WESTPORT BOARD OF EDUCATION
110 MYRTLE AVENUE
WESTPORT, CT 06880
203 341-1002
SPECIFICATION COVER SHEET
REQUEST FOR PROPOSAL (RFP)
#26-002-RFP
OUTPLACED STUDENT TRANSPORTATION

PROPOSERS MUST ENCLOSE TWO COPIES OF THIS SPECIFICATION COVER SHEET, THE RFP SPECIFICATIONS SHEETS AND WHAT'S REQUIRED PAGE WHEN RESPONDING TO THIS RFP

The Westport Board of Education reserves the right to waive technical defects in proposals, reject any and all proposals, in whole or in part, to make awards, in whole or in part, including accepting a proposal or part of a proposal, although not the low proposal, that in its judgment will be in the best interest of the Board and/or the Town of Westport, Connecticut. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a proposer fails to so identify a proposed substitution, it will be assumed that it is proposing the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in RFP prices nor added to any items specified.

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:

NAME OF RFP: **OUTPLACED STUDENT TRANSPORTATION**

TYPE OF RFP: **Sealed RFP** **QUOTATION #: _____**

RFP CLOSURE DATE: Received Until: DATE: July 17, 2025 TIME: 11:00 AM, at which time the RFPs will be publicly opened and read aloud:

LOCATION TO FORWARD RFP:	**Elio Longo, Jr., Chief Financial Officer** **Westport Board of Education** **110 Myrtle Avenue** **Westport, CT 06880**

RFP SECURITY: RFP Security Required _____**%** RFP Security *Not* Required __x__

PREVAILING WAGE: Required_____ *Not* Required ____x____

FORMS TO COMPLETE RFP: Submit two copies of the Specification Cover Sheet and RFP Specification Sheet(s) in a sealed envelope:

Identify Name of RFP on Envelope:
OUTPLACED STUDENT TRANSPORTATION– 26-002-RFP

LENGTH OF TIME PRICES WILL BE HONORED: AS STATED IN SPECIFICATIONS

CONTRACT PERIOD: School Year 2025 – 2026, including Extended School Year program during summer 2026

I have read and understand the requirements of this Request For Proposal and certify the information submitted is true and complete:

_____

Signature of Company Representative *Date*

TYPED NAME AND TITLE:_____

COMPANY:_____

ADDRESS:_____**TOWN:**_____**STATE:**_____**ZIP:**_____

TELEPHONE NUMBER:_____ **FAX NUMBER:**_____

EMAIL: _____

WESTPORT BOARD OF EDUCATION
Elio Longo, Jr.
Chief Financial Officer
110 MYRTLE AVENUE
Westport, CT 06880
203 341-1002

INVITATION TO RFP
26-002-RFP
OUTPLACED STUDENT TRANSPORTATION

Notice is hereby given that sealed RFPs on the following will be received at the office of the Chief Financial Officer until:

July 17, 2025, 11:00 AM

at which time they will be publicly opened and read aloud:

26-002-RFP
OUTPLACED STUDENT TRANSPORTATION

Specifications, if not attached, may be obtained at the office of the:

Elio Longo, Jr.
Chief Financial Officer
Westport Public Schools
110 Myrtle Avenue
Westport, CT 06880

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The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in RFP prices nor added to any items specified.

Questions regarding the RFP should be directed to Buffy Barry, Transportation Coordinator at bbarry@westportps.org.

REQUEST FOR PROPOSAL SPECIFICATIONS

OUTPLACED STUDENT TRANSPORTATION
25-002-RFP

Due on or before **July 17, 2025, 11:00 AM** at the office of

Elio Longo, Jr.
Chief Financial Officer
Westport Board of Education
110 MYRTLE AVENUE
Westport, CT 06880

Sealed Proposals will be received by the office of the Chief Financial Officer, Westport Board of Education of the Town of Westport, Connecticut until 11:00 AM on July 17, 2025. Each response should be in a sealed envelope that is clearly marked (example) " 26-002-RFP – **OUTPLACED STUDENT TRANSPORTATION** ". Specifications, instructions and Request for Proposal ("RFP") forms may be obtained at the above address. Only originals in a sealed envelope delivered to the office before the above date and time will be accepted.

CONDITIONS FOR REQUEST FOR PROPOSAL

1. The Westport Board of Education reserves the right to waive technical defects in proposals, reject any and all proposals, in whole or in part, to make awards, in whole or in part, including accepting a proposal or part of a proposal, although not the low proposal, that in its judgment will be in the best interest of the Board and/or the Town of Westport, Connecticut. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the proposed substitution is clearly stated. When a proposer fails to so identify a proposed substitution, it will be assumed that it is proposing the exact item requested.

   The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in RFP prices nor added to any items specified.

2. The Westport Board of Education reserves the right to grant an award in total or for any part thereof for the items or services for which proposals are requested. In addition, the Board of Education reserves the right to award this RFP as a package in conjunction with other RFPs for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.

3. The submission of a RFP shall be conclusive evidence that the vendor has satisfied itself as to the requirements of the RFP specifications and any controlling conditions which may exist.

4. Vendors may not withdraw their RFP for a period of 120 days from the date of RFP opening. The Westport Board of Education and proposers may mutually agree to extend the time limit.

5. In determining the ranking of responsible vendors, the Westport Board of Education may consider, in its sole discretion, in addition to price, the quality, availability and type of service, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.

6. EQUIPMENT -It shall be the responsibility of the Contractor to provide a sufficient number of vehicles, with sufficient capabilities to adequately meet the needs of the Westport Board of Education. All vehicles will have valid Connecticut Department of Motor Vehicles operating certificates and be maintained in safe and suitable condition for operation. It is the responsibility of the Contractor to provide safe, proper, and appropriate maintenance on vehicles used during the term of this Contract. Vehicles used to transport students shall not display any advertisement, political or otherwise, either inside or outside of the vehicle without the expressed

written consent of the Westport Board of Education. All buses/vans must be maintained in a neat and clean condition, both inside and out, at all times that weather permits.

7. RESPONSIBILITIES -Where any vehicle is used under this contract to perform home-to-school or special education services as needed based upon (IEP requirements) is required to include a bus aide provided by the Contractor, for purposes of this contract, the use of the terms "bus attendant" or "aide" are interchangeable. All aides must be prepared to assist special education students to and from the threshold of the property, and they must assist the handicapped pupil in entering and leaving the vehicle. While this is not to be construed as requiring aides to carry a pupil, it does mean assisting by lifting legs, carrying books, or otherwise assisting handicapped pupils to enter and leave buses. In addition, drivers must be prepared to provide a certain amount of reasonable assistance, as circumstances may deem necessary. The physical examinations of drivers shall be at the driver's or the Contractor's expense. All exams to be completed as required by regulations of the Department of Motor Vehicles. All drivers must also comply with any Federal drug and alcohol testing requirements which compliance will be solely at the Contractor's expense, and any physical ability tests that may be mandated during the term of this Contract.

   School transportation vehicles must be operated at all times by capable and competent personnel at safe and reasonable rates of speed. The Westport Board of Education, through the Superintendent of Schools and/or his/her designee, reserves the right to require any and all reasonable precautions for the safety of students in their transportation to and from school.

   Under no circumstances shall a driver refuse to pick up or discharge a pupil at an established school bus stop, unless authorized by the District, nor shall a driver remove a pupil from a bus providing services hereunder before reaching the pupil's intended destination, except in the case of an emergency.

8. Costs submitted for Daily Charge must include administration, mileage, driver and bus aide where required, including travel time to-and-from each destination, and vehicles with specified equipment as required to perform transportation services.

   CANCELLATIONS:Due to certain student requirements, any route may be cancelled or delayed with 24 hours notice to the Contractor, without costs incurred to the WPS District. Note cancellations may also be weather dependant due to snow and ice, etc.

9. COMBINING SERVICES -The Westport Board of Education is interested in reducing transportation costs for the School District and other districts by combining services where available. The Westport Board of Education will allow prospective bidders to offer proposals combined with other districts if they have formal approval from that district. The purpose of this option is to help reduce costs: if student(s) are not compatible with the combined services they would revert to single transportation.

10. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective vendors submit identical tie RFPs, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more RFPs which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a RFP received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the RFP package by the vendor along with other RFP documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding RFP/BID procedure.

11. INSURANCE COVERAGE - The successful bidder will be required to furnish a Certificate of Insurance naming the Westport Public Schools, its employees, officers and agents, as the additional insured, and be provided by companies licensed in the State of Connecticut.

INDEMNIFICATION

In addition to providing insurance, the successful bidder shall indemnify and hold the Westport Public Schools, its employees, officers and agents harmless from all claims and demands of any nature for any loss, damage or injury which any person may suffer by reason of or in any way arising out of work required by this Bid and any resulting contract or purchase order issued pursuant to it.

The following Minimum insurance must be maintained in force by Contractor at its own expense:
A combined single limit of bodily injury and property damage of $1,000,000 per occurrence is required.
An additional insured endorsement is preferred. The District, at its sole discretion may accept endorsement CA 20 48 2/99 instead. Either endorsement must name the Westport School District, Westport School District Board of Education, Town of Westport and any of their public officials, agents, employees and volunteers. Coverage should be at least equal to the standard IS0 CA 00 01 with No manuscript endorsements reducing or limiting coverage unless approved beforehand by the District.

Commercial General Liability with limits of at least $1,000,000 per occurrence/$2,000,000 aggregate to apply per location and or per project. Coverage for bodily injury, property damage, products/completed operation, personal injury and advertising injury. Coverage at least equal to IS0 form CG 0001. An additional endorsement, equivalent to CG 2026 or CG 2010 naming the Westport School District, Westport School District Board of Education, Town of Westport and any of their public officials, agents and employees must be included. A Waiver of subrogation in favor of the additional insured must apply. $ 5,000,000 umbrella or excess liability coverage. Must be at least follow form over the Auto, General Liability and Employers Liability.

Workers Compensation and Employers Liability covering all employees and meeting the requirements of Connecticut law. A waiver of subrogation in favor of the Westport School District Board of Education, Town of Westport and any of their public officials, agents and employees must be included. Unemployment Insurance coverage covering all employees consistent with the requirements of Connecticut laws. Sexual Misconduct and Corporal Punishment insurance must be provided with limits of at least $1,000,000 and must include an additional insured endorsement naming Westport School District Board of Education, Town of Westport and any of their public officials, agents, employees and volunteers. This can be either a separate policy or as an endorsement to the General Liability. If endorsed on the General Liability, it must be clearly stated that the Auto exclusion on the General Liability policy does not apply to this coverage. Said policy or policies shall be primary to any policies of insurance available to the District and must contain thirty (30) days prior notice to the Board of Education of cancellation or content change. The limits as outlined herein are strictly minimum amounts. The District encourages the use of higher limits and assumes no liability in the event that claims are presented against the Contractor for amounts in excess of these minimum limits. The Contractor shall deposit with the District satisfactory evidence of insurance (including renewals) showing minimum coverage as required above.

The Contractor shall hold harmless, defend and indemnify the District from all claims for damages, including death, which may arise from operations under the Contract(s), including but not limited to claims brought against the District by third parties, employees of the District, or employees of the Contractor.
All insurance certificates shall state that the policy will not be canceled nor coverage be reduced or limited without thirty (30) days prior written notice to the District. It shall further state that a similar thirty (30) days prior written notice will be given to the District prior to the expiration of the policy if renewal coverage is to be refused or such coverage is to be reduced on renewal. Such certificates shall show the name and address of the insured Contractor, the policy number, the type of coverage, the inception and expiration dates, and it shall clearly state what, if any, coverage's are excluded by special or manuscript endorsement or otherwise excepting such as appear in the standard IS0 policies as they relate to this Contract. The District reserves the right to make direct inquiry to the insurance carrier for an explanation of coverage's and the Contractor agrees to assist in obtaining any such desired information.
Contractor acknowledges that failure to provide the mandated 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.

All insurance and indemnification requirements as stated shall be provided as part of this contract. Proof of such insurance must be received by the Town of Westport, prior to commencement of contract.

12. FORM AND STYLE OF RFP**:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.

13. QUESTIONS: For questions regarding the RFP, contact Buffy Barry at bbarry@westportps.org. Only written addendums to the RFP issued by the Board of Education shall amend the terms of this RFP.

NOTE: By responding to this RFP, the proposer agrees that any or all past clients may be contacted by the Westport School System. The vendors responding to this contract also agree to release and discharge by responding to this contract for the vendor him/herself/itself, its successors, his/her heirs, executors, administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all officers, employees and agents and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.

2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.

3. Each employee engaged in providing the commodities or contractual services which are being proposed was given a copy of the statements specified in paragraphs 1 and 2, above.

4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are proposed, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later that five (5) days after such conviction or plea.

5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.

6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature:_____ Date: _____

Print Name:_____

Company: _____

Revised 1995

DrugFreeWkplaceCert (forms)

SPECIAL NOTES: 1) For each Destination, the +/- Daily Student Rate **MUST** be quoted. This rate is the credit/charge for removing/adding students to the Total Students specified as the base for each Destination. For increased efficiencies, the District desires to minimize the total number of contractors servicing the below listed routes. Bidders are encouraged and welcomed to submit an **ALTERNATE** consolidated service delivery proposal encompassing any number of the specified destinations. Alternate proposals will be considered as an option to the individual route bids.

26-002 RFP OUTPLACED STUDENT TRANSPORTATION

Destination	Reliable Bid	Prog Times	Ttl Students/Address
Abilis 50 Glenville St Greenwich, CT 06831 (203) 531-1880	**Possible Rideshare** **Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**1 Student** **Wheel Chair** Reimer Rd
ACES Village School/ **ACES Mill Road** 31 Temple St North Haven, CT (203) 234-7611	**No Rideshare** **Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**M,T,Th, F** **8:30 - 2:30** **Wed** **8:30 - 1:00**	**2 Student** Hills Pt Road 23 Crescent Pk La
Aspire Living & Learning 5 Riverbend Dr Stamford, CT (203) 323-0017	**No Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Mon - Fri** **8:00 - 2:30**	**0 Students**
ACES Whitney H.S. North 130-B Leeder Hill Dr Hamden, CT (203) 407-4500	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**M,T,Th, F** **8:15 - 2:15** **Wed** **8:15 - 12:45**	**Student** **No students currently attending**
CES/MERIT ACADEMY *25 Oakview (TDP) Hours: 8:30 - 2:30 40 Lindeman Dr Hours: 8:20 - 2:20 Trumbull, CT (203) 365-8987	**No Rideshare** **1 Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:30 - 2:30**	**3 Student** Saugatuck Ave Old Hill Rd Riverside Ave
CES RISE Sacred Heart 5151 Park Ave Fairfield, CT (203) 260-8873	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:15 - 2:15**	**Student** **No students currently attending**

Cedarhurst School ***Passages 8:30 - 2:45** 871 Prospect St Hamden, CT (203) 764-9314 **Cedarhurst 8:30 - 2:00**	**No Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Passages** **& Mainstream** **8:30 - 2:45** **Cedarhurst** **8:30 - 2:00**	**3 Students** *Baker Ave *Clover La Highland Rd
Charles F. Hayden School **Boys & Girls Village** 528 Wheelers Farm Rd Milford, CT (203) 877-0300	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Mon - Fri** **8:15 - 2:45**	**1 Students** Overridge Rd
Ferncliff Manor School 1154 Sawmill River Rd Yonkers, NY (914) 968-4854	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:30 - 2:30**	**0 Student** **No students currently attending**
Foundation School 91 Woodmount Rd Milford, CT (203) 877-1426	**Possible Rideshare within own school** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:00 - 2:30**	**1 Student** Bonnie Brook La
Gateway Community College 20 Church Street New Haven, CT (203) 285-2000	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**0 Student** **No students currently attending**
Green Chimneys 400 Doansburg Rd Brewster, NY (845) 279-2995	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**0 Student** **No students currently attending**
Lorraine D. Foster 1861 Whitney Ave Hamden, CT (203) 230-4877	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**0 Student** **No students currently attending**

Hope Academy 89 Marsh Hill Rd Orange, CT (203) 799-6000	**Possible Rideshare within its own school** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:00 - 2:10**	**2 Student** Compo Rd N Riverside Ave Apt 3
Hubbard School 68 Southfield Ave Stamford, CT (475) 303-4200	**Not a Rideshare** **2 Aides Needed** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Mon - Fri** **9:00 - 3:00**	**3 Students** Oakview Cir Burr Farms Rd Wilton Rd ** Quote should be for 2 (two) spearate vehicles
Milestones (CCCD) Wolf Harbor Rd *Boston Post Rd Milford, CT (203) 882-8810	**Not a Rideshare** ****PMT Trained Aide**** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Training provided** **by WPS** **Mon - Fri** **8:30 - 2:30**	**1 Student** Willowbrook Dr
Norwalk Community College ***Project Search** College Steps Program 118 Richards Ave Norwalk, CT (203) 877-7183	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**0 Student** **No students** **currently attending**
Pinnacle School 201 High Ridge Rd Stamford, CT (203) 409-0068	**Possible Rideshare** **Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Thurs** **8:00 - 3:00** **Fri** **8:00 - 12:00**	**2 Students** Palmieri Rd Bayberry Ln
Spire School 201 High Ridge Rd Stamford, CT (203) 661-1609	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Thurs** **8:00 - 3:00** **Fri** **8:00 - 12:00**	**2 Student** Dover Rd Main Street
St. Vincents Special Needs 95 Merritt Blvd Trumbull, CT (203) 386-2742	**No Rideshare** **Wheel Chair** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**Mon - Fri** **8:30 - 2:30**	**W/C with Student Nurse** Hillandale Rd

St. Vincents Special Needs 95 Merritt Blvd Trumbull, CT (203) 386-2742	**No Rideshare** **Wheel Chair/Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate: $0.00	**needs to be avail 8:30 - 2:30** **Mon - Fri** **8:30 - 2:30**	**W/C with Student** Silent Grove N
Sound School 60 South Water St New Haven, CT	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Fri** **8:00 - 2:30**	**0 Student**
Westport Day School 372 Danbury Rd Wilton, CT (203) 557-0930	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:	**Mon - Thurs** **8:00 - 2:30** **Fri** **8:00 - 1:00**	**3 Student** Mortar Rock Rd Overlook Rd Pumpkin Hill Rd
Woodhouse Academy 4 Oxford Rd, Bldg F Milford, CT (203) 877-9121	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**0 Student**
J.M. Wright Tech 120 Bridge St Stamford, CT (203) 324-7363	**Possible Rideshare** **No Aide** Daily Base Rate: (+/- Daily Student Rate): Rideshare Daily Rate:		**2-3 Students** Hales CT Hales Ct