Princeton Public Schools

Board of Education

Mercer **County**

2025-2026

School Year

Bid Specifications

for

Student Transportation Services

To and From School

Bid Number: 04

Legal Notice
Specifications
Prescribed Questionnaire
Statement of Ownership Disclosure
Affirmative Action Questionnaire/Statement
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Bid Sheet

Specification for Student Transportation Services To and From School Princeton Public Schools Board of Education

2025-2026 School Year

General Provisions

1. All contractors must comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.

2. The term of the contract will be from September 1 through June 30 according to the school calendar. Student transportation contracts include all the rules and procedures pertaining to student transportation, though not expressly stated.
3. The Board of Education intends to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The attached school calendar is part of these specifications and of the contract.

4. The successful bidder is considered an independent contractor and is not an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students; adults serving as chaperones or school personnel can be transported. The vehicle(s) assigned to the routes specified herein cannot be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) must arrive and/or depart from the assigned school(s) as indicated on the enclosed route descriptions.
7. No transportation contract can be subcontracted without the prior written approval of the board of education.

8. Bids are to be placed in a sealed envelope and plainly marked, “Bid for Student Transportation Services, **Princeton Public Schools** School District” and presented to the board in session,

authorized committee, designated official or employee of the board. The board or designated official will unseal the bids in the presence of the parties' bidding and publicly announce the contents. Bids will be received at the Princeton Public Schools Board of Education Business Office, located at 25 Valley Road Princeton NJ 08540 up to 11:30AM prevailing time on Monday, November 17, 2025.

9. If awarded a contract, your company/firm must ensure compliance with all applicable federal, state and local regulations and certify such compliance to the board of education upon request.

10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.

11. If any litigation commences between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit must be in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

Vehicles

1. Transportation equipment must be properly registered by the Motor Vehicle Commission, meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district’s board of education.

2. All vehicles must be systematically inspected twice within the school year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating conditions.

3. The contractor must provide and maintain an adequate number of school buses, including spares, to safely transport all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

Accident Reporting

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

Reporting Student Left Unattended on the School Bus

Every owner/operator of a school vehicle must immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it is determined that a student was left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus must immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

Drivers/Aides

1. The driver must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, NJSA 18A:6-7.6 through 18A:6-7.12 and NJSA 18A:39-17 through 20 (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.

2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor must report this absence to the district transportation supervisor.

3. The bus driver must always be in full charge of the school bus and is required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.

4. A bus aide assigned to a route awarded by this bid must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position and is required to comply with the criminal background check and tuberculosis testing as prescribed by law.

5. Bus aides must attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.

6. If the Board of Education finds any driver or aide assigned to a vehicle operating under a contract awarded by this bid to be unsuitable for the position because of a lack of skills necessary to perform the job duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

Executive County Superintendent Approval

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

Payment Terms

1. Payments to contractors will be made on or about the 15th day of the month. Payments are made in monthly installments, provided an appropriate invoice is submitted by the 15th of the previous month.

2. The contractor must execute the contract and submit it to the district board of education with all required related documents for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors should visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.

3. Payment for the month of June will be made by **July 2026.**

4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.

5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

Emergency Provisions

1. In the event the school is closed due to inclement weather or other emergencies, the contractor will be notified as soon as possible by the public-school authorities providing transportation. Contractors are also advised to check online for school closing announcements.

2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change must immediately notify the other party.

Basis of Bid and Adjustments

1. The bidder must submit the bid on the bid sheet contained in these bid specifications. Bids are submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.

2. If there is a change in the route described, the amount of the contract will be adjusted as specified in the bid. Bids which do not include an adjustment amount will not be accepted.

3. The net result of any mileage adjustment to a nonpublic school transportation contract cannot exceed the maximum cost per student in accordance with NJSA 18A:39-1a. Calculations to determine the per student cost must include all students on the route, public, and nonpublic.

Insurance Coverage

1. Unless otherwise specified by the board of education, the contractor must provide automotive liability insurance in the minimum amount required by the Motor Vehicle Commission and Department of Education regulations. If the board of education requires insurance coverage greater than the minimum amount, the contractor must provide automotive liability insurance in the amount of **$ 1,500,000.00** combined with a single limit per occurrence. Bidders are required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract must be presented by the successful bidder.

The certificate of insurance must state that the contracting board of education is an additional insured party to the policy.

2. The district board of education and the Executive County Superintendent must be notified by the insured whenever any policy is cancelled. Notification must be made within 48 hours of the receipt of the notification of the cancellation by the insured, and before the cancellation takes effect.

3. The contractor will protect, defend, and hold harmless the Board of Education from any lawsuits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

Bid Guarantee

1. Each bid must be accompanied by a bid bond, cashier's or certified check for a minimum of five percent (5%) unless a greater percentage is specified by the board for **5%** of the amount of the annual contract cost. In no case may the certified check, cashier's check or bid bond exceed $50,000. No other form of guarantee is authorized. This guarantee must be made payable to the Board of Education. The deposit will be forfeited if the bidder refuses to execute a contract. Otherwise, checks will be returned when the contract is executed, and a surety (performance) bond is filed with the Board of Education. The bid guarantee is identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts is calculated by multiplying the total per diem cost by **the actual number of days in the school calendar.**

2. Each bid must be accompanied by a Consent of Surety.

Performance Guarantee

1. A Corporate performance surety bond in an amount equal to the annual amount of the contract is required of the successful bidder. The performance guarantee is identified by the submitted multi-contract number or route number. Each bid must be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond provided for per diem contracts must be equal to the total per diem bid multiplied by the actual number of days in the school calendar.

Breach of Contract/Penalties

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

Training Programs

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA. 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.

2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.

3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

Routes

Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled for routes for the transportation of special education

students and nonpublic school students for which the streets to be traveled are not described by the board of education on the route description contained in the bid.

Modifications

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

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

Affirmative Action

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. l7:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

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

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

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

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

1. Letter of Federal Affirmative Action Plan Approval

2. Certificate of Employee Information Report

3. Employee Information Report Form AA302

The contractor and its subcontractors must furnish such reports or other documents to the Division of Contract Compliance & EEO as requested by the office from time to time to carry out the purposes of these regulations. Public agencies will furnish such information as requested by the Division of Contract Compliance & EEO to conduct a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Ownership Disclosure

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

Business Registration

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

Drug and Alcohol Testing

If awarded a contract, your company/firm is required to certify to the board of education that you follow the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

Background Checks

1. The contractor must ensure compliance with the requirements of NJSA 18A:39-17 through 20 governing criminal history background checks and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.

2. The contractor must ensure compliance with the requirements of NJSA 18A:6-7.6 through 12 governing child abuse and sexual misconduct checks. Additional information on this requirement is available from the Office of Student Protection's "Pre-Employment Resources" webpage: https://www.state.nj.us/education/crimhist/preemployment/.

Driver and Aide Training

The contractor must comply with the requirements of NJSA 18A:39-19.1a, 2, and 3 governing the training of school bus drivers and aides and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

Disclosure of Political Contributions

The contractor must file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to NJSA 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate exceeding $50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Maintenance of Contract Records

The relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to NJSA 52:15C-14(d). The contractor must maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. These records must available to the New Jersey Office of the State Comptroller upon request.

Notification Required when a School Bus Driver's License is suspended or revoked

When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had their bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board or contractor.

The following documents must be submitted for your bid to be considered:

1. Bidder's Guarantee
2. Business Registration Certificate
3. Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
4. Omnibus Transportation Employee Testing Act Compliance Assurance
5. School Bus Driver Annual Certification Compliance Assurance
6. Disclosure of Investment Activities in Iran
7. Prescribed Questionnaire
8. Consent of Surety
9. Statement of Ownership Disclosure
10. Coordinated Transportation Services Agency Membership Form (CTSA only)
11. Affirmative Action Documentation or Questionnaire
12. Non-Collusion Affidavit
13. Bid Sheet

LEGAL NOTICE

The School Business Administrator/Board Secretary of the Princeton Public Schools Board of Education, in the County of Mercer State of New Jersey, by authority of said Board, solicits sealed bids for student transportation. Bids to be received at the Business Office of the Princeton Public Schools Board of Education, located at 25 Valley Road up to 11:30AM prevailing time on Monday, November 17, 2025.

STUDENT TRANSPORTATION SERVICES
205-2026 School Year

Bid Number(s) 04

Specifications are available upon request at the Business Office of the Princeton Public Schools Board of Education, located at 25 Valley Road, Princeton NJ. 08540.

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

Bidders are required to comply with the requirements of *N.J.S.A* 10: 5-31 et seq. and *N.J.A.C.* 17:27 Affirmative Action.

The Board of Education reserves the right to reject any or all bids.

By order of the Princeton Public Schools Board of Education

School Business Administrator/Board Secretary

DATE: 2025-10-13

STATEMENT OF ASSURANCE

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE
(To accompany bid)

The following firm

_____ is currently under contract

_____ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: _____

Address: _____

Contact Person: _____

Telephone: _____

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature_____

Company Name _____

Address _____

STATEMENT OF ASSURANCE

SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY SUPERINTENDENT OF SCHOOLS
(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature_____

Company Name _____

Address _____

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY

33 WEST STATE STREET, P.O. BOX 230
TRENTON, NEW JERSEY 08625-0230

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION #: _____ **VENDOR/BIDDER:** _____

PART 1

CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

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

CHECK THE APPROPRIATE BOX

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

OR

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____
RELATIONSHIP TO VENDOR/BIDDER: _____
DESCRIPTION OF ACTIVITIES: _____
DURATION OF ENGAGEMENT: _____
ANTICIPATED CESSATION DATE: _____
VENDOR/BIDDER CONTACT NAME: _____
VENDOR/BIDDER CONTACT PHONE No.: _____

Attach Additional Sheets If Necessary.

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

_____ _____
Signature Date

_____
Print Name and Title

PRESCRIBED FORM OF QUESTIONNAIRE

(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached

_____ PERSONAL – Consent of Surety Attached

FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes ____ No ____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other bus transportation? ___Yes ___No
2. If yes, how many years experience? _____
3. Briefly state the nature of this experience. _____

_____

_____

Company Name _____

Address _____

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature_____

CONSENT OF SURETY – PERSONAL BONDS

(To accompany the bid – if applicable)

Issued to the _____ Board of Education

On behalf of _____, as contractor

Bid Date _____ Bid Number _____

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

Two Bondspersons Required

(Please print or type.)

1. Name _____

   Address _____

State location and value over all encumbrances thereon of real estate owned in the county of _____Property Value $_____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

_____

_____

Bondsperson Signature _____

2. Name _____

   Address _____

State location and value over all encumbrances thereon of real estate owned in the county of _____Property Value $ _____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you are bonding contracts and the amount of the contracts bonded.

_____

_____

Bondsperson Signature _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)

☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)

☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)

☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)

☐ Other (be specific): _____

Part II

☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. (**COMPLETE THE LIST BELOW IN THIS SECTION**)

OR

☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. (**SKIP TO PART IV**)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed**.

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the ***<name of contracting unit>*** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with ***<type of contracting unit>*** to notify the ***<type of contracting unit>*** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the ***<type of contracting unit>*** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Coordinated Transportation Services Agency Membership Form

(To accompany the bid – CTSA only)

BOARD OF EDUCATION	CHIEF SCHOOL ADMINISTRATOR

Agency Name _____

Address _____

Authorized Representative Name and Title _____

(Print or Type)

Authorized Signature _____

AFFIRMATIVE ACTION
QUESTIONNAIRE
(To accompany bid)

COMPANY NAME _____

1. Our company has a federal Affirmative Action Plan approval.

____ YES ____ NO

A. If yes, a copy of said approval shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

____ YES ____ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program
P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER _____
(Print or Type)

TITLE _____ DATE _____
(Print or Type)

SIGNATURE _____

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of the _____,
(city, town, borough)

of _____, in the County of _____,

State of _____, of full age, being duly sworn according to law on

my oath depose and say that:

I am _____ of the firm/agency of _____, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

_____
Company/Agency Name (Print or Type)

_____ _____
Authorized Representative - Name and Title (Print or Type) Authorized Signature

(*N.J.S.A.* 52:34-15) Bid Number _____

Subscribed and sworn before me this _____ day of _____, 20___

_____
Notary Public of New Jersey
(Seal)

My commission expires _____, 20____

BID SHEET

Princeton Public Schools
Board of Education

Student Transportation Services

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

I hereby submit the following bid(s) to transport students during the 2025-2026 school year in accordance with your advertisement, specifications and route description.

Route Number	Route Cost	Increase/Decrease Adjustment Cost	Per Diem Per Aide Cost (if applicable)
Yale- Blackwood	$ _____	$ _____	$ _____
Lakeview-3 *	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____
_____	$ _____	$ _____	$ _____

TOTAL
PER DIEM BID $ _____ (Include route and aide costs, where applicable.)

Bulk Bid – If I am awarded all routes as identified by the individual routes bid above, a _____% deduction shall be applied to each route and aide cost, where applicable.

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

_____ _____
Bidder's Name (Print or Type) Company Name

_____
Company Address and Telephone Number

_____ _____
Bidder's Signature Date

ROUTE DESCRIPTION
SPECIAL EDUCATION STUDENTS

ROUTE NO. Yale-Blackwood

DESTINATION(S) Yale School Blackwood NJ Campus, 200 College Drive, Blackwood, NJ. 08012

ARRIVAL TIME AT FIRST STOP 7:00A.M.

STOP #1 – 406 Riverside Drive

See attached

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:10AM or later than 8:20AM

P.M. Run begins at Yale school-Blackwood NJ at 2:15 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: Small school bus or School van

Equipment:

_____

Special Instructions:

_____

_____

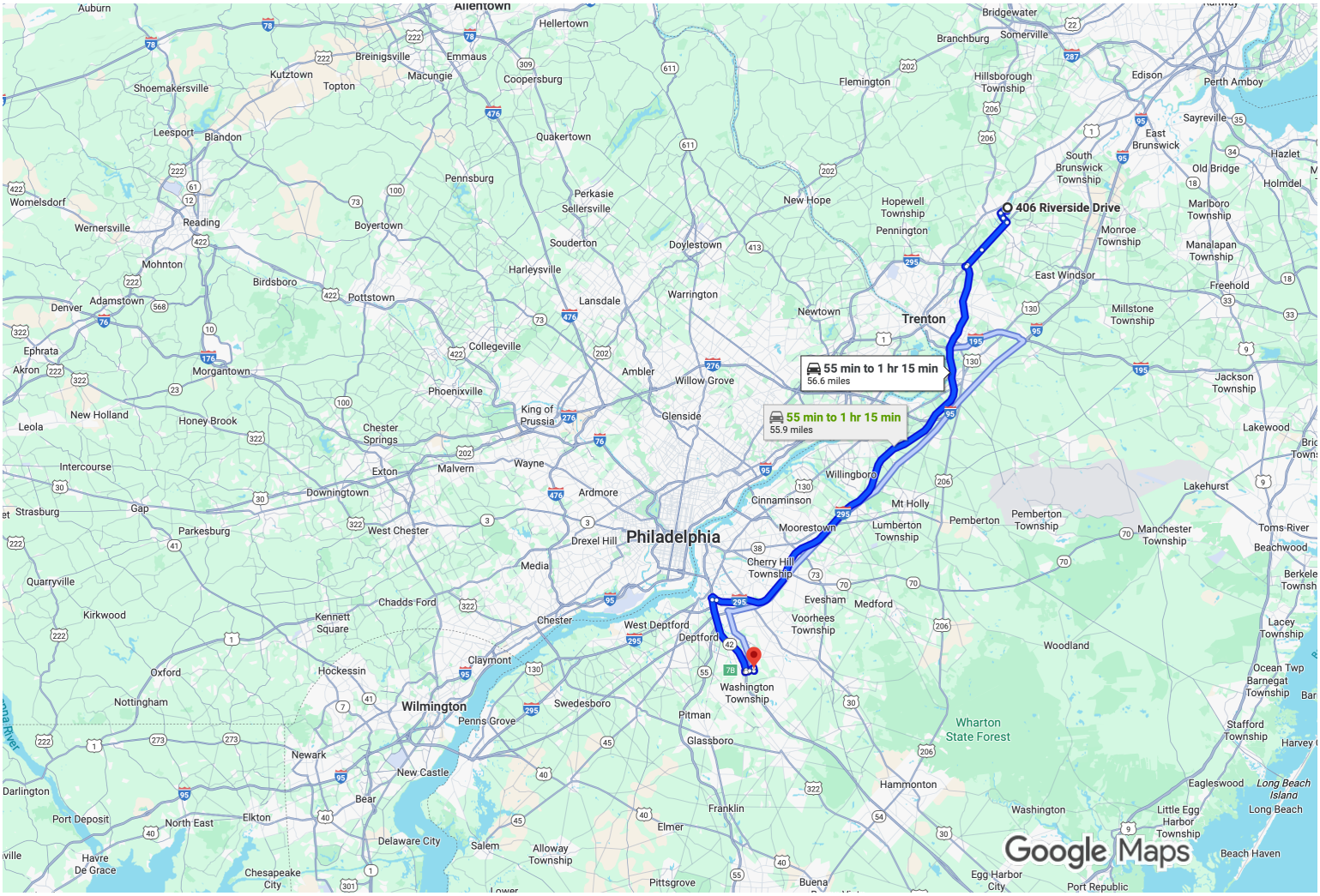
_____

THE STARTING DATE OF THIS ROUTE IS **Wednesday, 1/7/2026** (if it is other than the first day of school according to the calendar)

Google Maps

406 Riverside Dr, Princeton, NJ 08540 to 200 College Dr, Blackwood, NJ 08012

Drive 56.6 miles, 55 min to 1 hr 15 min



Map data ©2025 Google 5 mi

406 Riverside Dr
Princeton, NJ 08540

Get on I-295 S in Lawrence Township from U.S. Rte 1 S

13 min (7.3 mi)

1. Head south on Riverside Dr toward Vernon Cir — 0.6 mi
2. Turn left onto Sycamore Rd — 0.4 mi
3. Turn left onto S Harrison St — 0.5 mi
4. Continue onto Lower Harrison St — 0.5 mi
5. Turn right onto U.S. Rte 1 S — 3.1 mi

6. Keep left to continue on Brunswick Pike/U.S. Rte 1 S

1.8 mi

7. Use the right lane to merge onto I-295 S via the ramp to Camden

0.4 mi

Continue on I-295 S to Gloucester Township. Take exit 7B from NJ-42 S

46 min (47.9 mi)

8. Merge onto I-295 S

40.2 mi

9. Use the 2nd from the right lane to take the I-295/NJ-42 S exit toward Del Mem Br/Atlantic City

0.7 mi

10. Use the left lane to take the ramp onto NJ-42 S

6.9 mi

11. Take exit 7B toward County Rd 673/College Dr

0.1 mi

Continue on Premium Outlets Dr to your destination

4 min (1.4 mi)

12. At the traffic circle, take the 2nd exit onto Premium Outlets Dr

0.2 mi

13. Turn left toward Robert E. Kelly Blvd

433 ft

14. Continue onto Robert E. Kelly Blvd

0.2 mi

15. Turn right onto Commencement Dr

344 ft

16. At the traffic circle, take the 2nd exit onto College Dr

0.2 mi

17. At the traffic circle, continue straight to stay on College Dr

0.4 mi

18. Turn right onto Peter Cheeseman Rd

0.2 mi

19. Turn right onto Wilson Dr

141 ft

20. Turn right

66 ft

21. Turn left

Destination will be on the right

128 ft

200 College Dr
Blackwood, NJ 08012

ROUTE DESCRIPTION
SPECIAL EDUCATION STUDENTS

ROUTE NO. LAKEVIEW-3

DESTINATION(S) LAKEVIEW SCHOOL, 10 OAK DRIVE, EDISON NJ 08837

ARRIVAL TIME AT FIRST STOP 8:00A.M.

STOP #1 – 140 Laurel Road

See attached

The direction of the vehicle from the last stop shall be along the safest most direct route to the destination.

NOTE: Within 10 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled.

Vehicle shall arrive at the destination no earlier than 8:50AM or later than 9:00AM

P.M. Run begins at lakeview school 3:00 P.M. and shall be the reverse of the A.M. run unless so indicated.

Minimum Vehicle Capacity: wheelchair school bus

Equipment:

_____

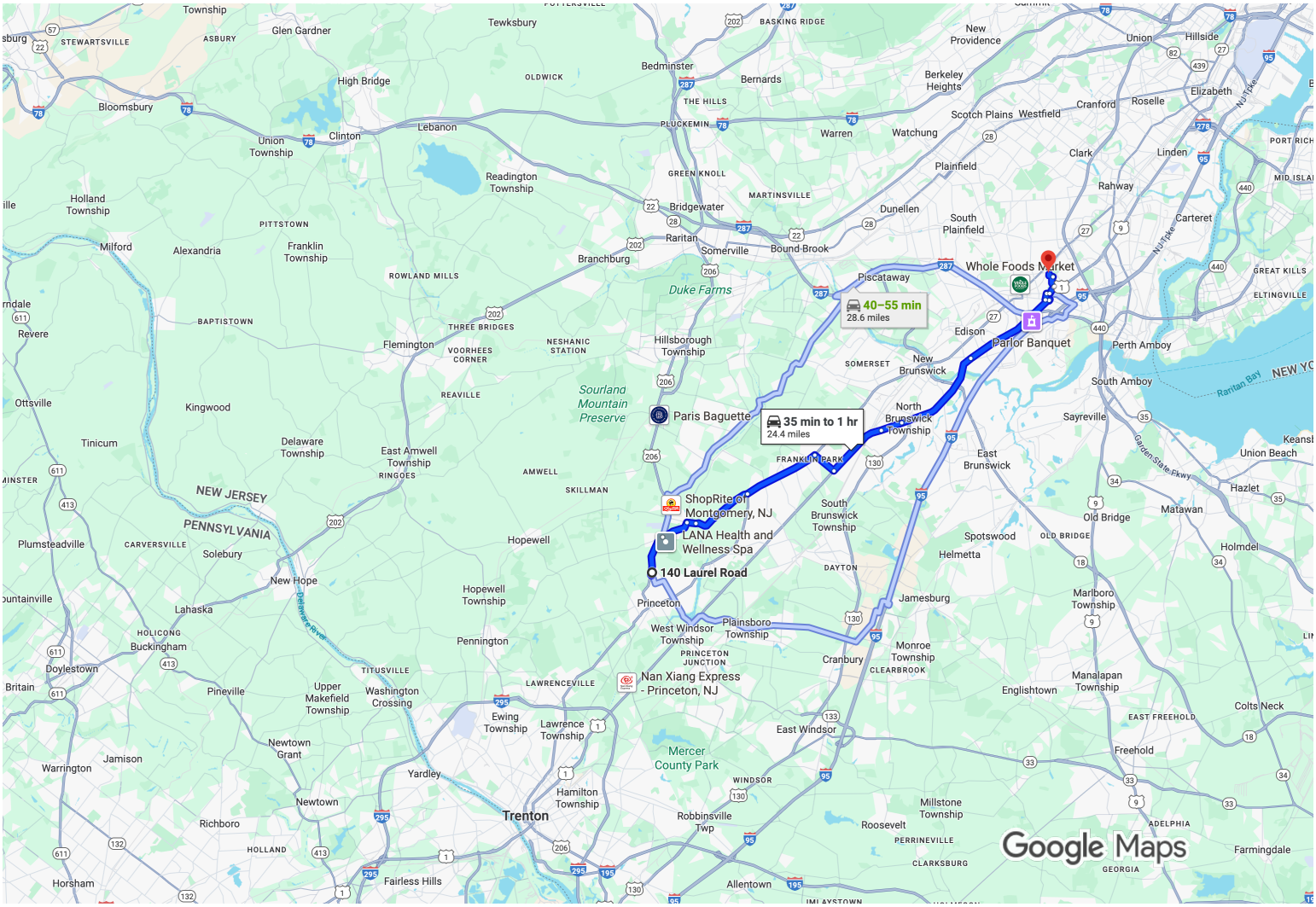
Special Instructions: NURSE TRAVELS WITH STUDENT

THE STARTING DATE OF THIS ROUTE IS **MONDAY, 12/15/2025** (if it is other than the first day of school according to the calendar)

Google Maps

140 Laurel Rd, Princeton, NJ 08540 to 10 Oak Dr, Edison, NJ 08837

Drive 24.4 miles, 35 min to 1 hr



Map data ©2025 Google 2 mi

140 Laurel Rd
Princeton, NJ 08540

Take Laurel Rd to US-206 N/State Rd

57 sec (0.2 mi)

1. Head south on Laurel Rd toward Mansgrove Rd

0.1 mi

2. Turn right at the 2nd cross street onto Jefferson Rd

272 ft

3. Turn right onto US-206 N/State Rd

3 min (1.8 mi)

Take Georgetown - Franklin Tpke to NJ-27 N in Franklin

Township

8 min (4.4 mi)

4. Turn right onto Princeton Ave

1.3 mi

5. Turn right onto Washington St

0.4 mi

6. Continue onto Georgetown - Franklin Tpke

2.7 mi

Follow NJ-27 N and U.S. Rte 1 to County Rd 501/Amboy Ave in Edison. Take the County Rd 501 W exit from U.S. Rte 1 N

28 min (16.5 mi)

7. Turn left onto NJ-27 N

3.3 mi

8. Turn right onto Finnegans Ln

1.0 mi

9. Use the left 2 lanes to turn left onto U.S. Rte 1

Pass by CENTURY 21 Burke Realty (on the right in 1.9 mi)

2.7 mi

10. Keep left to continue on U.S. Rte 1 N

0.9 mi

11. Continue straight to stay on U.S. Rte 1 N

4.3 mi

12. Keep left to stay on U.S. Rte 1 N

Pass by Wendy's (on the right in 1.2 mi)

4.1 mi

13. Take the County Rd 501 W exit toward Metuchen

0.1 mi

Take Maplewood Ave, Pine Dr and Roosevelt Dr to Oak Dr

5 min (1.6 mi)

14. Merge onto County Rd 501/Amboy Ave

0.2 mi

15. Turn right onto Maplewood Ave

0.3 mi

16. Turn right onto Grandview Ave W

0.1 mi

17. Turn left onto Pine Dr

0.3 mi

18. Continue straight to stay on Pine Dr

276 ft

19. Turn left onto Roosevelt Dr

0.4 mi

20. Turn left onto Oak Dr

Destination will be on the left

0.3 mi

10 Oak Dr
Edison, NJ 08837

Y.A.L.E. SCHOOL, INC.

2025-2026

CAMDEN COUNTY COLLEGE CAMPUS

200 College Drive, Blackwood, NJ 08012
856-528-3905
www.yaleschoolnj.com

School Hours: 8:30 am – 2:15 pm
Delayed opening time: 9:45 am
Early dismissal time: 12:45 pm

On Early Dismissal days there is no allotted lunch/recess period.

August (4)					September (21)					October (23)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20✳	21✳	22✳	22	23	24	25	26★	20	21	22	23	24★
25✳	26	27	28	29	29	30				27	28	29	30	31

November (17)					December (17)					January (19)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7✳	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26★	27	28	22	23★	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30★

February (19)					March (17)					April (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	2	3	4	5	6			1	2	3
9	10	11	12	13✳	9	10	11	12	13	6	7	8	9	10
16	17	18	19	20	16	17	18	19	20	13	14	15	16	17
23	24	25	26	27	23	24	25	26	27	20	21	22	23	24✳
					30	31				27	28	29	30	

May (19)					June (4)					July				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2★	3★	4★	5					
4	5	6	7	8	8	9	10	11	12					
11	12	13	14	15✳	15	16	17	18	19					
18	19	20	21	22	22	23	24	25	26					
25	26	27	28	29	29	30								

	School closed
★	Early Dismissal
✳	Staff Development day

Issued: 3.24.25

Campus calendars in PDF format available online at www.yaleschoolnj.com/downloads

School closing info on our website www.yaleschoolnj.com, TV channels 3, 6, 10 and FM radio WKXW (101.5) as ***Y.A.L.E. School Camden County College Campus.***

Sign up for text message Emergency Alerts at www.yaleschoolnj.com/alerts-signup

August	
18, 19	New Staff Orientation
20-22, 25✳	Staff Development Days
26	1st Day Students
27	CCC Classes start
September	
1	Labor Day
26★	12:45 Early Dismissal
October	
24★	12:45 Early Dismissal
November	
7✳	Staff Development Day
26★	12:45 Early Dismissal
27-28	Thanksgiving Recess
December	
23★	12:45 Early Dismissal
24-31	Winter Recess
January	
1-2	Winter Recess
19	Martin Luther King Day
30★	12:45 Early Dismissal
February	
13✳	Staff Development Day
March	
16-20	Spring Recess
April	
17	Good Friday
24✳	Staff Development Day
May	
15✳	Staff Development Day
25	Memorial Day
June	
2-4★	12:45 Early Dismissal
4	Possible Last Day for Students
19	Juneteenth

Lakeview School

NEW JERSEY INSTITUTE FOR DISABILITIES
10 Oak Drive, Edison, NJ 08837
732-549-5580

2025-2026 Academic Calendar (213 days)

School Hours: 9:00am - 3:00pm Mon - Fri
Office Hours: 8:00am - 4:00pm Mon - Fri
For Emergency Closing:
**Please keep all parent contact information up to date for messaging notifications
Check school website **www.LakeviewSchool.org**

DELAYED OPENING - Students in at 10:30am
EMERGENCY DISMISSAL - Inclement Weather 1:00pm

2025

July - 19 days

S	M	T	W	T	F	S
29	30	1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUG - 11 days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEP - 20 days

S	M	T	W	T	F	S
	H	X*	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCT - 22 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X*	28	29	30	31	

NOV - 17 days

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	H	H	29
30						

DEC - 17 days

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ESY 2025 DATES

Fri, July 4	Fourth of July Holiday
Mon, July 7	First Day of Summer Session
Fri, Aug 15	Last Day of Summer Session

ESY Hours: Mon - Thur 9:00am - 3:00pm
EXCEPTION: Fri 9:00am - 2:30pm

2025-2026 IMPORTANT DATES

Mon, Sept 1	Labor Day Holiday
Tues, Sept 2	Staff only PDD**
Wed, Sept 3	First Day of Fall Session
Thur, Sept 25	Back to School Night
Mon, Oct 27	ASAH Convention - PDD**
Fri, Nov 7	NJEA - No School
Wed, Nov 26	Early Dismissal - Students
Thur/Fri, Nov 27/28	Thanksgiving Recess
Tues, Dec 24	Winter Recess
Mon, Jan 5	School Re-opens
Mon, Jan 19	Martin Luther King Holiday
Mon, Feb 16	President's Day Holiday
Fri, April 3	Spring Recess Begins
Mon, Apr 13	School Re-opens
Mon, May 25	Memorial Day Holiday
Fri, June 5	Tentative Graduation Day
Mon, June 15	Tentative Last Day of School
Fri, June 19	Juneteenth

There are 3 snow days/unplanned closings built into the calendar.
Depending on the severity of winter, instructional makeup days MAY be scheduled in the following order:

1. January 19, 2026
2. February 16, 2026
3. April 10, 2026
4. April 09, 2026

Additional days needed may be added at the end of June
Unused days will be taken off the end of June

2026

JAN - 19 days

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	H	20	21	22	23	24
25	26	27	28	29	30	31

FEB - 19 days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28

MAR - 22 days

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APR - 16 days

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	29	29	30		

MAY - 20 days

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30

JUNE - 11 days

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	X*	X*	18	H	20
21	22	23	24	25	26	27
28	29	30	1			

ESY 2026 July 8 - Aug 18

March 2025
www.LakeviewSchool.org

	Early Dismissal
	School not in Session
X*	No Students - Staff Only
PDD**	Professional Devel. Day - Staff Only

LEGEND

Early Dismissal (1:00pm)
Nov 26, Mar 27

Parent Conferences
Oct 24 May 1