



**Keeneyville School District 20
5540 Arlington Drive E.
Hanover Park, IL 60133**

Invitation to Bid

**REQUEST FOR:
Student Transportation Services**

May 13, 2026

**Three (3)-Year Contract with one (1)-year renewal options affecting
the fiscal years ending on:
June 30, 2027; June 30, 2028; June 30, 2029; June 30, 2030; June 30, 2031**

Invitation to Bid

The Board of Education of Keeneyville School District 20, DuPage County, Illinois, (“School District” or “Board”) is formally requesting and accepting transportation bids from qualified vendors to provide Regular Education and Special Education Transportation Services as designated in this *Invitation to Bid*. Bids will be received in the Business Office, first floor, **until 3:00 p.m. on Wednesday, May 13th, 2026**. Bids will be opened and publicly read at this time.

The bid opening will take place at Keeneyville School District 20, Administrative Offices, 5540 Arlington Drive E. Hanover Park, IL 60133 **on May13th at 3:00 p.m.**

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INSTRUCTIONS TO BIDDERS

The bid opening will take place at Keeneyville School District 20, Administrative Offices, 5540 Arlington Drive E. Hanover Park, IL 60133 **on May13th at 3:00 p.m.**

Bids are to be addressed to:

Keeneyville School District 20
Attn: Brian Marroquin, Asst. Supt. of Finance and Operations
5540 Arlington Drive East
Hanover Park, IL 60133

If you have questions regarding the bid, please contact Brian Marroquin, Asst. Supt. of Finance and Operations at (630) 894-4608 or via email at bmarroquin@esd20.org.

Bids are to be enclosed in a sealed envelope clearly marked, "Original Sealed Bid for Transportation Services for Regular Education and Special Education, Keeneyville School District 20, DuPage County, Illinois."

There will be an optional Bidder's conference on Wednesday, April 29, 2026 at 2:00 p.m. at the Keeneyville School District 20, Administrative Offices, 5540 Arlington Drive E. Hanover Park, IL 60133. The purpose of the conference will be to answer any questions regarding these specifications.

1. Any explanation or statement, which bidders wish to make, must be placed in an envelope with their proposal but shall be written separate of the proposal and attached thereto. Unless a bidder so indicates, it is understood that the bidder has bid in strict accordance with these Specifications.
2. Bidders must satisfy themselves as to the intent of the specifications. After submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from any bidder.
3. This contract shall not be assigned or any part of the same subcontracted without written consent of the Districts, and in no case shall such consent relieve the Bus Company from its obligations or change the terms of this contract.
4. The Board of Education reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award base bids to different bidders or to a single bidder, and to determine whether, in the opinion of the Board of Education, a bidder is not a responsible bidder and should be disregarded, and what exceptions or deviations from written specifications will be accepted.
5. Bus Company provides fuel. This must be included in vendor's base bid.
6. Bidders must bid on all services.
7. "Buses" refers to diesel or regular gas buses.
8. Bidder must submit the following items, all properly signed:

1. Call to Bid
 2. Vendor Certifications (Exhibit A): Purchase and Inside Delivery of Service, Statement of Ethics, Deviations Form, Sexual Harassment Certification, Certificate of Eligibility to Enter Into Public Contracts, and Alcohol and Drug Free Workplace Certification
 3. District's Bid Form
 4. \$100,000 Bid Bond
 5. Description of Vendor Bus Maintenance Program
 6. Vendor Driver Policy and Procedures
 7. Three (3) References (Exhibit C)
 8. Three (3) complete copies of Bid Documents
 9. One set of Audited Financial Statements of the most current audit and management letters
 10. Certificate of Insurance (Exhibit B)
9. Bids must be open and firm for ninety (90) days to allow for Board of Education approval.
10. Current ridership information is available upon request.
11. No 3rd tier runs will be allowed without approval of the District.

Evaluation of Bids

Each Vendor submitting a Bid should understand that the nature of the School District's operation is complex and each and every facet of the operation may not be detailed in this Bid. Vendors must document their expertise, experience, and approach based on their understanding of the School District's requirements. The Bid must be complete, clear and concise.

Per Public Act 97-951 (105 ILCS 5/10-20.21), the contract will be awarded by first considering the bidder or bidders most able to provide stability of their service, conformity with specifications, terms of delivery, quality and serviceability, location of facility from which the bidder will operate, and then price as the Board deems necessary and appropriate in the best interest of the Board, with the lowest bidder to be determined by the three-year cost.

Bid Compliance

Full and proper completion of all required Bid forms. Supplemental relevant information submitted by the Vendor is permissible, in addition to any comments from the Vendor regarding information submitted as part of this bidding information.

SECTION I. – Definition of Terms

Activity Route: After school pick-up and delivery of students from school to home from athletic practices or other school activities.

Bus Co: Transportation contractor including its designees.

Charter Runs: Runs contracted on an individual basis by each school for point-to-point transportation of a group of students.

Combination Route: The temporary combining of two regular routes on one bus or the use of one bus to make two routes.

District: Keeneyville School District 20, including its Board of Education and designees.

Kindergarten Routes: Students that attend an a.m. class are transported to school on a regular route and are dismissed at the end of morning class for transportation to their individual homes. P.M. kindergarten students are transported from their individual homes to school on routes that begin approximately one half-hour before class begins and are transported home on a regular route.

Regular Route: The daily pick up and delivery of a group of students on an assigned bus from home to school (a.m.) and from school to home (p.m.) (Round Trip).

Safety Shuttle: A relatively short route with one (or very few) pick-up points(s) designed to shuttle non-eligible riders past a hazardous area, as designated by the District.

Band Route: The pick up of students at home and delivery to designated middle school for band/orchestra practice and the return of students to designated elementary school.

School Year: July 1 to June 30 (Same as the District's fiscal year).

Standby Buses: Additional buses maintained by BusCo to assure uninterrupted service.

Summer School Route: Relatively short route with very few pick-ups designed to shuttle the District's students from listed sites to assigned District summer school site (a.m.) and from District's summer school site to listed sites (p.m.) (Round Trip).

SECTION II. - Scope of Contract

A. General

Bus Co shall provide student bus transportation for the District in accordance with the following terms and conditions. The period of this contract is from July 1, 2026 through June 30, 2029 with one-year renewal options for the years ending on June 30, 2030 and June 30, 2031. The contract prices for the 2026-2027, 2027-2028, and 2028-2029 school years shall be as indicated by the successful bidder on the Bid Form.

The number of diesel and/or regular gas buses required for regular and activity routes to serve each school must be estimated using the best information available. A projection of the number of buses required for the next school year shall be available by June 15 each year. The number of buses required will depend upon the seating capacity of BusCo's buses, the starting times of the various buildings and the actual service needs of the District (i.e., actual ridership, number of bus stops, etc.)

B. Regular Route and Activity Route Transportation

A list of the estimated requirements for regular route and activity route transportation, which shall be applicable to this contract for the 2026-2027, 2027-2028, and 2028-2029 school years, is attached hereto and incorporated herein by reference as Exhibit E.

C. Additional Transportation

BusCo will provide Charter Runs as requested by the District.

SECTION III. – Terms and Conditions

A. General

The contract will be awarded for a three-year term with an option by the District to extend the contract for two additional years. The contract will commence on July 1, 2026.

The transportation provided shall be performed in compliance with the terms and conditions of this Agreement and its attached Schedules and shall commence on the first day of classes as stipulated by the District and shall run for a period of 176 school days for each of the school year of the contract. Should the District extend the school year beyond 176 days, additional days will be charged at 176th of the current contract.

It shall be the intention of the District to contract for the transportation of public school students on each school day as established by their respective calendars. The contractor will be responsible for providing drivers, for managing drivers, and furnishing the required number of drivers to transport students to and from school on a daily basis and for assigned co-curricular and field trips, shuttles, bus evacuation drills and other transportation as requested by the District.

BusCo will furnish school buses as required by the District, properly equipped and meeting all requirements of the District, the State board of Education, the Illinois Department of Transportation and the State of Illinois Standards for School Buses. The District may change its estimate of the number of buses required for each year this contract is in effect by notifying BusCo by August 15 of each year.

If BusCo does not have adequate equipment at the time of award of the contract, BusCo shall present the District with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on site for use by BusCo for performance of the contract at least seven (7) days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within fourteen (14) calendar days after the District's notification to BusCo of the approval of the School Board's award of the contract.

If BusCo does not have adequate office space and maintenance facilities at the time of award of the contract, the BusCo shall present the District with a certified statement from a responsible supplier showing that firm arrangements have been made for obtaining the required facilities for use by the BusCo for performance of required services. The statement shall indicate that such facilities will be available to the BusCo in a timely manner. This statement shall be delivered to the District within thirty (30) calendar days of the BusCo being notified of the school board's approval of the award of the contract.

All school buses assigned to regular and special education daily routes by the bidder pursuant to the contract shall have an average age of no older than eight (8) years, and no vehicle older than ten (10) years shall be operated for district routes. This includes replacements for contract vehicles that may be out of service due to mechanical failure or accidental damage. Daily use of spare buses will be kept to a minimum and the District notified in writing when this occurs.

BusCo will provide a two-way radio, electronic child reminder systems and GPS capable of storing data that measures stops locations, speed and idle time. All buses purchased during the term of this contract must be equipped these items. All equipment is the property of the contractor. Use of the radio system must be in compliance with FCC regulations and is strictly intended for the requirements of this contract. BusCo will assume the ongoing maintenance of the all equipment at their expense, install and maintain base station radio(s) to provide for direct communications between the buses and the contractor and maintain the two-way radio communication so that clear channels are always available in case emergency communication is required.

BusCo shall provide the District with a listing of all the District's assigned bus drivers, including standby drivers, prior to start of the school year. In addition, BusCo will submit new driver information to the District prior to the driver start date. Costs related to licensing and drug and alcohol testing of drivers will be the responsibility of the BusCo. The District reserves the right to approve drivers assigned to the District.

All buses or vehicles intended to be placed in operation by the BusCo, under this contract, shall be owned by the BusCo, or if not owned, the BusCo shall furnish the District with a statement setting forth the name and address of the owner of each bus, the nature of any encumbrance affecting each such bus, and a statement that the owner is not in default under the terms of each such encumbrance. The age, mileage, and location of all buses to be used in connection with the contract shall be indicated after bid is accepted. BusCo will notify the District of any additions or deletions to assigned fleet.

The intent of these specifications is to require superior service and equipment. All service must be performed to the satisfaction of the District.

B. Bus Terminal and Maintenance Garage

BusCo shall maintain within the boundaries of the District, or not more than eight (8) miles from any school to be served, a suitable maintenance garage, paved terminal facility, fuel storage of 10,000 gallons and to provide adequate routine maintenance for its buses.

The terminal where buses are parked must be fenced and lighted. All buses are to be checked at least one hour prior to departure each day school is in session, as well as after each route or run and after each substitution of drivers. All buses are to be equipped with engine block heaters.

C. Vehicles Provided/Equipment Maintenance

School buses and all other vehicles used in the performance of the contract shall at all times meet the prevailing standards of the Illinois Department of Transportation, State of Illinois and State Board of Education. Furthermore, all school buses shall pass state required inspection, as well as pass inspection by the Illinois Secretary of State during the month of August. All other vehicles shall pass state required inspection in addition to meeting the standards of the Illinois Department of Transportation.

The contractor agrees to provide vehicle maintenance on all buses utilized under the contract at its own cost.

All vehicles operated by the Contractor shall be kept clean and free from all mechanical, operational and structural defects. The contractor shall furnish daily interior cleaning. Exterior cleaning will be done at least once a month, or as needed depending on weather conditions. The contractor shall also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicle or equipment to be utilized under the contract. Under no circumstance shall a vehicle with a reported mechanical or operational defect be used with children aboard. The contractor will keep on file the completed inspection sheets and submit copies of the sheets on demand to officials of Keeneyville School District 20 when requested.

BusCo shall provide necessary supplies, parts and service to maintain all buses in a safe, clean and sanitary condition, inside and out. Buses will be subject to inspection by the Illinois Department of Transportation and by such persons as may be designated by the State Superintendent of Education or the District. Buses not passing inspections shall not be returned to service until the conditions have been corrected. Inspection fees shall be paid by BusCo. Safety stickers must be displayed.

The School District retains the right to inspect the school buses and all other vehicles to ensure safety compliance.

It is understood and agreed to by both parties that the contractor when engaged in one or two hour delays for the start of classes will use the extra time to prepare the vehicles for service. School bus engines will be started earlier and left running so the alternate vehicles can be used in the case of failed starts. In subzero weather during delayed opening, contractors will do short test runs to be sure their vehicles can complete their routes.

The speed of a vehicle shall at all times be consistent with the safety of the passengers and shall at no time exceed the speed limit as set forth in the minimum standards of the State of Illinois, as promulgated from the Vehicle Code, or a reasonable speed for road conditions.

D. Video Equipment – Video Monitoring of Buses

All buses must be equipped with front and rear cameras and the software to review footage upon request. The recordings shall include audio. The Contractor shall maintain the camera footage for a minimum of one (1) month. The Contractor shall be responsible for training staff on the proper usage of the equipment. Video footage shall remain confidential and shall be shared with the district upon the district's request. The Contractor cannot make copies without the District's consent.

E. Standby Buses

The contractor is to provide sufficient spare buses as backup units for breakdowns, preventative maintenance, and accident damaged vehicles. The contractor will also supply a reasonable number of additional buses to provide for special services, such as athletic trips and co-curricular trips.

F. Tax Exemption Certificates

The District will sign tax exemption certificates for purchase of fuel, oil, tires, etc. that have been properly certified as being used exclusively for District 20's purposes.

G. Drivers

While transporting students, buses shall not be operated by any person other than a licensed driver meeting all requirements for drivers as set forth by the Illinois State Board of Education, Illinois Secretary of State and the Illinois Department of Transportation with regard to application, age, fitness, competence, conduct, licensing, physical examination, and continuing eligibility. BusCo shall train and instruct its drivers to comply with the Requirements and Regulations for School Bus

Drivers as set forth by the Illinois State Board of Education and Illinois Secretary of State and with all conditions herein contained or implied to the end that they shall be understood and strictly, fairly and impartially enforced.

Drivers must pass periodically administered physical examinations, which may be required by the State of Illinois or the District. Drivers will have an annual physical examination provided at the expense of the driver or contractor.

Annual mandatory drug testing, and a District approved random testing program, is required by a District approved company at the expense of BusCo, as specified by state and federal laws. BusCo is responsible to comply with all federal laws, state laws, local laws, and district policies pertaining to drug and alcohol testing of drivers and related personnel who provide student transportation services for the District.

All personnel, including drivers, assigned to perform under the contract shall be subject to approval by the District prior to their hiring by the contractor. The District retains the right to evaluate the drivers and all other personnel employed by the contractor for the performance of the contract by any and all reasonable means.

The Contractor shall complete all required criminal background checks before any employee or agent is assigned to drive school district students. No driver will be assigned to a school district who would be prohibited from obtaining or keeping the required bus permit or would otherwise prohibit the driver from being employed by a school district due to conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.

The bus contractor agrees to submit a list of certified drivers, who have completed all relevant criminal background checks, to the District before the start of each school year under the contract or prior to the start of service by new drivers. The Contractor shall keep a copy of the driver's criminal history records on file. A copy of the Illinois State Police criminal history records check can be requested by the school district. Upon request, the bus contractor must provide formal written certification confirming full compliance with all applicable state and federal driver qualification requirements and background checks.

Upon request, the bus contractor must also provide the following:

- Complete list of names of certified drivers - first, middle, and last names.
- Valid permit number for drivers of school buses.
- Proof of completion of the Illinois School Bus Driver Instruction Program and date of completion for school bus drivers.
- Proof of drug testing.
- Evidence of having passed the criminal background investigation including a full Illinois State Police and Federal Bureau of Investigation check and compliance with Faith's Law requirements.
- Updated Motor Vehicle Reports (MVR).

BusCo will comply with a request by the District to remove any school bus driver, who, in the District's opinion, is not qualified to operate a school bus or cannot properly control students. BusCo agrees to maintain compliance with equal employment opportunity and affirmative action personnel policies as required by the State of Illinois.

BusCo shall instruct its drivers and provide such training as may be necessary to enable each driver to comply with the terms and conditions of the contract. All drivers must be trained with a minimum of one dry run on the runs they will drive the first day.

The driver of each bus will be responsible for supervising the loading and unloading at all pickup and delivery points. The driver of each bus will never leave the bus unattended while students are aboard.

Drivers shall not permit more passengers to occupy the bus than there are seats available and shall not permit passengers to stand while the bus is in motion.

Drivers shall be responsible to only pick-up students on the District 20 issued rider list that is distributed the first week of school.

Drivers shall not smoke on the bus or permit students to smoke or cause disturbances on the bus.

Drivers shall, when a student causes an undesirable situation ask for the student name and report the incident to the schools principal.

Driver, regular or substitute, shall have in their possession while driving a route an up-to-date map of the route they are driving with hazards indicated.

Drivers shall not deviate from the normal route, stops or time schedule except for reasons beyond their control. Deviations shall be reported to the BusCo supervisor, who shall report it to the school and the District's Director of Transportation.

Drivers shall not leave bus stops (student loading areas) prior to the scheduled time of departure. This provision shall have no application in the event of an emergency or an act of God.

Whenever a regular driver is not working because of a planned absence or sick leave of more than two days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver. For the purpose of route familiarization and pupil control, it is the express desire of the District that the rate of driver turnover be minimal.

It is of the essence that the students be transported to and from school regularly, promptly, and safely and without interruption or incident and that the safety of the children in such transportation shall take precedence over the interest of either BusCo, driver, or the District. It shall be a primary obligation of the BusCo to operate its affairs so that the District will be assured of this continuous and reliable service.

H. Personnel and Supervisors

BusCo shall assign, at its sole expense, a sufficient number of competent, qualified supervisors to ensure prompt pick up and delivery of students. BusCo's supervisor(s) shall cooperate fully with the District's administrators to ensure a safe and efficient transportation system.

The Contractor is required to have sufficient personnel to appropriately service the student transportation needs of the District. The District requires a minimum level of management, supervisory, and technical personnel. At a minimum, the Contractor must employ the following full-time personnel to service the District.

- Transportation Manager
- Dispatcher
- Route Coordinator
- Communication Coordinator/Liaison

A full-time operations office shall be maintained by the Contractor to answer telephone inquiries during normal operating hours of 5:30 A.M. to 5:00 P.M., and to ensure the efficient operation of the

routes. Telephone equipment shall be operable at all times and provide for easy access by the District. The Contractor shall maintain telephone and email messaging communication with the District.

The Contractor shall make use of a GPS system to monitor routes and report to the District if any issues that may arise. A dispatcher must be present and available at the Contractor's base of operation until one (1) hour after the last bus servicing each school District's routes has completed said routes.

The contractor agrees to furnish such reports as may be required and at the times designated by the Board or its designated representative. BusCo agrees to provide the District's Director of Operations with verification of every requirement for buses and bus drivers, as outlined by the Illinois Department of Transportation, Illinois State Board of Education, Illinois Secretary of State and this contract prior to the opening of school, or whenever new drivers are used, i.e., but not limited to valid school bus driver licenses, physical examination cards, and criminal background checks.

Student transportation contractors are responsible for the behavior and actions of their employees, particularly with regard to adherence to the transportation policies and regulations of the District. The contractor who employs the driver shall consider a violation of those policies and/or regulations by drivers a violation of those policies and/or regulations. Such violation of policies and/or regulations may, at the option of the Board, provide cause for the termination of a contract for the transportation of school pupils.

BusCo agrees to obtain directions to destinations for field trips and athletic trips at least 24 hours before the scheduled departure.

When threatening weather conditions exist, District Director of Operations shall confer with the contractor between 5:00 a.m. and 6:00 a.m. to assess information relative to weather and road conditions. A decision to open or close school shall be made by 6:00 a.m.

The primary point of contact for the District will be the Assistant Superintendent of Finance and Operations. Daily notifications of late routes will be sent to school building main offices.

I. Malicious Damage

The District shall not be liable for damage to buses caused by student vandalism. However, the District will assist BusCo in seeking restitution for malicious damage to its equipment. BusCo shall immediately report to designated school personnel all pertinent information regarding incidents of vandalism including date, route, and, if possible, identification of the perpetrator(s).

J. Route Numbers

BusCo shall display on each bus a clearly visible route number and symbol on the window next to the front door.

K. Schedules

BusCo will strictly adhere to the starting times and operating schedule for each route as established and agreed upon between the district and BusCo. No student may be picked up more than 45 minutes before the school start time.

L. Telephones

A full-time operations office shall be maintained by the Contractor to answer telephone inquiries during normal operating hours of 5:30 A.M. to 5:00 P.M., and to ensure the efficient operation of the routes. Telephone equipment shall be operable at all times and provide for easy access by the school district.

The Contractor shall maintain telephone communication with the school district's Supervisor of Transportation and the Contractor must man telephones during the time students are being transported. A dispatcher must be present and available at the Contractor's base of operation until forty-five (45) minutes after the last bus servicing the school district's daily routes has completed said routes.

L. Compliance with Government Regulations

BusCo shall comply with all rules, regulations and orders issued by the State Superintendent of Education and Illinois Secretary of State of the State of Illinois, by the Regional Superintendent of Schools of Lake County and by the District for the safety, comfort and convenience of students or relating to the construction, appearance or operation of school buses.

Any rules or regulations issued by the State Superintendent of Education and Illinois Secretary of State, Illinois Department of Transportation or the District regarding operation or construction of transportation vehicles, which may conflict, with any provision of this specification shall take precedence. If future rules, regulations or orders shall increase BusCo's operating costs, the additional cost shall be negotiated with the District if it is not reimbursed by another source.

M. Routing

BusCo shall design bus routes and bus stops in cooperation with the District's Director of Operations or his/her designee based on stop and rider information provided by the District.

The District reserves the right to revise any and all routes to suit the educational program at any time and such revision shall be deemed an ordinary part of the contract. Any revision, which shall create an increase or decrease in mileage, not to exceed 8 miles daily per vehicle of the total miles at the time of the proposal shall be deemed an ordinary part of this proposal and the contract to follow. An adjustment will be made for an increase or decrease in mileage if the increase or decrease exceeds 8 miles per day per vehicle. Said adjustment will result in either a rebate to the District or additional compensation to the contractor.

The District reserves the right to add or delete bus routes. The cost for an addition or deletion will be based on the bid price per route stated on the enclosed Bid Form.

No vehicle used in the District's student transportation will operate across railroad crossings with students on board.

Drivers shall be assigned on a permanent basis to specific routes and schedules and substitute drivers may be used only when the regularly assigned driver is not available. Every effort shall be made to assign the same driver to the a.m. and p.m. portion of the same route.

Contractor will strictly adhere to the starting times and operating schedule for each route as established and agreed upon between the District. All afternoon buses shall be at their assigned school ten minutes prior to the end of the school day. The earliest the bus may leave is ten minutes after the school day. All students shall be delivered to their home school no less than 10 minutes prior to the start of the school day.

- Middle School starts at 7:45 a.m. and dismisses at 2:35 p.m. M, T, TH, F
- Middle School dismisses early on Wednesday at 1:45 p.m.
- Elementary Schools start at 8:30 a.m. and dismisses at 3:20 p.m. M, T, TH, F
- Elementary School dismiss early on Wednesday at 2:30 p.m.

N. Safety Program

BusCo shall administer a safety program. A copy of this safety program must be submitted to the School District.

O. Ridership Counts

BusCo shall provide ridership counts to the District upon request.

P. Bus Evacuation Drills

Two bus evacuation drills must be held at each of our schools each school year. A bus should be available for an entire day for each drill. BusCo will provide a qualified and competent trainer to conduct evacuation drills. This will be provided at no cost to the District.

SECTION IV – Insurance Requirements

A. Insurance Policies

BusCo will carry, pay for and keep in force during the term of this contract and any extension thereof, in companies licensed to do business in Illinois with an A.M. Best Rating of A and satisfactory to the district, Comprehensive General Liability and Comprehensive Automobile Liability insurance policies (including physical damage) in minimum amounts of insurance as follows:

1. Combined single limit bodily injury and property damage coverage of \$5,000,000 for each occurrence and \$5,000,000 in the aggregate.
2. Excess umbrella liability damage coverage of \$20,000,000 for each occurrence.
3. Medical payment limits of \$5,000 each person, each occurrence.
4. Uninsured and underinsured motorist protection limits of \$1,000,000.

Such insurance shall name the District as an additional insured and shall insure members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time to time may direct for claims arising out of performance of this contract. Contractual liability shall be provided under the Comprehensive General Liability policy to include the Hold Harmless Agreement set out in Section IV, paragraph B.

A certificate of insurance shall be provided to the District evidencing this coverage and must include requirement of a thirty (30) day cancellation notice (Exhibit B).

The liability insurance referred to above should be at least as broad as Insurance Services Office, Inc.'s occurrence forms CG0001, 1185, GL 0002 or GL 0404. Insurance Services Office endorsements CG 21 34 11 88 and CG 21 39 11 88, or other such endorsement or policy provisions which limit contractual liability are not acceptable.

The contractor will, at his expense, prior to the effective date of the Contract, provide Keeneyville School District 20 Board with valid and collectible evidence of Business Automobile and Liability

Insurance for each vehicle in an amount not less than the amount as evidenced on the standard ACCORD Certificate of Insurance as per Schedule D. The Certificate of Insurance shall name Keeneville School District 20 as an additional insured on the policy that provided Business Automobile Liability to the contractor, and shall insure members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time-to-time may direct for claims arising out of performance of this contract. Contractual liability shall be provided under the Comprehensive General Liability policy to include a Hold Harmless Agreement as set forth in General Conditions, Section F.

The coverage must be in effect for the duration of the contract and shall run concurrently with the effective dates of the contract.

B. Hold Harmless Agreements

BusCo shall indemnify, hold harmless and defend the District, members of the Board of Education, officers, employees, and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, losses, costs, expenses, and attorney's fees, in any manner caused by, arising from, incident to, connected with, or growing out of the operation of buses under performance of this transportation contract.

In addition to the insurance requirements included as part of the specifications, "The contractor shall also defend, indemnify and hold harmless the school district, members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time-to-time may direct for claims arising out of performance of this contract from and against any and all claims, suits, judgments, and demands whatsoever, including without limitation to costs, litigation expenses, counsel fees, and liabilities with respect to injury to, or death of, any person or persons whatsoever, or damage to property of any kind by whosoever owned, arising out of or caused or claimed to have been caused in whole or in part by the acts or omissions of the contractor, its agents or employees, in the performance of the contract and further agrees to indemnify the school district, members of the Board of Education, officers, employees and agents in all of their official capacities, and other persons, firms or corporation as the District from time-to-time may direct for claims arising out of performance of this contract against any such claims allegedly caused in whole or in part, whether or not it be the fact, by reason or negligent instructions or directions given or purportedly given by any of the school district representatives with respect to the performance of the contract." Each party will immediately notify the other of any accident or condition which arises out of or touches upon the work performed by the contractor on school district business, so as to handle potential problems on a timely basis in the best interest of both parties. The contractor will immediately notify the district's Superintendent and the Director of Operations of any accidents that involve District 20 children and provide the names, etc. of the students involved in the accident.

C. Workers Compensation

BusCo will maintain policies of insurance in companies satisfactory to the District covering Workers' Compensation including Occupational Diseases, with Statutory Limits as provided by the laws of the State of Illinois or any other state which might take jurisdiction. Employer's Liability coverage shall be included in the same policy with limits of at least \$1,000,000.

Worker's Compensation insurance will be required on all employees of the contractor who will be involved in any aspect of the operations contemplated by the contract with the school district. Insurance coverage shall be issued by a company with a Best rating of A or better. Verification of the rating, in writing, must be submitted to the district.

The certificate of insurance on the liability and worker's compensation naming the Keeneyville School District 20 and its Board of Education as additional insured must be forwarded to the school district prior to the commencement of all contracts.

D. Custody of Insurance Policies

BusCo shall present all policies or exact copies of original policies to the District for insurance required herein for approval and safekeeping during the life of this transportation contract.

E. Termination

Each insurance company must agree not to terminate their coverage without thirty days written notice to both the District and BusCo and to include this clause in the insurance policy. In such case of termination, BusCo will provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy.

These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the school district. Notice is to be provided by Certified Mail, with receipt.

SECTION V. – Contract Rates

A. Regular and Activity Route Rates

The Regular Route Rate shall include pick up and delivery prior to the commencement of classes in the morning and pick up and delivery at the conclusion of classes in the afternoon and such other routes and consideration as detailed in Exhibits C, D, and F.

B. Annual Rate Increases

Increases to the regular and activity route rates for the successive school years shall become effective on July 1 and shall include all operating cost increases including wage rate increases.

C. Fuel Costs

The successful bidder(s) shall purchase and provide all necessary motor fuels for the performance of the contract.

SECTION VI. – Penalties and Credits

A. Missed Routes

If for any reason BusCo fails to provide an approved bus for any regular route or portion of a regular route, the District will be given a credit of 100% of the route rate for the bus (es) not provided.

B. Combination Routes

When a regular route or portion of a regular route is temporarily combined BusCo shall forfeit 50% of this base rate for each route or routes affected.

C. Late Routes

A credit of 50% of the regular route rate will be given to the District for each morning portion of a regular route which is completed more than fifteen (15) minutes after the school's starting time and for each afternoon portion of a regular route or an activity route which is started more than fifteen (15) minutes after scheduled departure time, unless the delay is caused by accident or extreme weather conditions or public accidents stopping traffic.

There will be no deduction for mechanical breakdowns that are beyond BusCo's control. BusCo shall keep a record of departure and arrival times of each bus in its office available for inspection by the District. BusCo will furnish the District with a monthly exception report of late runs and a monthly summary of credits due the District.

D. School Closings or Delayed Start of School

A credit of 100% of the regular and activity route rates will be given to the District for all regular and activity routes canceled due to school closings (not to exceed five closings per year per school).

The Superintendent, or designee, shall have the sole responsibility of altering, delaying or canceling bus service during inclement weather. BusCo agrees to advise the District of road conditions when requested. BusCo further agrees to abide by the decision of the Superintendent, or her/his designee, and operate on the assigned schedules and routes.

In the event of an e-learning day, which is considered an instructional day, contractor payment will continue for daily regular education and special education routes, but will not continue for activity or charter routes scheduled that day.

SECTION VII. – Contract Termination or Partial Termination

A. Noncompliance

Noncompliance is defined as, but not limited to, the failure by BusCo to transport students on a route or routes as contracted or as requested in accordance with the terms of this contract or the failure to make changes to routes as specified and directed by the District in accordance with the terms of this contract.

B. Automatic Penalty

Should the District find BusCo in non-compliance with any provision of this contract, on a route or series of routes, BusCo shall forfeit 25% of the base rate for each route or routes affected. This penalty shall be reflected in the first payment due following non-compliance.

C. Discretionary Penalty and Partial Cancellation

Should BusCo fail to remedy the non-compliance within twenty-four (24) hours of telephone notice by the District, BusCo may be required, at the discretion of the District, to forfeit 100% of the route rate for each affected route. Should BusCo fail to remedy the non-compliance within forty-eight (48) hours the District may cancel the affected route or routes and subcontract them to a third party. BusCo shall remain liable for any and all costs to the District for vehicle transportation to the end of the contract in excess of the cost that would have become payable to BusCo had the route or routes not been canceled and subcontracted.

D. Termination

In the event that BusCo at any time fails to comply with, fully perform or strictly adhere to any covenant herein contained to be performed by BusCo or its agents or employees, the District shall give notice in writing to BusCo of such failure.

In the event that BusCo does not remedy such failure to comply within twenty-four (24) hours of receipt of such notice, or in the event that BusCo shall at any time, except because of weather or strikes, fail to furnish at least ninety (90) percent of the fully equipped and operating buses required by this contract for a period of twenty-four (24) hours; then at the option of the District, this contract may be terminated by delivery to BusCo of written notice of such election to terminate.

Any waiver by the District as to any incidence or non-performance shall serve only as a waiver as to that specific incidence and not to any future incidence of non-performance. If this contract is terminated in accordance with any of the foregoing provisions, all of BusCo's rights shall cease and execution of the Performance Bond or Guarantee of Performance will be implemented. BusCo shall remain liable for any and all costs to the District for vehicle transportation to the end of the contract in excess of the cost that would have become payable to BusCo had the route or routes not been canceled and subcontracted.

In the event of termination for any of the reasons set forth above, the School District at all times reserves the right, without waiver of other rights, against the BusCo and its surety, to arrange for the transportation of students itself or to enter into a contract with another person, firm or corporation, or to do any other act or thing necessary to ensure continuity in the transportation of students. In the event of any such termination, the School District shall retain any other rights or remedies it may have against the BusCo and its surety, including but not limited to, recovering damages for breach of contract and recovery under the surety bond required under this contract.

If the contractor fails to perform satisfactorily, or to furnish safe and adequate personnel and equipment, or otherwise fails to comply with the terms of the contract, including home to school transportation, co-curricular trips, and additional routes, the School District may cancel the contract without prior notice and procure services elsewhere. The School District may, in its sole discretion, offset subsequent payments; call for the forfeiture of the 20% Letter of Credit; and other surety instruments and/or collateral.

If the contractor fails to perform satisfactorily any of the transportation services required under the provisions of proposal and contract, the contractor shall not be paid for those days in which it fails to provide transportation services or continuously fails to meet the required time schedule, and should the school district be able to obtain such transportation services elsewhere, the contractor shall additionally be liable and, upon submission of an invoice by the School District, pay to the School District the additional cost to the School District in obtaining the transportation services above the contractual rate in effect between the contractor and the Board of Education. In the event the School District should be unable to obtain such transportation services elsewhere, or in lieu thereof at the option of the School District, the contractor shall pay to the School District, in addition to any other accounts payable hereunder, additional administrative costs to the District in the amount of two hundred dollars (\$200.00) per day to be deducted from the next payment to the contractor.

SECTION VIII. – Reassignment of Rights

BusCo agrees not to reassign or sell any right to this contract to another party or parties without prior approval from the District. Such action without approval shall invalidate this contract.

The contract shall not be transferred or assigned without the prior approval of the Board of Education and the written consent of the School District.

SECTION IX. – Contractual Changes

The contractual rates based on these specifications may be negotiated if the District approves a significant change in the length of the school day or year or experiences a significant unanticipated increase or reduction in student enrollment or request for transportation service or other schedule change requiring drivers to be available beyond their normal working hours or otherwise.

SECTION X. – Independent Contractor

BusCo shall not be held or deemed in any way to be an agent, employee, or official of the District, but rather an independent contractor furnishing transportation services for the District.

SECTION XI. – Special Need Students

Drivers if assigned to transport disabled, special education, and early intervention program students shall be given special training concerning the techniques of handling such children. The District reserves the right to place its own personnel on these vehicles to assist these students for physical, emotional or disciplinary reasons.

SECTION XII. – Pupil Supervision

The School District delegates to the contractor the necessary authority to supervise and control students on buses and vans in accordance with School District rules. Authorization shall not include corporal punishment, nor the right to eject any offender under circumstances other than those, which present an immediate danger that, is likely to result in injury. Bus conduct reports must be completed by the driver and given to the Principal of the school.

Pupils shall be taken on and discharged from the bus only at the designated stops and at the extreme right of the road or other location as designated by the District. No pupils shall be permitted to get on or off the bus while it is in motion.

No person other than a school pupil shall be transported in a school vehicle except in an emergency or when designated by the Superintendent or her/his designee. Nothing except passengers and their belongings shall be transported in the school vehicle while it is engaged in transporting pupils to and from school.

SECTION XIII. – Contractor's Responsibility

BusCo is required to examine the announcement, specifications, general instruction, exhibits and other contract documents and to become familiar with the routes, schedules, bus stops, traffic conditions,

topography, road conditions, locations of schools, including entrance driveways and exits and with all other physical facts pertinent to the performance of the work.

Personnel furnished by the contractor to perform the functions specified in the contract shall be employees of the contractor. The contractor shall pay all salary, wages, Social Security taxes, federal and state unemployment insurance, and any other tax relating to the employment of such employees. The contractor shall provide all other required management services, including personnel services, such as licensing, training, supervision, and evaluation, necessary to carry out the terms of the contract.

BusCo must comply with the regulations of the Illinois Department of Transportation, the laws of the State of Illinois, and the regulations of the Illinois Secretary of State, the Illinois State Board of Education, all-federal laws and policies, and rules and regulations of the District.

BusCo and its employees shall acquire and maintain valid permits and licenses required by law. All costs and fees for such permits and licenses shall be the sole responsibility of the contractor and/or the drivers under its employ.

BusCo agrees to comply with the provisions of the Illinois Human Relations Act in providing equal employment opportunities to those the contractor hires in connection with all work performed on behalf of the District. BusCo will not discriminate nor permit discrimination by its agents or employees against any employee or applicant for employment because of race, color, religion, age, or natural origin. BusCo will supply all compliance reports required by the State of Illinois.

BusCo is required to provide an office and a terminal facility.

SECTION XIV. – Safety Precautions

1. The Contractor shall require all drivers to comply with the following safety precautions:
 - a. All traffic regulations must be observed at all times.
 - b. Each driver is expected to remain with the bus at all times whether at a school building or on the route.
 - c. It shall be the duty of each driver to operate the bus at a reasonable rate of speed at all times in conformity with the traffic ordinances and regulations governing the use of buses and motor vehicles.
 - d. Each driver shall use all care to guard the children, prevent over crowding and maintain order in his/her bus at all times. Any child refusing to obey the driver shall be reported on the bus conduct forms provided by the School District.
 - e. All children riding on the buses must be dropped off at their designated stops.
 - f. No school bus shall be loaded beyond the seating capacity as set forth in a minimum standard as indicated on the “Approved School Bus Sticker.” All other public conveyances, when transporting school children under contract, shall provide adequate seating for each student with factory installed seat belts and no standees permitted.

- g. Use of tobacco, drugs or alcoholic beverages in the buses or on school property is prohibited at all times. Contractors will enforce District 20's policies including the requirement that there is no smoking allowed at any time on school buses used School District 20.
- h. In the event the School District would institute any additional safety standards for the transportation of students, the successful contractor agrees to install and/or implement such safety enhancements. Any additional costs will be the responsibility of the School District.

SECTION XV. – Right to Reject Bids

The Board believes and represents to contractors that it has the right to enter into a contract for transportation services. Nevertheless, in the event that right is challenged, the Board reserves the right to reject any and all bids and/or to modify the terms of the bids to protect the interests of the District. In the event such modifications are unacceptable to the contractor, such contractor shall be released from any obligation to the District.

Exhibit A:

KEENEYVILLE SCHOOL DISTRICT 20
PURCHASE AND INSIDE DELIVERY OF SUPPLY/SERVICE

NOTE: UNSIGNED BIDS WILL NOT BE ACCEPTED

The undersigned Contractor declares that he has examined and has familiarized himself with the Invitation to Bid documents as outlined in the bid timeline. In making this proposal, the undersigned waives all right to plead any misunderstanding of the documents and agrees to perform all of the work required herein. If this bid is accepted, the undersigned offers and agrees to furnish all services upon which prices are quoted, at the price and times stated, and subject to all conditions recorded on this proposal.

Signature

Date

Print Name / Title

Firm Name

Firm Address

City / State / Zip Code

Telephone: _____

Email: _____

Exhibit A:

STATEMENT OF ETHICS CERTIFICATION

By submission of this bid or proposal, the bidder certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor.
2. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other bidder, competitor or potential competitor.
3. No attempt has been made or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal.
4. Bidder has not been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.
5. Bidder is not a subsidiary of a company that has been convicted of price-fixing nor pleaded "no contest" to such charges within the last five (5) years.

Name of Firm

Signature

Title

Date

Exhibit A:

DEVIATIONS FORM

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

THIS FORM MUST BE SIGNED EVEN BY THOSE NOT PLANNING DEVIATIONS

SUBMITTED FOR CONSIDERATION BY:

Firm

Signature and Title

Exhibit A:

SEXUAL HARASSMENT CERTIFICATION

_____, having submitted a bid for paper to Community Consolidated School District 181, hereby certifies that said Contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

before me this _____

day of _____,

20____.

Notary Public

My commission expires: _____

Exhibit A:

CERTIFICATION OF ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED

I, _____, being first duly sworn, certify and say that I am
_____, ("sole owner"/"partner"/"president"/or other proper title) of
_____.

the Prime Contractor submitting this bid and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any State or of the United States.

Signature of person making certification

SUBSCRIBED AND SWORN TO

before me this _____

day of _____,

20____.

Notary Public

My commission expires: _____

Exhibit A:

Alcohol and Drug Free Workplace Certification

_____, having submitted a Invitation to Bid for the supply/service to Keeneyville School District 20, hereby certifies that employees or agents will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract pursuant to the Illinois Drug Free Workplace Act and further certifies that Contractor is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

By: _____
Authorized Agent of Contractor

SUBSCRIBED AND SWORN TO

before me this _____ day of _____, 20____.

Notary Public

My commission expires: _____

Exhibit B:

Certificate of Insurance Policy

Insert Standard ACCORD Certificate of Insurance from Insurance Carrier

Exhibit C:

References

Provide three (3) Illinois School District References or like entities that use services from your firm within the past five years of similar size and volume.

School District Name	
Contact Person/Phone Number	
Date	

School District Name	
Contact Person/Phone Number	
Date	

School District Name	
Contact Person/Phone Number	
Date	

Exhibit D:

District Boundary Map with School Locations

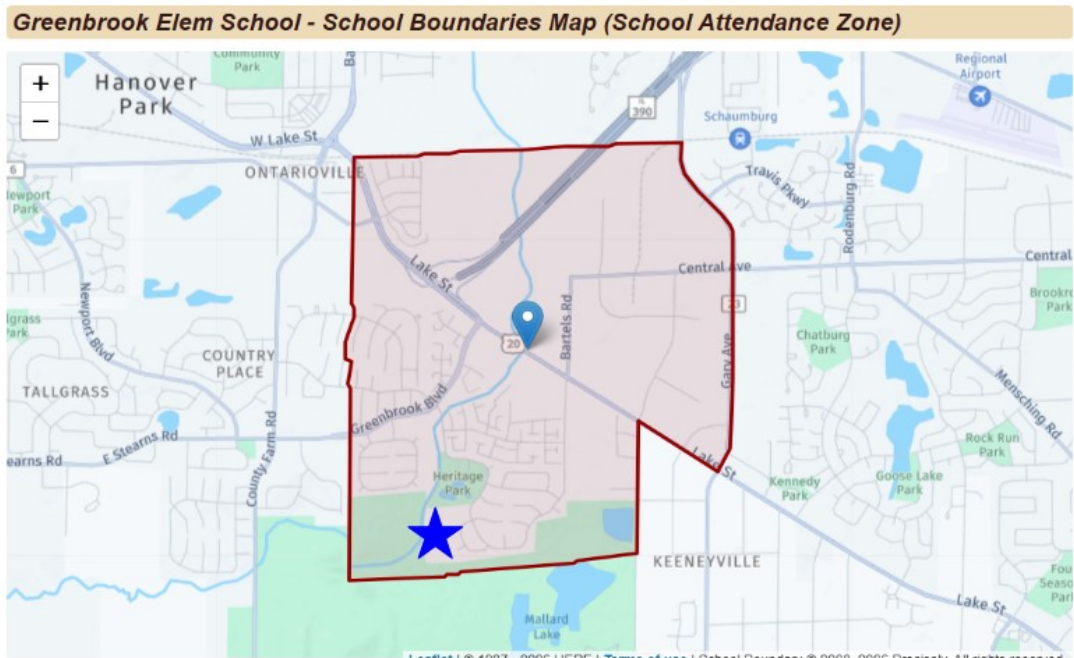
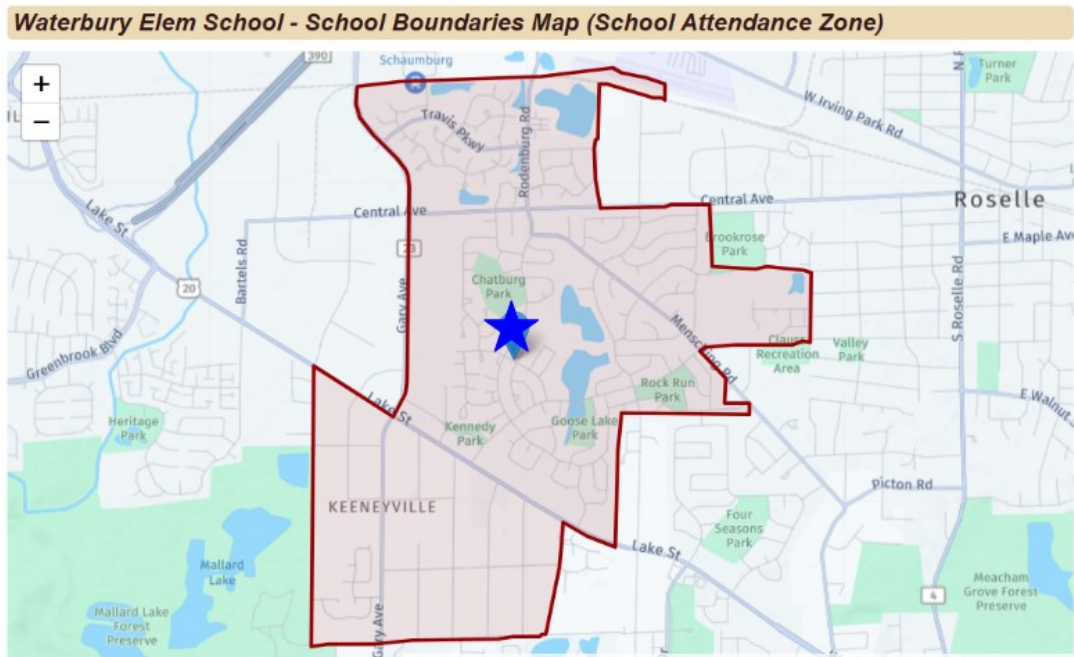


Exhibit D (cont.):

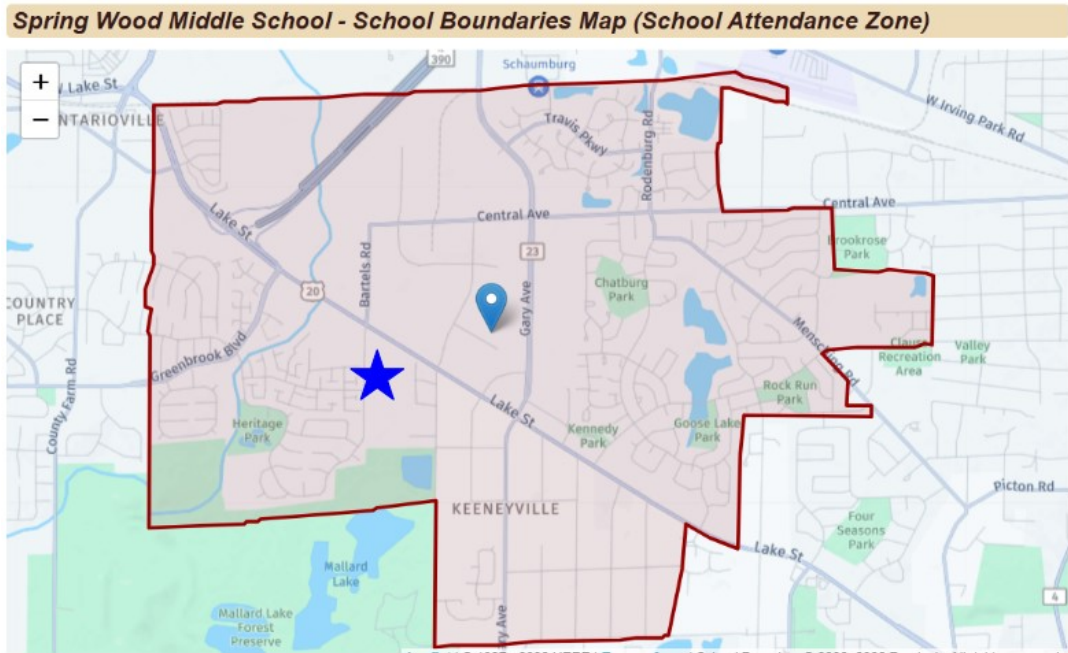


Exhibit E:

Current Route Information

The information below reflects the current number of routes for current district needs. The district reserves the right to change the number of routes based on student need and enrollment.

Regular Education Routes

School	Address	Start Time	End Time	Round Trip Routes
Greenbrook Elementary	5208 Arlington Drive E Hanover Park, IL 60133	8:30 AM	3:20 PM	5
Waterbury Elementary	355 S. Rodenburg Rd Roselle, IL 60172	8:30 AM	3:20 PM	2
Spring Wood Middle School	5540 Arlington Drive E Hanover Park, IL 60133	7:45 AM	2:35 PM	10
Early Childhood Center	5212 Arlington Drive E Hanover Park, IL 60133	Morning Session 8:30 AM	Morning Session 11:00 AM	2
Early Childhood Center	5212 Arlington Drive E Hanover Park, IL 60133	Afternoon Session 12:30 PM	Afternoon Session 3:00 PM	2

Special Education Routes

The number of routes is subject to change based on the District's Special Education population.

School	Address	Start Time	End Time	Round Trip Routes
Greenbrook Elementary	5208 Arlington Drive E Hanover Park, IL 60133	8:30 AM	3:20 PM	2
Waterbury Elementary	355 S. Rodenburg Rd Roselle, IL 60172	8:30 AM	3:20 PM	2
Spring Wood Middle School	5540 Arlington Drive E Hanover Park, IL 60133	7:45 AM	2:35 PM	2
North Elementary (outplaced)	150 W Sunset Dr Villa Park, IL	Varies	Varies	1

Exhibit E (cont.):

**Specific Route Pairings per Bus
Keeneyville School District 20 for 2025-26**

Bus	AM Middle School	AM Elementary
1	SW-10	GB-10
2	SW-20	GB-50
3	SW-30	GB-30
4	SW-40	GB SPED-105
5	SW-50	GB-20
6	SW-60	WB-60
7	SW-70	WB-70
8	SW-80	WB SPED-180
9	SW-90	WB SPED-190
10	SW-005	GB-40
11	SW SPED-105	GB SPED-120
12	SW SPED-110	ECC AM In/Out

PM Middle School	PM Elementary
SW-10	GB-10
SW-20	GB-50
SW-30	GB-30
SW-40	GB SPED-105
SW-50	GB-20
SW-60	WB-60
SW-70	WB-70
SW-80	WB SPED-180
SW-90	WB SPED-190
SW-005	GB-40
SW SPED-105	GB SPED-120
SW SPED-110	ECC AM In/Out

Exhibit F:

**Pricing Proposal
Keeneyville School District 20**

Transportation of students to and from school is required for approximately 176 days during the school year. Please fill out the cost for each year of the contract. The District has the sole option to renew the transportation contract in school year 2029-30, then it will again have the sole option to renew the transportation contract for 2030-31.

Transportation Bid Cost (each year) assuming each bus performing two (2) A.M routes and two (2) P.M. routes

Description	2026-2027 per bus, per day	2027-2028 per bus, per day	2028-2029 per bus, per day	2029-2030 per bus, per day	2030-2031 per bus, per day
Cost for paired Regular Ed bus, per day (two a.m. routes and two p.m. routes)					
Cost for paired Special Ed bus, per day (two a.m. routes and two p.m. routes)					
Middle School late run per day					
Elementary School late run per day					
Special Ed Bus Aide per day					

Exhibit F (cont.):

**Pricing Proposal
Keeneyville School District 20**

Transportation for field trips and charter rates from Keeneyville District 20 schools.

<u>Greenbrook Elementary</u> 5208 Arlington Circle Hanover Park, IL 60133	<u>The Early Childhood Center</u> 5212 Arlington Circle Hanover Park, IL 60133
<u>Waterbury Elementary</u> 355 S. Rodenburg Rd Roselle, IL 60172	<u>Spring Wood Middle School</u> 5540 Arlington Drive East Hanover Park, IL 60133

Field Trip Distance	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031
Charter Trip 1 hour or less					
Charter Trip 2 hours or less					
Charter Trip 3 hours or less					
Additional Charter Trip hours: per hour (over 3 hrs.)					

I have examined the specifications and instructions included with this Invitation to Bid and agree to provide the specified items and/or services or work as described in the specifications and the instructions for the sum shown in accordance with the terms and conditions stated herein. All deviations from specifications and terms are in writing and attached herein.

Signature of Representative/Vendor

Date