

**EAST RAMAPO CENTRAL SCHOOL DISTRICT 105
SOUTH MADISON AVENUE
SPRING VALLEY, NY 10977**

**BID NUMBER: RFB-ER-6-26
BID DATE OPENING: June 12, 2025
TIME OF OPENING: 12:00 P.M.**

**IN AND OUT OF DISTRICT STUDENT
TRANSPORTATION FOR THE NONPUBLIC AND NONPUBLIC
SPECIAL EDUCATION SCHOOLS FOR THE 2025-2026 SCHOOL
YEAR**

**SPECIFICATIONS
AND
BID FORMS**

**MUST SUBMIT ORIGINAL BID WITH RAISED SEALS. MUST SUBMIT
DOCUMENTS IN ITS ENTIRETY.
MUST PLACE COST SHEETS AT THE END OF THE BID DOCUMENTS.
APPENDIX A AND APPENDIX B MUST BE PLACED AS THE LAST PAGES OF THE BID.**

EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26

TABLE OF CONTENT

	NOTICE TO BIDDERS	2
I	BID SPECIFICATIONS	3
	INSTRUCTIONS TO BIDDERS	4
	INSURANCE	9
II	LIQUIDATED DAMAGES	11
III	GENERAL TRANSPORTATION	14
IV	ROUTING AND SCHEDULING	16
V	TIME AND HOUR CALCULATIONS	19
VI	BUS DRIVERS AND CONTRACTORS	20
VII	SAFETY	26
VIII	PAYMENT FOR SERVICES	27
	CHECKLIST	28
	BID PROPOSAL FOR CHASSIS, BODY, YEAR AND PUPIL SEATING CAPACITY	29
	GENERAL	30
	CERTIFICATION FORM	31
	CORPORATE RESOLUTION	32
	BID PROPOSAL CERTIFICATION	33
	IRANIAN ENERGY SECTOR DIVESTMENT STATEMENT	34
	HOLD HARMLESS AGREEMENT	35
	STATEMENT OF NON-COLLUSION	36
	INSURANCE CERTIFICATION	37
	APPENDIX B	39
	APPENDIX C	40
	SAMPLE BILLING INVOICES	41

EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26

NOTICE TO BIDDERS

The Board of Education of EAST RAMAPO CENTRAL SCHOOL DISTRICT, County of Rockland (in accordance with Section 103 of Article 30A of the General Municipal Law) hereby invites the submission of sealed bids for the below contract of:

**IN AND OUT OF DISTRICT STUDENT TRANSPORTATION
FOR THE NONPUBLIC AND NON-PUBLIC SPECIAL
EDUCATION SCHOOLS FOR THE 2025-2026 SCHOOL YEAR**

- Bid Opening will be publicly opened and read **VIA ZOOM MEETING** on **June 12, 2025 at 12:00 P.M.** Zoom Instructions are provided in the bid.
- Specifications and Bid Forms may be download through the Empire State Purchasing Group: <http://www.bidnetdirect.com/new-york> and the District Website <http://www.ercsd.org> under the Purchasing Department "Current Bids and Quotes"
- The Board of Education reserves the right to waive any informality in or to reject in whole or in part all bids or to accept any bid, which in its judgment is in the best interest of the school district.

May 23, 2025

By order: Board of Education
East Ramapo Central School District
105 South Madison Avenue
Spring Valley NY 10977



Michelle Rivera is inviting you to a scheduled Zoom meeting.

Topic: RFB-ER-6-26 Student Transportation Nonpublic Schools

Time: Jun 12, 2025 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

[https://ercsd-org.zoom.us/j/91887076553?](https://ercsd-org.zoom.us/j/91887076553?pwd=X98leMccBQZPabi9jX52zbbrLgNyJ1.1)

[pwd=X98leMccBQZPabi9jX52zbbrLgNyJ1.1](https://ercsd-org.zoom.us/j/91887076553?pwd=X98leMccBQZPabi9jX52zbbrLgNyJ1.1)

Meeting ID: 918 8707 6553

Passcode: 171484

One tap mobile

+13052241968,,91887076553#,,,,*171484# US

+13092053325,,91887076553#,,,,*171484# US

Dial by your location

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 646 931 3860 US

• +1 929 205 6099 US (New York)

• +1 301 715 8592 US (Washington DC)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 689 278 1000 US

• +1 719 359 4580 US

• +1 253 205 0468 US

• +1 253 215 8782 US (Tacoma)

• +1 346 248 7799 US (Houston)

Meeting ID: 918 8707 6553

Passcode: 171484

Find your local number: <https://ercsd->

org.zoom.us/j/abpiRteH7j

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

BID SPECIFICATIONS

SECTION 1 – INSTRUCTIONS TO BIDDERS

DEFINITIONS:

- 1.) As used herein the term “Board” shall mean the Board of Education of the East Ramapo Central School District, which shall also include the Superintendent of Schools, Assistant Superintendent of Business, and the Transportation Department.
- 2.) As used herein the words contractor, successful bidder, operator, company shall be interchangeable and shall be intended to mean the successful bidder to whom a contract is to be awarded.
- 3.) Specifications and Instructions to Bidders may be obtained in the Purchasing Office of the East Ramapo Central School District at 105 South Madison Avenue, Spring Valley NY 10977, downloaded through the Empire State Purchasing Group: <http://www.bidnetdirect.com/new-york> and on the District Website <http://www.ercsd.org> under the Purchasing Department ‘Current Bids and Quotes’

**Sealed bids will be received at the Purchasing Office of the
East Ramapo Central School District at
105 South Madison Avenue, Spring Valley NY 10977
Until 12:00 p.m. June 12, 2025**

**at which time each submitted bid will be opened and read aloud via
Zoom.**

The Board of Education reserves the right to waive any informality or to reject any or all bids and re-advertise or to accept that bid or combination of bids which, in its judgment, is in the best interests of the School District. The Board of Education also reserves the right to reject all bids and take any other lawful measures necessary to secure the transportation services that are the subject of these specifications. The Board reserves the right to award route by route, item by item, and destination by destination or in aggregation. In such a case, the district reserves the right to contract per pupil, per package or per vehicle whichever is in the best interest of the district. The award of the contract will be made effective after the date of the Board Approval.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

INSTRUCTION TO BIDDERS:

1.) Questions shall be in written form to the attention of the Purchasing Agent: mrivera@ercsd.org. All answers will be sent in the form of an addendum through Bidnet and the District Website under the Purchasing Department.
Questions Deadline: Tuesday, June 6, 2025, at 2:00 pm.

2.) Each bidder shall examine the maps, specifications, general routing data, and other documents at the Transportation Office of the school districts.

3.) No bid will be considered unless submitted in the standard form hereinafter prescribed for that purpose and enclosed in sealed envelopes marked "Transportation Bid" (one original and two copies will be required) and bearing on the outside the name and address of the bidder, the phrase "BID OPENING", properly marked with the bid number, date, time and place of the current bid opening.

The bid must be submitted without a change in phraseology, erasure, omission, addition, or substitution of a qualifying condition. The bidder certifies that he will furnish for the prices hereby quoted, the materials, equipment and/or services as proposed in this bid.

4.) All bid prices shall be filled in ink or typed. Signatures and initials shall be in ink and longhand. Appendix A has been eliminated. **Appendix B** is a per pupil price per day for all services. Special Education Driver Assistants/Aides/Attendants/Monitors shall be input at a per diem price per day for all services. Attendant/Monitor per pupil price per day must be submitted in case of any future student special accommodation requested by the district.

5.) No oral or telephone proposals or modifications of proposals will be considered.

6.) All bids must be presented in the Purchasing Office by the time specified in the Notice to Bidders.

7.) All bid pages must be initial and returned to validate the bidder's understanding of the conditions of the bid. Failure to do so will be cause for the bid to be deemed unacceptable and subsequently rejected.

8.) Student counts represent the 2024-2025 school year and are being used for computation purposes only. In no way do the student counts provide or establish the number of students that will be provided for in the 2025-2026 school year. Nor does it guarantee a school contract will be used.

9.) Bids that are incomplete, conditional, or obscure may be rejected as not complying with the Bid Specifications.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- 10.) No bid will be withdrawn pending award which, if made, will be within ninety (90) days after the last day for receipt of bids. Before the contract is awarded the Board of Education reserves the right, and at its discretion, to require the successful bidder to submit evidence in writing and satisfactory to the Board, of the Contractor's ability to supply the prescribed transportation.
- 11.) Bid Requirements:
- a) A bid deposit of ten percent (10%) of the total bid, based on the number of students or designated units multiplied by unit cost, will be included with the bid. This deposit will be in the form of a certified check of an authorized Bank of the State of New York, or a bid bond issued by a legitimate surety company licensed to do business in the State of New York.
 - b) Each bid must be accompanied by a written statement from a surety company that will issue a performance bond in the amount of 100% to the successful bidder before execution of the contract if requested by the District. Performance bonds shall be executed by a responsible surety, licensed in New York and listed in the latest issue of U.S. Treasury circular S70, with a Best's rating no less than A/XII.
 - c) Simultaneously with their delivery of the executed Contract, each successful bidder shall be required to deliver to the District if requested a Performance Bond in the amount of one hundred percent (100%) of the accepted bid for the faithful performance of the terms, covenants, and conditions of the contract.
 - i) The premium on all bonds shall be paid by the Contractor.
 - d) Each successful Bidder, will be required to submit a performance bond and upon failure or refusal to execute and deliver the Contract and bond required within eight (8) days after they have received a letter of award of their bid, or a letter of intent to award their bid, the requirement for the performance bond shall suffer to the Owner as liquidated damages for such failure or refusal, their bid security. The time to execute the contracts may, however, be extended by the Board of Education.
 - e) Bidders understand that submission of a bid for a particular private school route does not guarantee assignment to that specific route if awarded the contract.
- 12.) Terms:
- a) The terms of the contracts shall be awarded to the lowest bidder from Date of award through June 30, 2026.
 - b) Extensions of contracts are offered to vendors with a successful previous contract with the school district. It is at the discretion of the district if a contract will be extended to the vendor. If any contract is to be extended, the contractor must submit a performance bond for each extension in the amount of said extension one (1) month before the opening day of school for each of the succeeding years.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- c) If an offer of a contract extension is made by the District and accepted by the contractor, the maximum allowable increase shall be 3.5% OR the State-issued CPI. This shall be decided at the discretion of the District.
 - d) The Contractor shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of their power of attorney indicating the monetary limit of such power;
 - e) Every Bond under this paragraph must display the Surety's Bond Number. A rider, including the following provisions, shall be attached to each bond;
- 13.) Surety hereby agrees that it consents to and waives notice of any addition, alteration, omission, change, or other modification of the Contract Documents. Such addition, alteration, change, extension of time, or other modification of the Contract Documents, or forbearance on the part of either the Owner or the contractor to the other, shall not release the Surety of its obligations hereunder and notice to the Surety of such matter is hereby waived.
- 14.) Surety further agrees that in event of any default by the Owner in the performance of the Owner's obligations to the Contractor under the Contract, the Contractor or Surety shall cause written notice of such default (specifying said default in detail) to be given to the Owner, and the Owner shall have thirty (30) days from time after receipt of such notice within which to cure such default or such additional reasonable period as may be required if the nature of such default is such that it cannot be cured within thirty (30) days. Such Notice of Default shall be sent by certified mail or registered U.S. Mail, return receipt requested, first-class postage prepaid to Lender and the Owner.
- 15.) Surety agrees that it is obligated under the bonds to any successor, grantee, or assignee of the Owner.
- 16.) Surety shall be liable for the costs of litigation expenses, including but not limited to reasonable attorney fees, as well as reasonable litigation expenses incurred by the Owner in prosecuting a claim against, or defending a claim by, either the Contractor or the Surety.
- 17.) The checks or bid bonds of all except the successful bidders will be returned after the signing of the contracts and the remaining check or bid bonds will be returned when the contracts are executed.
- 18.) All vehicles must be in compliance with the:
- a) Laws of the State of New York and Regulations of the Commissioner of Education.
 - b) The Contractor will comply with all applicable federal laws, laws of the State of New York and the requirements of 8 NYCRR Part 156.12 of the Regulations of the Commissioner of Education, as well as all applicable laws and regulations of the NYDMV and NYDOT that all vehicles must be school bus chrome yellow as required by law unless the district requests one otherwise. There can be no white vans.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- c.) Large buses seating more than forty (40) students used in the performance of this contract can be no older than ten years of age. All buses must be equipped with an ignition integrated child check system, front crossing arm, and a vehicle location system (GPS). The GPS system must have the capability to integrate with the software of use by the district (currently Tyler Technologies Transportation Management System) by September 1, 2026.
- d.) The contractor must agree to make the necessary changes to achieve compatibility with the district software. This may entail action from the GPS vendors to engage in a Non-Disclosure Agreement with district software vendors and participate in a pilot to ensure success. The contractor agrees to switch to a compatible GPS system if determined to be required by the district. Buses in service of this contract must be equipped with both internal and external cameras installed by Bus Patrol. The contractor must also cooperate and provide the district requested footage within the timeframe of the need for review and no later than twelve hours. Contractors further agree to all terms and conditions entailed with the district's decision to participate in the School Bus Stop Arm Enforcement Program as authorized under New York State Vehicle and Traffic Law Section 1174-a.
- e.) The district has the right to request Maintenance and Inspection Reports on any fleet. Please refer to <https://www.dot.ny.gov/divisions/operating/osss/bus/busnet> for information. **NYS DOT BUSNET (NYS Bus Safety Information Network) report of inspection scores must be included in bid submission.**
- f.) Van type buses and wheelchair buses seating less than 40 students used in the performance of this contract can be no older than seven (7) years of age. All buses under this heading must be equipped with an ignition integrated child check system, front crossing arm vehicle location system (GPS), seat belts, heat for the duration of the school year, and air conditioning for the months of July and August. The GPS system must have the capability to integrate with the software of use by the district. The contractor must agree to make the necessary changes to achieve compatibility with the district software. This may entail action from the GPS vendors to engage in a Non-Disclosure Agreement with district vendors and participate in a pilot to ensure success. The contractor agrees to even switch to a compatible GPS system if necessary. Buses in service of this contract must be equipped with both internal and external cameras as being installed by Bus Patrol. The contractor must also cooperate and provide to the district requested footage within the timeframe of the need for review and no later than twelve hours. Contractors further agree to all terms and conditions entailed with the district's decision to participate in the School Bus Stop Arm Enforcement Program as authorized under New York State Vehicle and Traffic Law Section 1174-a.
- g.) All buses must be in good operating condition. In the event of a breakdown, all standby buses used for transporting children must meet all vehicle requirements. All spare vehicles must be readily available to avoid the possibility of an interruption in schedules due to a breakdown or any other unforeseen emergency and be able to replace disabled buses within twenty (20) minutes and another bus dispatched to cover any subsequent route pieces to not run late.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- h.) All buses, including spares, are required to be equipped with two-way radios which shall operate on FCC assigned frequency. The two-way radio must be capable of direct transmission to the base dispatcher from any point to and from the destination facility while operating under this contract and shall always remain in contact with the dispatcher's office when buses are in service.
- i.) In the event, the bus travels out of the range of radio equipment and an alternative device must be used such as a cell phone. All buses, as required by Education Law subdivision (h) of section 156.3, shall turn off the engine of such a school bus or vehicle while waiting for passengers to load or unload on school grounds, or while such vehicle is parked or standing on school grounds or in front of or adjacent to any school.
- j.) All exterior labeling must be in English or have an equivalent English translation.
- k.) All vehicles must be equipped with a stop arm crossing gate located on the front of the vehicle and stop signs on the left side. Any bus or van not equipped as per specifications of this paragraph may not be used in service of this contract.
- l.) Buses shall be cleaned on the interior at least daily and have the exterior washed at least once per month. Buses shall be maintained in a clean condition at all times. During the winter months, when snow/salt/sand builds up on the bus exterior; bus operators must make sure that the rear window, side window, mirrors, lights, reflectors and bus route numbers are clean. Dashboards, rearview mirrors, and driver seat areas are to be kept free of any objects.
- m.) Each school transportation vehicle shall have a daily pre-trip and post-trip inspection performed and documented by the school transportation vehicle operator or other transportation employee authorized by the contractor or service provider. A daily pre-trip inspection shall be completed prior to a vehicle being placed in service. A daily post-trip inspection shall be completed at the end of daily operation of each vehicle. Bus inspections shall be performed at the end of each run and after the driver has completed a post trip at the end of each shift.
- n.) **CRIMINAL RECORD VERIFICATION:** Contractor will be required to complete Criminal record check on any person providing services under the contract, employees, subcontractors or other agents of Contractor who work on district property for this contract. Employees, subcontractors or other agents of Contractor who have been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony, or a misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children, will not be allowed to work on District property for this contract. The Contractor must adhere to the district's Criminal Records Background Check policy. Each individual Contractor will be responsible to adhere to any Federal, State, and Local privacy and confidentiality requirements.
- o.) Other districts shall be permitted to, pursuant to New York State General Municipal Law, and as agreed upon by the District, "piggyback" off of this agreement.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

INSURANCE

- 1.) The proposer acknowledges that the failure to obtain insurance on behalf of the District constitutes a material breach of the contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. **The proposer shall provide the District with a Certificate of insurance evidencing the above requirements that have been met before the commencement of service.**
- 2.) Also, the proposer will be required to submit claim loss runs for the three (3) most recent preceding years as well as the number of vehicles insured for each period for all locations serving the District. The level of losses and other statistics such as incidents per vehicle per year will be considered in this evaluation. Notwithstanding any terms, conditions or provisions, in any other writing between the Parties, the proposer hereby agrees to effectuate the naming of the District as unrestricted additional insured on the proposer's insurance policies, except for Workers' Compensation.
- 3.) Insurance Requirements:
 - a.) Notwithstanding any terms, conditions, or provisions, in any writing between the parties, the contractor hereby agrees to effectuate naming of the District as an unrestricted additional insured on the contractor's insurance policies, except for workers' compensation and NY State disability.
 - b.) The policy naming the District as an additionally insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" or better, New York State admitted insurer.
 - Provide for 30 days' notice of cancellation.
 - State that the organization's coverage shall be primary coverage for the District, its Board of Education, employees, and volunteers.
 - State that the commercial general liability policy affirmatively provides coverage for claims of negligent hiring, training, and supervision, which may arise in the context of sexual molestation, abuse, harassment, or similar sexual misconduct.
 - The District shall be listed as an additional insured by using endorsement CG 2010 11 85 or equivalent. Examples of equivalent ISO additional insured endorsements include using CG 20 33 10 01 or CG 20 26. The certificate must state which endorsement is being used, and a copy of the endorsement must be attached to the Certificate of Insurance.
 - c.) The Contractor agrees to indemnify the District for any applicable deductibles and self-insured retention.
 - d.) The Insurance producer must indicate whether or not they are an agent for the companies providing the coverage.
 - e.) Required Insurance: The contractor or successful bidder, at their own expense, shall carry insurance in the following amounts and types:
 1. Commercial General Liability Insurance, with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

2. Automobile Liability Insurance - \$5,000,000 combined single limit for owned, hired, and borrowed and non-owned motor vehicles.
 3. Workers Compensation – Statutory Workers’ Compensation, Employers’ Liability Insurance, and NYS Disability Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers Compensation Board. ACORD certificates are **NOT** acceptable.
 4. Contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification, and all other legal remedies available to the District. The contractor is to provide the District with a Certificate of Insurance, evidencing the above requirements have been met, before the commencement of work or use of facilities.
 5. It shall be the responsibility of the contractor to notify the District **immediately but no later than thirty (30) minutes** of any accident or incident that occurs while transporting pupils, or of any injury sustained by a pupil (s) as a result of bus operation or while any pupil is under the jurisdiction of the bus driver. The Board of Education or its designee is to be provided with all information regarding any accident or incident within twenty-four (24) hours of its occurrence.
 6. The transportation company's insurance shall be the primary insurance with respect to the school district, its Board, officers, employees, and volunteers.
 7. The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also District's insurer.
- 4.) Each bid must be accompanied by a certified statement of the Bidder, or in the case of a corporation, its officers, showing the following:
- a.) A detailed financial statement showing the assets, liabilities, and net worth of the bidder. Such a statement to be in the ordinary form is usually required by Banks for persons desiring a loan therefrom and showing financial conditions.
 - b.) The name of a bank as a reference to the financial stability of the Bidder.
 - c.) Names of school districts previously or presently serviced.
- 5.) The successful Bidders Shall:
- a.) The successful bidders shall and will be required to conform to the Labor Laws as amended, of the State and, shall also comply with all rules, regulations, and Labor Laws of the Federal Government, and the various acts amendatory and supplementary thereto, and all other laws, ordinances, and legal requirements.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- b.) The successful bidders shall defend, indemnify and hold harmless the District from and against all liability, loss, damage, claim, or action, to the extent permissible by law, arising out of operations performed or services provided by the contractor under the contract, including the transportation of students.
- 6.) No contract or any interest therein or payments to be made thereunder shall be assigned, transferred, or otherwise disposed of for any reason.
- 7.) All transportation contracts are subject to the approval of the appropriation of funds for transportation by the annual school district budget meeting.
- 8.) The successful bidder for each contract shall comply with all Rules and Regulations of the Department of Transportation of the District.
- 9.) **No item of this contract may be subcontracted.** If a contractor is found to be giving out a part or parts of this contract he shall stand the risk of forfeiting his performance bond.
- 10.) The foregoing enumerated items contained in these instructions to Bidders and all other attached specifications shall be deemed to be part of any contract which may be awarded by the Board of Education.
- 11.) Municipal bidding laws require school districts to utilize the lowest costs possible, so if, after the new bids are opened, the run cost is now lower than available on a previously rolled over contract, the District may request a new contract at that new lower price from the winning transportation firm.
- 12.) When contracting for a van or bus, the District may choose to allow the Contractor to place other districts' participants to utilize a seat(s) to a common location at no additional charge from the contractor. The contractor may not add riders from any other districts without prior consent from the District.

SECTION II ~ LIQUIDATED DAMAGES

Because of the difficulty, the district will suffer because of and defaults on the part of the Contractor, the following sums are hereby agreed upon and shall be deemed liquidated damages for breach of this contract and shall not be deemed to be a penalty.

- 1) Six hundred dollars (\$600.00) will be deducted from the Contractor's subsequent payment in the following manner:
 - a) Each time a driver operates a vehicle in service under this contract when he/she has not received the proper training, instructions, and/or as required by State and/or Federal regulations, for the specified periods.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- b) Each time an accident involving a district student or a contracted vehicle is not reported to the coordinator immediately or within thirty (30) minutes with a written report within twenty-four (24) hours.
 - c) Each time a driver is found guilty or pleads guilty to committing a moving violation of the New York State Vehicle and Traffic Law while transporting passengers under this contract.
 - d) Each daily occurrence occurs when the Contractor transports an unauthorized rider on an approved district route.
 - e) Each school day or portion thereof the Contractor provides contract services with a vehicle that has an expired New York State Department of Transportation certificate, motor vehicle inspection sticker, New York State Department registration, or insurance that has expired.
 - f) Each school day or portion thereof that the Contractor provides contract services with a vehicle that does not fully comply with all specifications and requirements of this contract and with all applicable laws, including structural and safety provisions, belts and tie-down specifications, and specialized equipment such as air conditioning, whenever needed.
 - g) Each occurrence, after a driver unloads students at a facility or home drop-off point, that a child has been left on the vehicle unauthorized.
 - h) Each time a Contractor uses a driver/matron in the performance of this contract that has not been approved by the Superintendent of Schools or his designee before the start of service.
 - i) Each time a bus does not appear for its school pick-up or delivery within 10 minutes of its scheduled time without prior district approval.
 - j) Each time a bus used to service this contract does not meet safety requirements for buses
- 2) One Thousand dollars (\$1,000.00) will be deducted from the Contractor's subsequent payment in the following manner:
- a) Each time a vehicle driver does not have on his or her person an appropriate operator's license.
 - b) Each time a driver fails to turn on his/her radio or does not respond when called, there is no reason to be away from the vehicle.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- c) Each time a vehicle used to service the School District is not within direct radio communication with the depot from which the vehicle originates. If a vehicle is beyond radio communication with its depot, it must also be equipped with a cellular telephone. At no time can a vehicle be considered “out of range” or unreachable.
 - d) Each time a driver fails to shut off the engine, set the brake, or turn the front wheels against the curb when he/she leaves the driver’s seat.
 - e) Each time a driver violates the operating requirements as detailed herein, particularly with such actions as smoking on the vehicle.
 - f) Each time the identifying route number is not prominently displayed.
 - g) Each day the contractor is in violation of any of the vehicle's specifications as outlined in this document.
 - h) Each time contractor fails to provide a vehicle and driver for an assigned route and/or package.
- 3) An amount, as set forth below, will be deducted from the Contractor’s subsequent payment in the following manner:
- a) \$5,000 each time a driver does not have a current valid state school bus operator’s license while operating District routes.
 - b) \$150 per day that Contractor fails to maintain a sufficient number of substitute bus drivers.
 - c) \$100 each time that Contractor fails to provide the minimum number of in-service training hours for drivers and attendants per NYSED requirements.
 - d) \$150 each time Contractor fails to maintain bus attendants(s) as directed on routes.
 - e) \$500 each day that Contractor fails to maintain the maximum fleet age of 7 years.
 - f) \$500 each day that Contractor fails to maintain a 10% standby for school buses.
 - g) \$150 each time Contractor fails to maintain operational video camera system(s) on all buses.
 - h) \$100 each time Contractor fails to provide copies of video within four hours of request by District for violent incidents as determined by the District, and within 24 hours of request by District for all other incidents as determined by the District.
 - i) \$100 each time Contractor fails to maintain radio communication system(s) on buses.
 - j) \$100 each time Contractor fails to maintain driver and vehicle information.
 - k) \$200 each time Contractor fails to report late buses as required.
 - l) \$100 each day Contractor fails to staff terminal office during required time frame.

FAILURE OF THE DISTRICT TO ENFORCE ANY PROVISION OF THIS
SECTION DOES NOT CONSTITUTE A WAIVER BY THE DISTRICT OF ITS
RIGHTS TO ENFORCE SAID PROVISIONS IN THE FUTURE.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

SECTION III – GENERAL TRANSPORTATION

- 1.) Transportation will be furnished for the school year for a maximum of the necessary number of days determined annually for East Ramapo Central School District public school programs and **noted in the attached packages**. Transportation for the school year shall be at least 180 days. Non-public transportation is provided in accordance with New York State Education Department Law. The official school district calendar will determine the exact number of days the buses will be in operation. The only exception from deviation to the district calendar will be for special education schools with prior approval from the District. Any school that does not conform to the district calendar will be subject to a loss of allowable days of transportation, so it is, therefore, possible for a school to be provided transportation for less than 180 days. There will be NO allowable billing for extra days without written authorization by the District. However, if the number of school days falls below the minimum required by the Commissioner of Education, a pro-rata adjustment will be made to the contract price.
- 2.) It shall be the contractor's responsibility to obtain a calendar of the District and the schools listed in a bid to ascertain the exact number of days transportation billing is allowed and adhere to these calendars at all times.
- 3.) The Board of Education will provide school schedules each year this contract is in effect. Any changes deemed necessary by the District will be serviced by the Contractor
- 4.) Bus service is to begin the first day of school in July and end in June in each year as determined by the official District calendar. Each contractor will be notified in writing if any changes in the school calendar are made by the Board of Education. (For example, the Board may hold school, to make up for lost days during vacation days, holidays, and/or June after school was previously scheduled to close.) Buses serving non-public and non-public special education schools shall run following the calendar established by the District and/or as required by the Board of Education. The routes attached and awarded in connection with this bid determine the term of the contract.
- 5.) In the event the district, in its discretion, decides because of weather conditions or any other unforeseen emergencies, to delay its AM pick up routes by a maximum of two hours, there shall be no extra charge by the Contractor.
- 6.) Buses shall be provided for to and from school transportation as determined by the Board of Education.
- 7.) Bidders are to be aware of the two following conditions when preparing their proposals for submission:
 - a.) No charge will be considered for early dismissals or late arrival to and from school on any day that has been scheduled and is on the school calendar, for emergency inclement weather transportation or school bus safety drills required by law. Any other extra charge for extra time of this type must be approved by the District in advance and will be billed at the extra hour rate.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- b.) Transportation will follow the Districts approved calendars for transportation there will be no extra charges for schools that are open on the days the District is closed to students.
- c.) Where a student provided transportation under this contract transfers to a different non-public and/or non-public special education school after contracts have been signed and submitted to NYSED, Contractor shall provide any such student with transportation at no increased cost to the District. For example, if Student A was attending Private School A at a daily, per pupil rate of \$6.00 but later transfers to Private School B, where the daily, per pupil rate is \$8.00, the Contractor shall provide transportation of Student A to Private School B at a daily, per pupil rate of \$6.00.
- 8.) Vehicles and the drivers to be employed under this contract shall be available in the district not later than two (2) days before the opening day of school for dry runs of assigned routes during normal route times AM and PM.
- 9.) A designee may represent the Board of Education on all transportation matters.
- 10.) At all times an identifying bus number, established by the District, shall be visible in each front window near the front seat on either side of the bus. Letters will be at least six inches high and at least three inches wide.
- 11.) The District may arrange for gasoline and diesel fuel deliveries to the bidder and the cost for such deliveries will be deducted from the bidder's monthly invoice submissions.
- 12.) In the event of a strike by the Contractor's employees or other event causing an interruption of services for more than 24 hours, the School District shall have the right to secure such other transportation as may be necessary and charge the cost of the same to the account of the Contractor. If no other service is available, the contract price will be adjusted pro-rata for each day after the first 24 hours for which service is not provided, and Contractor shall be subject to liquidated damages for failure to provide services
- 13.) All vehicles operated and all drivers employed under the terms of each contract shall be the responsibility of and under the supervision of the Contractor.
- 14.) The Contractor shall furnish a complete roster of drivers four weeks before the actual start of transportation of pupils along with an affidavit of compliance.
- 15.) A duplicate copy of all personnel records of school bus drivers may be requested by the district. These records will be located in the Transportation Office of the school district. This file must contain all the information as outlined in the Commissioner's regulations for regular and substitute drivers (19a paperwork).

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- 16.) A name sign may, at the school district's option, be located in the front of each bus displaying the first and last name of the bus driver operating the bus at the time. This name sign is to be located at the inside stairwell.
- 17.) Any question relating to the interpretation of any of the requirements of these specifications shall be directed to the Purchasing Office of the East Ramapo Central School District in written form prepared by the person making such a request. mriviera@ercsd.org.
- 18.) No interpretation, direction, clarification, or other information relating to these specifications shall be relied upon unless in writing, signed by a designee of the Board of Education. Telephone or other oral information or requests for the same will not be considered as binding on the Board of Education and should not be relied on by any bidder.
- 19.) The winning bidder will contact the sending district after the fifth consecutive day of absence for any student regularly scheduled to ride the bus.

SECTION IV – ROUTING AND SCHEDULING

- 1.) Contractor shall create a bus schedule of routes established by the Contractor and provide same to the District. For Contracts awarded on a per-pupil basis, Contractor will receive a student list for Contractor to route with district final approval.
- 2.) Whenever the needs of the district require additional seating space, the Contractor shall provide the additional seating space at the same per child, per month cost as stated in the basic bid and shall be prorated to the extent utilized. Conversely, if the District requirements decrease, and a child discontinues his enrollment in the school to which transported, the school district will pay for only those days for which transportation was provided.
- 3.) Upon request by the District, at any time during the school year, the contractor shall revise routes that have been contracted for sole use by the District. The Board of Education, or their designee, reserves the right to make changes, additions, and deletions to those routes that would be in the best interest of the districts. The Board of Education, or their designee, reserves the right to combine routes and destination schools where scheduling permits.
- 4.) For bidding bus and van route capacities shall be High School students grades nine through twelve (8-12) shall be two (2) students per seat, all others shall be three (3) per seat. At no point shall the number of students transported exceed the capacity of the bus.
- 5.) The Contractor shall be responsible for creating routes and universal bus stops intended to serve the non-public and special education non-public schools.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

Universal stops will not be moved to accommodate individual residents even if there is only one child attending the school.

- 6.) A copy of each schedule of route and stops must be kept in each bus. Said schedule of routes, maps, and stops will be provided to the driver by the contractor.
- 7.) The bus schedule may include non-public and non-public special education schools inside and outside the District as designated by the Board of Education.
- 8.) Each Contractor must agree to cooperate with the Board's designated representative in preparing the details and finalized routes and stops for the transportation of students.
- 9.) Contractor is responsible for managing and performing any necessary clerical work including, but not limited to, related to registering students for transportation on an annual basis (i.e. transportation requests by the April 1st deadline) and/or issuing bus passes to students as needed (e.g. on a daily basis).
- 10.) Student attendance must be reported to the District on a monthly basis to ensure accurate billing. (e.g., 24 students being transported to Non-Public School A in April, but 20 students being transported to Non-Public School A in May).
- 11.) Student travel time – The School District expects that normal travel time for any student will not exceed one hour in each direction. Exceptions are not permitted without the express written consent of the school district.
- 12.) The contractor must furnish the District with the mileage (to the nearest tenth) and a student count for each route when requested by the district.
- 13.) The District, or its designee, reserves the right to inspect and approve any of the contractor's school routes, bus trip sheets, bus schedules, and all other records which it deems advisable or necessary to assure the efficient operation and compliance of this contract.
- 14.) The district shall be given access to view the contractor's routing program to view routes that service the district school(s). This can be a web-based, view-only version, or direct login version.
- 15.) Additional students shall be transported by the successful bidder within forty-eight (48) hours of the time that they receive the student's name from the District.
- 16.) All students must be seated. Pupils must arrive at the school on time. The contractor will have the children at their destination no earlier than 10 minutes before classes begin and no later than 5 minutes before classes begin and will pick up at dismissal time and in no event later than 5 minutes after dismissal time.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

Any exception must have permission from the District.

- 17.) The number of late buses (i.e. after-school buses) between any school and the district will be determined by the District. Any late bus may serve more than one school at no increase in cost provided the length of the trip from the school to the last stop does not exceed 75 minutes on a normal day. It is further understood that the District may combine schools to be served at no increase in cost provided the 75-minute maximum is not exceeded. For example, Non-public school "A" and Non-public school "B" can be serviced by a single bus returning to the District.
- 18.) When car seats and or safety harnesses are required for students, they will be provided by the contractor at no additional cost to the district. All adaptive equipment must be kept in excellent working order. The contractor will instruct all school bus drivers, assistant drivers, and attendants as to the proper installation of car seats/harnesses and wheelchairs, where required, and ensure driver responsibility to properly secure children in them. Also, there will be an ample supply of car seats/harnesses provided by the contractor for all children where requests are made. Car seats and harnesses provided by the contractor will remain the property of the contractor.
- 19.) If a district alerts the transportation company within the first 15 days of the month that a student that is billed "per student, per day, per month" is no longer scheduled to use transportation for that month, the charge will be prorated for the exact days ridden as per the pro-rate formula.
- 20.) This contract requests that the bidder supplies the necessary buses, drivers, and bus attendants to provide for coverage of packages listed in Appendix B. Please see attached information for detail. The district would prefer to award one contract for all special education school packages. Please respond to the bid accordingly, that is, you may respond with pricing for a few of the items contained herein or all the items. The pricing criterion does include an incentive for Bid for all items requested for education programs. Please respond to the pricing sheet in detail. It is expected that pricing for the vans be based upon a per-pupil schedule as well as a destination schedule. Favorable pricing on a per pupil schedule will help to determine longer-term needs that allow a flexibility of award. Under no circumstance is the number of vehicles or Attendants to be construed as numbers to be awarded. If student circumstances permit, a van may be substituted for a suburban (or vice versa) at the discretion and consent of the District.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

SECTION V – TIME AND HOUR CALCULATIONS

- 1.) Time Calculations:
 - For an AM Route: Time will be calculated from when the first child boards a bus until the last child exits the bus at a school.
 - For a Noontime Route: Time will be calculated from the time the first child boards the bus at school and the last child exits or the first child boards the bus and the bus arrives at school.
 - For a PM Route: Time will be calculated from the time the first child boards the bus at a school site until the last child exits the bus the end of the PM route. All definitions outlined in the general conditions of the contract for services or the other contract documents apply to the proposal.

- 2.) Hour Calculations: Any run going over the stated run time and needing time adjustment will be paid in the following manner after **approval by the District**. If a run takes fifteen minutes or less of a quarter-hour segment there will be no extra payment. If it takes 16 minutes or more it will be paid at the next half-hour segment. Example time is five hours and fifteen minutes will be paid for five hours, if a run is five hours 30 minutes it will be paid at five hours and a half hours. Half hour rate will be determined by taking the difference between the five hour and the six-hour rate and dividing it by two. This practice will be in effect for the three, four, five, six, and seven-hour buses.

- 3.) Proposers are to be aware of the two following conditions when preparing their proposals for submission.

- 4.) **No additional charge will be considered for early dismissals or late arrival to and from school on any day that has been scheduled and is on the school calendar, for emergency inclement weather transportation or school bus safety drills required by law.** Any other extra charge for extra time of this type must be approved by the District in advance and will be billed at the extra **hourly rate**. Friday early dismissals are part of the schedule Monday thru Friday route schematic.

- 5.) Transportation will follow the District's approved calendars for transportation. There will be no extra charges for schools that are open on the days the District is closed to students. (I.e. for schools that are open on the days the District is closed to students, any runs shall be invoiced at the usual hourly rate).

- 6.) **Description of Items:**
 - Vans: (Both by destination and by hours)**
 - Will be billed at a minimum of 2 hours**
 - 2 Hour Per Pupil = AM, Midday, and/or PM totaling 2 hours 3
 - Hour Per Pupil = AM, Midday, and/or PM totaling 3 hours 4
 - Hour Per Pupil = AM, Midday, and/or PM totaling 4 hours 5
 - Hour Per Pupil = AM, Midday, and/or PM totaling 5 hours 6
 - Hour Per Pupil = AM, Midday, and/or PM totaling 6 hours 7
 - Hour Per Pupil = AM, Midday, and/or PM totaling 7 hours 8
 - Hour Per Pupil = AM, Midday, and/or PM totaling 8 hours

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

Wheelchair Van: (Both by destination and by hours)

Must be capable of holding minimum 4 wheelchairs and 5 walkers

Will be billed at a minimum of 2 hours

2 Hour Per Pupil = AM, Midday, and/or PM totaling 2 hours 3

Hour Per Pupil = AM, Midday, and/or PM totaling 3 hours 4

Hour Per Pupil = AM, Midday, and/or PM totaling 4 hours 5

Hour Per Pupil = AM, Midday, and/or PM totaling 5 hours 6

Hour Per Pupil = AM, Midday, and/or PM totaling 6 hours 7

Hour Per Pupil = AM, Midday, and/or PM totaling 7 hours 8

Hour Per Pupil = AM, Midday, and/or PM totaling 8 hours

Buses: (Both by destination and hours)

Will be billed at a minimum of 2 hours

2 Hour Per Pupil = AM, Midday, and/or PM totaling 2 hours 3

Hour Per Pupil = AM, Midday, and/or PM totaling 3 hours 4

Hour Per Pupil = AM, Midday, and/or PM totaling 4 hours 5

Hour Per Pupil = AM, Midday, and/or PM totaling 5 hours 6

Hour Per Pupil = AM, Midday, and/or PM totaling 6 hours 7

Hour Per Pupil = AM, Midday, and/or PM totaling 7 hours 8

Hour Per Package/Vehicle = AM, Midday, and/or PM totaling 8 hours

- 7.) **Attendants (Assigned to any vehicle by the District) will be billed as per needed basis. Attendant's Price must be submitted in case of any future student who requires special accommodations requested by the school district. District requires a flat rate for Attendants for a minimum of 2 hours.**
- 8.) **Per Pupil Rate required for all packages.**
- 9.) **Extra hours can be used in conjunction with late buses where there is a break of more than one-half hour in route time if beneficial to the District. When adding a mid-day route the vendor should only increase the cost by the hour. Example a 2-hour package will then become a 3 hour package and be charged accordingly. Extra hour packages must be billed according to Special Programs or afterschool activity (not including activity routes).**

SECTION VI BUS DRIVERS AND CONTRACTOR

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

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- c.) Section 156.3 of the Regulations of the Commissioner of Education U.S. Department of Transportation Regulations 49 CFR parts 40, 382, 391, 392, and 395 pursuant to the Omnibus Transportation Employee Testing Act of 1991 (P.L. 102-143) which govern the use of drugs and alcohol by commercial motor vehicle drivers. Immediate drug testing is required in the event of an accident.
 - d.) DOT Bus Inspection System Profile
- 2.) A Complete list of all regular, substitute drivers and bus attendants are to be submitted to the District no later than four weeks before the actual start of transportation of pupils along with an affidavit of compliance.
- 3.) The successful Contractor shall provide for adequate office and safety supervision of his/her contractual obligations with the district. There shall be no additional cost to the district for these services. The district must approve all staff, including office staff. The Contractor may be required to use the same software and hardware as the district to ensure optimal operations and communication.
- 4.) In compliance with Homeland Security, the contractor will comply with the district and County's emergency plan. All drills will be held at no cost to the district.
- 5.) Drivers
 - a.) Each proposed regular or substitute school bus driver and attendant must be twenty-one years of age or older. The district reserves the right to assign experienced drivers and/or bus attendants to the most sensitive routes.
 - b.) Each regular or substitute school bus driver shall be examined by a physician prior to beginning service. An examination to determine the physical condition of each driver shall be reported by the physician on a form prescribed by the Commissioner of Education which complies with the requirements of Article 19-A of the Vehicle and Traffic Law and Section 156 of the Regulations of the Commissioner of Education. Such physical exam shall be conducted no less than four weeks prior to the beginning of service in each school year.
 - c.) For each regular or substitute school bus driver, the contractor must submit an annual abstract of the bus driver's driving records for review and approval by the district on a form prescribed by the Commissioner of Education which complies with the requirements of Article 19-A of the Vehicle and Traffic Law, Section 156 of the Regulations of the Commissioner of Education no later than two weeks before the actual start of transportation of pupils along with an affidavit of compliance.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

For drivers hired during the school year, their abstract of driving record will be delivered to the district prior to them performing any part of this contract.

- d.) Each regular or substitute bus or assistant bus driver must submit themselves for fingerprinting by the manner as prescribed by the Commissioner of Education and Article 19- A of the Vehicle and Traffic Law.
- e.) Drivers shall comply with all other safety aspects prescribed by Section 156 Compliance of the Regulations of the Commissioner of Education, including required annual training, in addition to all other regulations or statutes to which such drivers might be subject.
- f.) Drivers must use the SED procedures for loading and unloading the bus including proper use of the school lights, securing the bus and use of the universal crossing and danger signals.
- g.) Drivers and the contractor are required to keep their buses clean inside and out and to ensure there is no clutter or debris in the driver's area.
- h.) Contractor employees will not smoke on the bus or school property, this includes vaping, and shall not eat or drink on the bus. No alcoholic substances, drugs or weaponry is permitted on the bus or on district property.
- i.) Each Proposer must submit a complete list of all school bus drivers who are assigned to this contract who have been involved in accidents during the past three years as well as the corresponding accident records.
- j.) The successful contractor must agree that no later than four weeks before the actual start of transportation of pupils along with an affidavit of compliance, the Proposer shall submit to the district a list of the bus drivers to be assigned for that current year with driver abstracts. The contractor must also submit a list of drivers who the contractor proposes to use as substitutes. All information required for regular drivers must also be provided for substitute drivers. Drivers will be issued identification cards by the contractor which must be in their possession when driving.
- k.) Since the action and conduct of the bus drivers reflect upon the district, the district reserves the right to have the bus Contractor immediately replace drivers the district determines unsatisfactory.
- l.) The Superintendent of Schools or his/her designee reserves the right to reject or replace drivers and bus attendants for any reason without being limited to considerations of driving records.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- m) Each driver and attendant shall be properly trained in accordance with the state mandated training. Drivers shall hold the proper class license and endorsements to operate their assigned vehicle(s). The license will be in each driver's possession at all times.
- n) The contractor must properly investigate the ability and character of all school bus drivers (regular and substitute) and must certify them to the district, in writing.
- o) It is understood that the contractor will maintain reasonable precautions to ensure the contractor is informed as to the on or off-the-job involvement of employees. Should it come to the attention of the contractor that any employee has been or is reputed to have been involved in any crimes or act which might raise any doubts as to the employee's fitness for work with children, it shall be the duty of the contractor to immediately investigate such acts or allegations. Of particular importance would be moral crimes or automobile accidents. The matter shall be brought to the attention of the district with all promptness, in writing.
- p) Each driver will be responsible for complete control of the bus. Each driver will be responsible for reasonable pupil behavior management on the bus and will have commensurate authority to cope with this responsibility. Violation of good conduct and improper behavior on the part of the students shall be handled strictly according to the procedures in effect during the term of the Contract. It is of paramount importance that the drivers and driver's assistants maintain good order on the school buses. Drivers and/or driver assistants will be required, when deemed necessary by the District, to attend suspension or corrective hearings in relation to the poor bus conduct of student(s) that were or are in their charge. This attendance is mandatory and failure to attend may cause withdrawal of the district's certification of any driver who fails to do so. Any cost or salary reimbursement for attendance by drivers and/or driver assistants shall be borne by the Contractor.
- q) Each driver must be able to communicate both verbally and in writing, as necessary, in English to execute his/her responsibilities in this regard. It will be the duty of the driver, through the Contractor's dispatch/management staff and written incident reporting procedures, to notify the district of all accidents and all other unusual situations that should be brought to the district's attention immediately.
- r) Drivers are required to be on their buses during the loading and unloading of passengers to supervise such loading and unloading. At times, the driver will help load the bus during P.M. dismissals. Buses are never to be left unattended on school property unless the ignition is off, the emergency brake is on,

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

the bus doors are closed, and the ignition keys are in the driver's possession at all times. Air Brakes must be pumped down completely until spring engages.

- s) Drivers are required to check before beginning their route that there is a functioning seat belt for each pupil's seat. Any non-functioning seat belts must be repaired in 24 hours.
- t) Drivers are required to check all seats on the bus every day following each trip of their route assignment after unloading students, to ensure that children or articles have not been left on the vehicle. When a vehicle is parked, a sign indicating that the vehicle has been checked for pupils must be put in the back window, so it is visible from the outside. At the beginning of the next shift, the sign should be retrieved from the back and brought to the front of the bus.
- u) Drivers shall not disembark from the school bus when children are inside except in case of emergency; and in such case, before leaving his/her seat, the driver shall secure the bus by stopping the motor, set the parking brake, and remove the ignition key.
- v) When car seats and safety harnesses are needed for specific students, they shall be provided by the contractor at the contractor's expense. All car seats and safety harnesses must comply with FMVSS 213 and must not be any older than 5 years old.
- w) A driver assigned in connection with this contract shall be available for meetings when requested by the Superintendent of Schools or his/her designee.
- x) Each Contractor must, according to law, affirm to the Board of Education that every driver used for school buses has been given the requisite complete physical examination and that his/her moral character and conduct with children and parents is above and beyond any question or suspicion.
- y) The physical examination for each driver must include the Mantoux Skin Test for Tuberculosis. All contractors must ensure that all drivers have a valid DOT physical. Assistant drivers (monitor) are also required to be tested annually for tuberculosis using the Mantoux test. Drivers or assistant drivers (attendants) who test positive must complete the required follow-up procedure before commencing work.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- z) Should the Board or its representative find that a driver is unfit in the above-mentioned respects, it will be considered a serious violation of the specifications such that the contract can be canceled on thirty (30) days' notice.
- aa) A character investigation shall be conducted by Contractor on all drivers and matron/aids to be assigned to this district. All costs involved in such investigations are to be paid by the Contractor. The Board of Education must be furnished with a report of such investigation prior to the driver's employment in this district.
- bb) Drivers and matrons or attendants will be required to attend orientation meetings, emergency safety meetings, and any other meetings requested by a district. All incurred costs are to be paid by the Contractor.
- cc) Drivers shall be responsible for the complete control of their respective buses. They must maintain pupil discipline and pupil management in compliance with New York State Law and East Ramapo Central School District policies.
- dd) It shall be the duty of the driver to notify the company dispatcher immediately of all accidents with students on board and all other unusual situations.
- ee) Drivers and attendants shall present a neat personal appearance at all time.
- ff) Drivers will continuously remind students of safety regulations. Each driver is responsible for enforcing the "ten-foot" crossing rule.
- gg) Drivers will determine that driver assistants (matron or attendants) follow prescribed procedures.
- hh) Drivers shall conduct safety evacuation drills at all schools on their routes on the designated days with no additional charge to the District.
- ii) The Contractor shall notify representatives of the Board of Education, in writing, of any changes, including the reason therefor, in drivers before the change becomes effective.
- jj) The Board of Education or its representative reserves the right to have the Contractor remove any driver or driver assistant (matron or attendants) who, in his or her representative's opinion, is unsatisfactory for this job.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- kk) The regulations of the Commissioner of Education along with all regulatory authorities, ERCSD Board of Education, and the Department of Transportation inclusive of any subsequent amendments or additions thereto shall be part of each bid and any contract to be signed.

SECTION VII – SAFETY

- 1.) All traffic regulations must be observed at all times.
- 2.) Each driver is expected to remain on their bus at all times when children are on the bus. Each driver will be on their bus supervising the loading and unloading of pupils at all times.
- 3.) All children riding on buses are to be carried to their designated stops only. All students and passengers must be seated at all times until the bus has come to a complete stop. No child shall be denied transportation by the driver without approval of the Board or their Designee.
- 4.) All vehicles must be maintained in good working order and must be kept clean and safe.
- 5.) All bidders acknowledge that three annual emergency bus safety drills are required by New York State law. These drills will occur at the times and places as designated by the school district and or schools.
- 6.) The emergency drills on buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use, and operation of emergency exits, fire extinguishers, first aid equipment, seat belts, and windows as means of escape in case of fire or accident. Such instructions and the conduct of the drills shall be supervised by a member of the school district staff. To facilitate various bus emergency drills, the contractor shall supply at NO additional cost, vehicles, and drivers to be available at various school building locations.
- 7.) In the event of a vehicle accident with students on board, regardless of damage or injury, the contractor shall immediately notify the Police Department of the accident location. Secondly, the contractor shall notify the Office of the Transportation Supervisor or District Administrator of the nature of the emergency within thirty (30) minutes, the bus number and location of the bus, and the status of all students.
- 8.) Under no circumstances shall the school bus driver leave the scene of a school bus accident unless police on the scene have cleared the bus driver for leaving.
- 9.) Accident reports will be hand-delivered to the School District within twenty-four hours of the occurrence.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

- 10.) All vehicles used to service the District must be within direct radio contact with the depot from which the vehicle originates. If a vehicle is beyond radio communication with its depot, it must also be equipped with a cellular telephone. At no time can a vehicle be considered “out of range” and unreachable.

SECTION VIII – PAYMENT FOR SERVICES

- 1.) Each Contractor shall submit invoices to the Board of Education following the requirements of the Business Office.
- a.) Invoices for **Appendix B** shall be billed to the district at a per pupil price per day on a monthly basis. Bills must follow the per pupil price per day schematic (Monday - Friday) and follow the billable school calendar days. Invoices will be submitted to the district monthly for the number of students attending handicapped and non-public schools on a per-pupil price per day basis and by school name as directed by the School District. **Appendix C is sample billing.** Please be advised that any extra charges must be submitted in writing to the transportation department for approval. Payment is due only for days when service is provided. If a school is closed there is no payment due from the district for that day as the service was not provided. Any incorrect invoices will be either adjusted accordingly or returned to the contractor with an explanation.
- b.) For all Private Schools where transportation is less than 180 days bills are to be submitted for actual days transported for each month. A school calendar and a student roster must be submitted with their invoice for payment.
- c.) For all Private Schools contractors must clearly note changes with exact effective dates in the student roster for proper calculation of invoice. Adjustments to the invoice will be made by the district if sufficient information is not provided in a timely manner.
- d.) Each invoice must show the school’s name for which transportation is being invoiced, contractors name and address, bid number and purchase order number.
- e.) All **correct** invoices will be paid within forty five days of receipt in the East Ramapo CSD Transportation Dept. 105 S. Madison Avenue, Spring Valley, NY 10977 or emailed to **ertransportationbilling@ercsd.org**.

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26
CHECKLIST**

(ATTACHED TO AND PART OF TRANSPORTATION CONTRACT)

The following is a list of items bidders must include with their bids:

1. Certified check for ten percent or bid bond in the amount of ten percent.
2. Make of chassis and body, the year, and seating capacity of buses.
3. Proof of vehicles (copies of vehicle registrations) must be submitted with a bid package.
4. NYSDOT Busnet scores of any facility servicing this contract must be included in bid submission.
5. A detailed financial statement as of December 31, 2023, or the latest fiscal year-end.
6. A statement indicating transportation experience and districts serviced.
7. Statement from bonding company of Bus Company's eligibility to obtain a performance bond.
8. Certification Form.
9. Corporate Resolution
10. Non-Collusion Certificate.
11. Bid proposal Certification
12. Iranian Disclosure
13. Hold Harmless
14. Statement from an insurance company that the required insurance will be issued to the company.

Signature of Bidder

Title

Name of Contractor

Date

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

GENERAL

The foregoing items comprising "Instructions to Bidders – Part I and Part II" shall be deemed to be part of any contract which may be awarded by the Board of Education of the East Ramapo Central School District located at 105 South Madison avenue Spring Valley, New York 10977 and the submission of a bid for transportation services to be rendered shall constitute an acknowledgment of compliance with said instructions and Specifications.

Instances of failure to adhere to the bus schedule or any part of the contract shall constitute a breach of contract.

It shall be the responsibility of the successful contractor to notify the Transportation Office and the parents of children attending the schools listed in specifications whenever there is an equipment breakdown which will delay children in getting to or from school and of all permanent schedules.

SIGNATURE

TITLE

COMPANY

ADDRESS

TELEPHONE #

DATE

AFFIX CORPORATE SEAL HERE

EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26

CERTIFICATION FORM

The Transportation Bid submitted herewith is submitted with the full understanding that all instructions to Bidders and all other Notices about required transportation services are understood and will be complied with and form a part of this bid.

Submitted by:

Name of Bus Contractor _____

Address of Contractor _____

Name of Individual Submitting Bid _____

Position held in firm _____

Telephone Number _____

Cellphone Number _____

Date Submitted _____ Signature _____

If Contractor is a Corporation or Company, list below names and addresses of all Officers or Owners:

Names

Address

EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26

CORPORATE RESOLUTION

**CERTIFIED COPY OF RESOLUTION AUTHORIZING THE SUBMISSION OF
BID OR PROPOSAL**

Resolved that _____
Name of Corporate Officer Title

Of _____ be authorized to sign and submit the bid or
Name of Corporation

proposal of this corporation for the following project: _____
Project Description

And to include in such a bid or proposal the certificate as to no collusion required by Section 1 03-D of the General Municipal Law as the Act and Deed of such corporation and for any inaccuracies or misstatements in such certificate, this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____
Corporation at a meeting of its Board of Directors held on _____ day of _____, 20____
And is still in force and effect on this _____ day of _____, 20____

Make sure Corporate Seal is affixed to Document

EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26

BID PROPOSAL CERTIFICATION

Enclosed please find:

Certified Check in the amount of _____ dollars (\$_____)

Bid Bond in the amount of _____ dollars (\$_____)

The undersigned agree (s) that the security accompanying this Bid be left with the Board of Education and that, if the undersigned defaults (inclusive of withdrawal from award) in executing a contract within two (2) weeks after the written notice of award of the contract to (him) (them) and in furnishing said time, then the amount of security shall be forfeited to the Board of Education as liquidated damages, but if this bid is not accepted in ninety (90) days, or if the undersigned executes and delivers said contract and bonds, this security will be returned to (him)(them).

Dated _____

Signed _____

Address _____

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

IRANIAN ENERGY SECTOR DIVESTMENT STATEMENT

The New York State Legislature has recently added a new Section 103-g to the General Municipal Law entitled "Iranian Energy Sector Divestment".

According to State Finance Law §165-a, the Commissioner of General Services is required to develop a list of persons it determines to engage in investment activities in Iran, which is defined as the provision of goods, services, or credit of \$20,000,000 or more, relating to the energy sector.

General Municipal Law §103-g (4) states as follows:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work services performed or to be performed of goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under penalties of perjury:

a. "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created according to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law".

This requirement is effective April 12, 2012. Please fill out the following form and return a notarized copy with your bid.

The below-signed bidder affirms the following as true under penalties of perjury:
By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created according to paragraph (b) of subdivision 3 of Section 165-a of the State Finance Law.

Corporate or Company Name:

By: _____

Signature

Title

Sworn to before me this _____ day of _____ 20_____

Notary Public
(stamp or seal)

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

HOLD HARMLESS AGREEMENT

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

ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY THE PROPOSER, ITS AGENTS, SERVANTS, OR EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION EMPLOYED DIRECTLY OR INDIRECTLY BY THEM UPON OR IN CONNECTION WITH THEIR PERFORMANCE UNDER THE CONTRACT. HOWEVER CAUSED, ANY INJURY TO PERSON OR PROPERTY SUSTAINED BY ANY PERSON, FIRM OR CORPORATION, CAUSED BY ANY ACT, DEFAULT, ERROR OR OMISSION OF THE CONTRACTOR, ITS AGENTS, OR EMPLOYEES OR ANY PERSON, FIRM OR CORPORATION, DIRECTLY OR INDIRECTLY EMPLOYED BY THEM UPON, OR IN CONNECTION WITH PERFORMANCE UNDER THE CONTRACT.

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

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

THIS INDEMNIFICATION, DEFENSE, AND HOLD HARMLESS AGREEMENT SHALL APPLY TO ANY LAWSUIT, ACTION, PROCEEDING, LIABILITY, JUDGMENT, CLAIM OR DEMAND OR WHATEVER NAME OR NATURE NOTWITHSTANDING THAT CONTRACTOR MAY DEEM THE SAME TO BE FRIVOLOUS OR WITHOUT MERIT. IT IS INTENDED THAT THIS AGREEMENT BE INTERPRETED MOST BROADLY POSSIBLE TO INSULATE ALL OF THE ENTITIES, PARTIES AND INDIVIDUALS NAMED ABOVE FROM ANY LIABILITY, COST OR JUDGMENT, MONETARY OR OTHERWISE AS THE SAME MAY RELATE TO THE PERSONNEL AND SERVICES PROVIDED BY THE CONTRACTOR.

Subscribed and sworn to me before me

This _____ day of _____, 20__.

Notary: _____

By: _____

Title: _____

Company: _____

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

STATEMENT OF NON-COLLUSION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law which reads as follows:

“103-D. Statement of non-collusion in proposals to political subdivision of the state. Every proposal or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where a competitive proposal is required by statute, rule, regulation, or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under penalties of perjury:

Non-collusive proposal certification.

(A) By submission of this proposal, each proposer and person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its organization, under penalty of perjury, that to the best of their knowledge and belief:

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

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

The fact that the proposer (a) has published price lists, or tariffs covering items being produced, (b) has informed prospective customers of proposed or pending publication of new or revised price list for such items, or has sold the same items to other at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (A)

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

Company _____ Signed _____

Address _____ Title _____

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

Insurance Certification

Name of Project: Student Transportation for the Public, Private, and Special Education School Transportation 2025-2026.

Your Insurance representative must complete the form below to be considered for the award of this bid or project, and you must complete the Bidder's Acknowledgment section of this form. Please note that a certificate of insurance must accompany your bid submission for your bid to be considered.

Insurance Representative's Acknowledgement:

We have reviewed the insurance requirements outlined in the bid and are capable of providing such insurance to our insured following such requirements in the event the contract is awarded to our insured and provided our insured pays the appropriate premium.

Insurance Representative: _____

Address: _____

Are you an agent for the companies providing the coverage?

Yes _____

No _____

Date: _____

_____ Insurance Representative's Signature

Bidder's Acknowledgement:

I acknowledge that I have received the insurance requirements of this bid and have considered the costs, if any, for procuring the required insurance and will be able to supply the insurance required following the bid, if it is awarded. I understand that a certificate of insurance must be submitted with my bid, and if it is not, East Ramapo CSD may reject my bid and award it to the next lowest bidder.

Bidders Firm Name: _____

Address of Firm: _____

Bidders Signature: _____ Date: _____

**EAST RAMAPO CENTRAL SCHOOL DISTRICT
BID NUMBER RFB-ER-6-26**

**Extra Hourly Cost by Vehicle Type
with District Approval**

Billing instructions for Extra Cost:

- **Unscheduled calendar requests that were not part of the finalized school calendar must be first approved by the Transportation Department.**
- **All unscheduled calendar requests must be emailed for approval to the Transportation Department.**
- **Approved additional requests will be billed to the school district on a separate invoice.**

Please be advised that the district has the right to award this contract in the best interest of the school district, concerning all bid results.

Bid submission by:

Signature:

Print Name:

Print Title:

Print Company:

Appendix B

Private School Listing

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Congregation Talmud Torah Imrei Binah	244 Viola Rd, Monsey, NY 10952	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 4:15 PM, 5:15 PM and 6:00 PM	
	DISMISSAL (FRIDAY) 12:15 PM	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024-- 2025 STUDENT COUNT
Bobov Monsey Bnos of Monsey	100 Route 59, Monsey, NY 10952	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:15 AM	
	DISMISSAL (MON-FRI) 4:00 PM and 4:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Shaar Ephraim	5 Acer Ct. Monsey, NY 10952	92
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM	
	DISMISSAL (MON-FRI) 4:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobov Monsey Bais Yaakov of Pomona	86 Highview Rd Suffern, NY 10901	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobov Monsey	49 South Main Street Spring Valley, NY 10977	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM, 7:30 AM, 8:15 AM, 9:00 AM & 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 3:30 PM, 4:15 PM, 4:30 PM, 5:00 PM & 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobov Monsey Talmud Torah Bobov	61 Carlton Rd	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM, 7:30 AM, 8:15 AM, 9:00 AM & 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 3:30 PM, 4:15 PM, 4:30 PM, 5:00 PM & 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobov Monsey Congregation Divrei Chaim	265 Route 306 Monsey, NY 10952	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM, 7:30 AM, 8:15 AM, 9:00 AM & 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 3:30 PM, 4:15 PM, 4:30 PM, 5:00 PM & 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobov Monsey Talmud Torah Bobov Girls	116 College Road	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM, 7:30 AM, 8:15 AM, 9:00 AM & 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 3:30 PM, 4:15 PM, 4:30 PM, 5:00 PM & 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024- 2025 STUDENT COUNT
Bobov Monsey Blima Ruchel Bobov Girls		
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 6:50 AM, 7:30 AM, 8:15 AM, 9:00 AM & 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 3:30 PM, 4:15 PM, 4:30 PM, 5:00 PM & 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Ahavath Israel Bonos Viznitz - BOYS	15 Elyon Rd, Monsey, NY 10952	1632
Yeshiva Ahavath Israel Bonos Viznitz – G 4-12	1 School Terr, Monsey, NY 10952	1378
Yeshiva Ahavath Israel Bonos Viznitz - G K-3	229 Maple Ave, Monsey, NY 10952	944
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
Yeshiva Ahavath Israel Bonos Viznitz - BOYS	ARRIVAL (MON-FRI) 7:30 AM – Departure 6:00 PM	
Yeshiva Ahavath Israel Bonos Viznitz - G K-3	ARRIVAL (MON-FRI) 8:40 AM – Departure 3:40 PM	
Yeshiva Ahavath Israel Bonos Viznitz - G K-3	ARRIVAL (MON-FRI) 8:30 AM – Departure 3:30 PM	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
United Talmudical Academy - GIRLS	89 S Main St, Spring Valley, NY 10977	1354
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:40 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
United Talmudical Academy - BOYS	106 S Madison Avenue, Spring Valley, NY 10977	1224
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:20 AM	
	DISMISSAL (MON-FRI) 3:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Beth Rochel School - GIRLS	145 Saddle River Rd, Monsey, NY 10952	1091
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:30 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Congregation Yetev Lev of Monsey - GIRLS	236 Cherry Lane, Airmont, NY 10952	747
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 10:00 AM	
	DISMISSAL (MON-FRI) 2:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Bais Malka	48 Grandview Ave, Spring Valley, NY 10977	691
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:50 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Beth David	22 W Maple Ave, Monsey, NY 10952	658
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 4:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Tzion Yosef Pupa Boys	15 Widman Ct, Spring Valley, NY 10977	601
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:25 AM	
	DISMISSAL (MON-FRI) 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnos Esther Pupa Girls	246 N Main St, Spring Valley, NY 10977	600
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Machzikei Hadas of Belz Boys	3 N Cole Ave, Spring Valley, NY 10977	594
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 5:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Talmud Torah D'chasidei Bobov of Monsey	49 S Main St, Spring Valley, NY 10977	583
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 5:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Yetev Lev of Monsey - BOYS	13-15 Monsey Blvd, Monsey, NY 10952	561
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 2:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bais Trany of Monsey	110 College Rd, Monsey, NY 10952	551
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:35 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Talmud Torah Bobov - GIRLS	265 Rt 306, Monsey, NY 10952	551
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Kolel Chasidei Rachmistrivka-Orh Yoconan	97 Highview Road, Monsey, NY 10952	545
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 4:50 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnei Yakov Yosef of Monsey	23 Union Rd, Monsey, NY 10952	398
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Bais Chinuck Ateres Bnos	185 N Main St, 1st Floor, Spring Valley, NY 10977	149
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:30 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Bais Chinuch Torah Emachu	22 Ashel Lane, Monsey, NY 10952	360
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:45 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Mosdos Sanz Klausenburg of Monsey - GIRLS	5 Gibbs Ct, Monsey, NY 10952	320
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Mosdos Sanz of Monsey	50 Slinn Ave, Spring Valley, NY 10977	320
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:30 AM	
	DISMISSAL (MON-FRI) 3:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Talmud Torah Darkei Avos Monsey	235 N Pascack Rd, Spring Valley, NY 10977	297
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:00 AM, 8:00 AM, 9:00 AM & 10:00 AM	
	DISMISSAL (MON-FRI) 3:00 PM, 4:30 PM, 5:30 PM & 8:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Mosdos Sanz Klausenburg of Monsey boys -	8 Eckerson Ln, Monsey, NY 10977	272
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 5:20 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bobover Yeshiva of Monsey	230 Viola Rd, Spring Valley, NY 10977	263
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:00 AM	
	DISMISSAL (MON-FRI) 5:15 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Yeshous Moshe Viznitz	50 S Main St, Spring Valley, NY 10977	255
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:45 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Ohr Hatorah Monsey	681 Chestnut Ridge Rd, Spring Valley, NY 10977	230
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:15 AM	
	DISMISSAL (MON-FRI) 5:40 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Talmud Torah Khal Adas Yereim	33 Union Rd, Spring Valley, NY 10977	211
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:55 AM	
	DISMISSAL (MON-FRI) 3:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Vien of Monsey Inc.	61 College Rd, Monsey, NY 10952	193
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:45 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Talmud Torah Imrei Binah	4 North Main St, Monsey, NY 10952	190
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 3:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnos Zion of Bobov Monsey	13 Crest Ct, Monsey, NY 10952	182
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:45 AM	
	DISMISSAL (MON-FRI) 3:15 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024-- 2025 STUDENT COUNT
Yeshiva Darkei Emunah	201 Rt 306, Monsey, NY 10952	172
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 5:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Koifer Nefesh	70 Highview Rd, Suffern, NY 10901	154
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 6:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Kinyan Torah	65 College Rd, Monsey, NY 10952	142
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:00 AM	
	DISMISSAL (MON-FRI) 5:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnos of Monsey - HS	100 Hwy 59 Building 9, Suffern, NY 10901	112
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:25 AM	
	DISMISSAL (MON-FRI) 4:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Ohr Torah	360 Rt 306, Monsey, NY 10952	108
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:30 AM	
	DISMISSAL (MON-FRI) 6:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Kesser Bais Yakov	246 N Main St, Spring Valley, NY 10977	102
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:15 AM	
	DISMISSAL (MON-FRI) 3:55 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Oholei Shem Dnitra	50 Commerce St, Spring Valley, NY 10977	95
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:45 AM	
	DISMISSAL (MON-FRI) 6:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnos Zion of Bobov Monsey	13	
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI)	
	DISMISSAL (MON-FRI)	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Bnos Chana Vien	70 Highview Road, Monsey, NY 10952	74
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) Not on List	
	DISMISSAL (MON-FRI) Not on List	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Legadel - Bais Yaakov Elementary School of Rockland	681 Chestnut Ridge Rd, Spring Valley, NY 10977	74
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Yeshiva Zera Yakov	101 W Carlton Rd, Suffern, NY 10901	73
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:45 AM	
	DISMISSAL (MON-FRI) 5:55PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Cong Khal Yereim Yesh Bais Hillel	100 College Ave, Monsey, NY 10952	67
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:40 AM	
	DISMISSAL (MON-FRI) 3:30 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Mesivta of Yeshiva D'Monsey	14 Roman Blvd, Monsey, NY 10952	55
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:00 AM	
	DISMISSAL (MON-FRI) 6:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Yeshiva Derech Torah of Monsey	230 Viola Rd, Monsey, NY 10952	1
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 9:00 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Congregation Bais Chinuch Ateres Bnos	681 Chestnut Ridge Rd, Bldg 5-6, Spring Valley, NY 10977	219
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 8:30 AM	
	DISMISSAL (MON-FRI) 4:00 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
Mesvita Beis Halevi	4 N Main St, Spring Valley, NY 10977	60
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI) 7:45 AM	
	DISMISSAL (MON-FRI) 5:45 PM	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT
COST PER PUPIL 2025 - 2026	\$	
WHEELCHAIR COST PER DIEM	\$	
MONITOR COST PER DIEM	\$	
ROUTE	ARRIVAL (MON-FRI)	
	DISMISSAL (MON-FRI)	
	DISMISSAL (FRIDAY)	

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

SCHOOL NAME	SCHOOL ADDRESS	2024– 2025 STUDENT COUNT	Beds Code
COST PER PUPIL 2025 - 2026	\$		
WHEELCHAIR COST PER DIEM	\$		
MONITOR COST PER DIEM	\$		
ROUTE	ARRIVAL (MON-FRI)		
	DISMISSAL (MON-FRI)		
	DISMISSAL (FRIDAY)		

(Please include a monitor price even if a monitor isn't required at the moment of the bid)

Contractor Signature

APPENDIX B

APPENDIX C

BILLING INVOICES AND SAMPLE INVOICE

All packages should be billed from Monday-Friday. Extra charges must be first approved by the transportation department before being billed.

See the following page for a sample invoice.

Sample Student Per Pupil Transportation Invoice

East Ramapo Central School District
 Transportation Department
 105 South Madison Avenue
 Spring Valley, NY 10977
 Phone: (845) 577-6490
 Email: er-transportationbilling@ercsd.org

BID#	-26
Billing Period	March 1 - 31, 2026
Invoice Date	April 1, 2026
Invoice Number	
Customer PO#	ERCSD PO#

School Name- Bldg#	Service Type	Students serviced	Days	Cost Per Pupil	Monthly Amount
Yeshiva...../Bldg# 0212	Home-to-School Daily Transport	100	20	10.00	\$12,000.00
Yeshiva...../Bldg# 0212	Home to School to Home Daily Wheelchair	2	20	15.00	\$600.00
				Total:	\$ 12,600.00

Transportation Services Provided to Public and Private Schools

Please remit Payment to: IAS Transportation Service Attn: Accounts Receivable 1 Address Cityville, NY 10021	ACH Payments Bank: First City Bank Routing #: 111122223 Account#:98754321
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must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

- **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

- **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

- **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

- **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

- **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABL accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ³
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A)) ^{**}	The grantor [*]

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B)) ^{**}	The trust

¹List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

²Circle the minor's name and furnish the minor's SSN.

³You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

^{*}Note: The grantor must also provide a Form W-9 to the trustee of the trust.

^{**}For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.