activity or field trip</b>	

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

123

**OAK LAWN - HOMETOWN SCHOOL DISTRICT 123  
 Transportation Rates 2025-2026**

<b>ROUTES:</b>	<b>2025-2026 PRICING</b>
Paired Regular Route 1-way rate	
Unpaired Regular Route 1-way rate	
Early Dismissal/Late Starts Per Day	
<b>Field Trips:</b>	
2 hours or less	
3 hours or less	
4 hours or less	
5 hours or less	
Additional hours - per hour	

**Notes:**

All Trips over 5 hours will be billed in quarter-hour increments, with any partials rounded up to the next quarter-hour.

The District is responsible for all tolls, parking fees, and applicable taxes incurred on trips for the District.

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

217

<b>19 total morning buses. Various bussing needed for athletics/activities charters and field trips</b>	
<b>Description</b>	<b>2025-2026</b>
Argo 217 High School - 7:27AM - 7:45AM Arrivals - per bus per trip (17 Paired)	
Argo 217 High School - 7:27 AM - 7:45 AM Arrivals - per bus per trip (2 Unpaired)	
Argo 217 High School - 3:05 PM - 3:10 PM Departures - per bus per trip (17 Paired)	
Argo 217 High School - 3:05 PM - 3:10 PM Departures - per bus per trip (2 Unpaired)	
4:45 Late Routes - 2 bus departures from Argo 217 High School at 4:45 PM	
5:45 Late Routes - 2 bus departures from Argo 217 High School at 5:45 PM	
<b>FIELD TRIP RATES</b>	
2 HOURS OR LESS	
3 HOURS OR LESS	
4 HOURS OR LESS	
5 HOURS OR LESS	
ADDITIONAL HOURS	
Weekend Activity Trips	
<b>ATHLETIC TRIPS - Games to and from</b>	
UP TO 4 HOURS	
ADDITIONAL HOURS	

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

<b>2025-2026 Transportation Rates Willow 108</b>	
<b>Description</b>	<b>2025-2026</b>
AM Willow Springs School - 8:00 arrival - per bus per trip (Paired)	
AM Willow Springs School - 8:00 arrival - per bus per trip (Unpaired)	
AM Willow Springs School - 8:25 arrival - per bus per trip (Paired)	
AM Willow Springs School - 8:25 arrival - per bus per trip (Unpaired)	
PM Willow Springs School - 3:15 departure - per bus per trip (Paired)	
PM Willow Springs School - 3:15 departure - per bus per trip (Unpaired)	
Late Route - 4:15 PM departure from Willow Springs School	
Late Route - 5:00 PM departure from Willow Springs School	
<b>FIELD TRIP AND ATHLETIC TRIP RATES</b>	
2 HOURS OR LESS	
3 HOURS OR LESS	
4 HOURS OR LESS	
5 HOURS OR LESS	
ADDITIONAL HOURS	

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

122

<b>Ridgeland School District 122</b>	
8 middle school routes; 5 elementary school routes	
<b>DESCRIPTION</b>	<b>2025/2026</b>
<b>DAILY</b>	
AM Paired Routes	
PM Paired Routes	
AM Single Routes (Not paired with another Hodgkins-served school)	
AM Single Routes (Not paired with another Hodgkins-served school)	
<b>OTHER</b>	
Early Dismissal Routes	
Activity Routes	
Zero-Hour Band Routes	
<b>TRIP SERVICE</b>	
2 Hours or Less	
3 Hours or Less	
4 Hours or Less	
5 Hours or Less	
1/4 Hour Excess	
Conflict Fee	
Fuel Peg	
<p><b>NOTE: The previous contract rate combined both AM and PM routes together. In addition, the previous contract rate combined internally paired routes into one rate (\$96.79 AM + \$96.79 AM Paired Run + \$96.79 PM + \$96.79 PM Paired Run = \$387.17 Rate). In order to be consistent with the other school districts served out of the Hodgkins, the 2025/2026 proposed rates should NOT combine AM and PM routes and the 2025/2026 proposed rates should NOT combine internally paired routes.</b></p>	

**Bid Specifications and Conditions  
TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**2025-2026 Transportation Rates  
Pleasantdale 107**

Description	2025-2026
AM Pleasantdale Elementary - 8:55 arrival - per bus per trip (Paired)	
AM Pleasantdale Elementary - 8:55 arrival - per bus per trip (Unpaired)	
AM Pleasantdale Middle - 8:20 arrival - per bus per trip (Paired)	
AM Pleasantdale Middle - 8:20 arrival - per bus per trip (Unpaired)	
PM Pleasantdale Elementary - 3:20 departure - per bus per trip (Paired)	
PM Pleasantdale Elementary - 3:20 departure - per bus per trip (Unpaired)	
PM Pleasantdale Middle - 3:22 departure - per bus per trip (Paired)	
PM Pleasantdale Middle - 3:22 departure - per bus per trip (Unpaired)	
KDG. Pleasantdale Elementary - 11:40 a.m. Departure	
KDG. Pleasantdale Elementary-12:30 a.m. Arrival	
Band Route - 7:30 AM arrival at Pleasantdale Middle	
Late Route - 4:25 PM departure from Pleasantdale Elementary	
Late Route - 4:30 PM departure from Pleasantdale Middle	
Math Shuttle	
<b>FIELD TRIP RATES</b>	
2 HOURS OR LESS	
3 HOURS OR LESS	
4 HOURS OR LESS	
5 HOURS OR LESS	
ADDITIONAL HOURS	
<b>ATHLETIC TRIPS</b>	
UP TO 4 HOURS	
ADDITIONAL HOURS	



Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT E**

**ADDENDA RECEIPT**

The receipt of addenda number(s) \_\_\_ through \_\_\_ is hereby acknowledged. Failure of any Bidder to receive any addenda or interpretation shall not relieve the Bidder from obligations specified in the Bid. All addenda shall become part of the final Contract.

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
 REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT F**

**GENERAL INFORMATION**

**Insurance** – Bidder’s insurance companies that will cover the Contract.

Company Name	Address	Phone No.

**References** – Bidder is in the process of supplying transportation to the following school districts at the present time.

Company Name	Address	Phone No.

**Other School District** – Bidder has supplied transportation to the following school districts during the past five (5) years.

Company Name	Address	Phone No.

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT G**

**CERTIFICATE OF ELIGIBILITY TO BID**

The undersigned hereby certifies that the Bidder is not barred from Bidding on the 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. (720 ILCS 5/33E-3, 720 ILCS 5/33E-4)

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT H**

**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 (30 ILCS 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 the Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT I**

**CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY**

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 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) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT J**

**EQUAL EMPLOYMENT**

The undersigned hereby certifies that the Bidder is in compliance with the Illinois Human Rights Act (775 ILCS 5/2-105).

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT K**

**DEVIATIONS FORM**

In the event that the undersigned Bidder intends to deviate from the specifications, all such deviations are listed hereon, with complete and detailed specifications and information being also attached. In the absence of any entry on the Deviations Form, the Bidder assures the school district of their full compliance with the specifications and conditions. Each school district must approve any deviations indicated.

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS.

Submitted for consideration by:

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Bid Specifications and Conditions  
**TRANSPORTATION SERVICES FOR  
REGULAR EDUCATION STUDENTS**

*The following specifications and conditions will be incorporated as part of the final contract or contracts.*

**EXHIBIT L**

**ACKNOWLEDGEMENT OF SUBMISSION**

After having read all the bid conditions and specifications and understanding the same, I hereby submit this bid proposal in accordance with the bid conditions and specifications contained in these Bid Documents.

The undersigned hereby certifies, on behalf of the Bidder, that the undersigned has read, understands, and agrees to all of the terms included in these Bid Documents and all Exhibits. If a Board of Education chooses to accept this bid proposal, the Bid Documents and Exhibits will be incorporated into and become part of the binding Contract between the Bidder and the Board of Education. In making this bid proposal, the undersigned waives all right to plead any misunderstanding of the Bid Documents and agrees to perform all of the work required herein. If this bid proposal is accepted, the undersigned offers and agrees to furnish all services upon which prices are quoted, at the price and times stated, and subject to all conditions recorded on this bid proposal.

\_\_\_\_\_  
Name of Bidder – Company Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Submitted by (Please Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature