

NEW TRIER TOWNSHIP SCHOOL DISTRICT 203
7 Happ Road
Northfield, IL 60093

Invitation to Bid:
Special Education Transportation Services (Small Vehicles) 2026-2029

New Trier Township High School will be accepting sealed bids for special education transportation services (small vehicles) for the 2026-2027, 2027-2028, and 2028-2029 school years.

Sealed bids will be accepted no later than Monday, September 14, 2026, by **11:00 a.m.** Bids will be opened at this time in room A201A at New Trier High School, 7 Happ Road, Northfield, IL 60093.

SECTION I - Invitation to Bid

Service shall consist of furnishing and operating vans (both wheelchair-accessible and non-wheelchair-accessible), sedans, vans, SUVs, and other appropriately equipped vehicles, as required by the District, to provide safe and reliable transportation for special education students.

Services shall include, but are not limited to, transportation to and from:

- Therapeutic day schools, vocational schools, and training programs
- Outplacement schools and programs
- Job sites and community-based work experiences
- Designated special education classrooms located at various general education attendance centers within and out of the New Trier Township High School District 203 attendance area
- Other transportation needs as requested by the district.

Transportation services consist of Company-owned, maintained, and operated vehicles. The Company will be responsible for transporting approximately 25 students to and from various attendance centers throughout the area. These figures are estimates only and are provided for bidding purposes. The district does not guarantee a minimum or maximum number of students, routes, or trips.

All company vehicles shall be properly equipped to safely transport students with a wide range of disabilities and mobility needs. Equipment and accommodations may include, but are not limited to:

- Wheelchair lifts and securement systems.
- BESI (Behavioral Intervention Support) vests.
- Vehicle aides/monitors when required by a student's Individualized Education Program (IEP) or as directed by the District; and
- Any other adaptive equipment necessary to safely transport eligible students.

The Company shall comply with all applicable federal, state, and local laws, regulations, and safety requirements governing the transportation of special education students.

The parties may mutually agree to extend the term of the Contract for additional terms of one (1) or more years, up to a total of 10 years or the maximum allowable under law (including renewals).

Sealed bids are to be delivered to Mr. Frank Lamberti, Transportation and Purchasing Manager, at **New Trier Township High School, 7 Happ Road, Northfield, IL, Door B by 11:00 a.m., Monday, September 14, 2026**. Bids will be sealed and marked "Special Education Transportation Services (Small Vehicles)."

All bids will be opened and publicly announced. The successful bid will be presented to the Board of Education at the September 22, 2026, regular meeting. The Board of Education reserves the right to accept or reject any or all bids for any reason without recourse or to make the award, if at all, in such a manner as the Board of Education may deem right and proper for the best interest of the District.

For additional information, please contact Mr. Frank Lamberti, Transportation and Purchasing Manager, at lambertf@nthsh.net no later than 3:00 pm on Tuesday, September 8, 2026. Any questions received will be answered via email by 3:00 pm on Thursday, September 10, 2026.

SECTION II - Instructions to Bidders

1. All bids shall be placed in a sealed envelope clearly marked "Special Education Transportation Services (Small Vehicles)." and addressed to Mr. Frank Lamberti, Transportation and Purchasing Manager, New Trier High School, 7 Happ Road, Northfield, IL 60093 by Monday, September 14, 2026, at which time all bids will be opened and read aloud.
2. The District cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks representing the fact that a bid has been "received" by the District before the specified deadline. Bids received after the time specified in the Invitation to Bid will not be considered. All bids shall be valid for ninety (90) days following the bid opening.
3. Bids will be accepted from vendors bidding on the entire contract or select segments of the Contract. Alternate proposals submitted on the bidder's own stationery and properly signed by an authorized representative of the bidder will be accepted for consideration. The District reserves the right to hold all bids for a period of ninety (90) days after the date of the bid opening, and the bidder shall not withdraw their bid during the said ninety (90) day period.
4. The bidder shall inform himself/herself fully of the District's transportation requirements, including viewing the various routes, school location, and pick-up and drop-off locations.

5. Any proposals received after the date and time stated shall be returned to the bidder unopened.
6. Bidder's signature will be construed as acceptance of and willingness to comply with all provisions of the acts of the General Assembly of the State of Illinois relating to wages and laborers, preference to citizens of the United States and residents of the State of Illinois, and discrimination and intimidation of employees. Provisions of said acts are hereby incorporated by reference and become a part of this proposal and specifications. Proper execution and attached formal documents shall accompany the bid.
7. Bidders shall not include taxes in their quotations. The District is not subject to Federal Excise Tax or Illinois Retailers Occupational Tax or any such applicable tax. Exemption Certificates will be furnished upon request.
8. The successful bidder must submit an invoice to New Trier monthly detailing the type of services, i.e., student names and service locations to/from.
9. The vendor's signature on the bid sheet must be a physical, wet signature. A stamped or typed signature may disqualify the bid.
10. Bidders are hereby advised that the District shall reserve the right to unilaterally terminate the transportation contract for subsequent school year(s) prior to April 1 annually without prejudice.
11. For the purposes of the bid, the terms "OWNER", "SCHOOL DISTRICT", and "DISTRICT" are synonymous, and the terms "BIDDER", "VENDOR", "COMPANY/COMPANY," and "CONTRACTOR" are synonymous.
12. The Board of Education for New Trier High School 203 reserves the right to waive any informality, all irregularities, or defects in any or all proposals; the right to reject any and all bids; and the right to accept bids in whole or in part and reserves the right to disqualify bids as the Board determines to be in its best interest. Any such decision will be considered final.
13. Although price is a consideration in the award of bids, the District does not award on price alone. The Board will award the contract by first considering the bidder or bidders most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.
14. The award of this bid will not be made at the time specified for the receiving and opening of bids.
15. The bidder shall provide a minimum of three (3) school references reflecting current contractual relationships with public school districts in the State of Illinois.

SECTION III - Bid Specifications Contractor Requirements

1. Contractor Requirements: The Company personnel shall be expected to perform, but not be limited to, the following list of duties:

- a. Recruit, select, and train drivers.
- b. Prepare and administer pre-service and in-service driver training, including safety and student discipline topics.
- c. Keep records of background checks, driving records, evaluations, and disciplinary actions on all personnel. This information may be requested by the District.
- d. Maintain and keep current on all Federal and State laws regarding student transportation.
- e. Develop safe and economical routes, subject to the approval of the District or their appointed representatives.
- f. Investigate requests and complaints regarding student transportation services and make recommendations to the Transportation Manager or their appointed representative.
- g. Prepare reports necessary to complete District, State, and Local requests for information.
- h. Administer conduct reports as specified by the District and work with the district on student discipline. *The District shall assist the Company in keeping a proper student atmosphere on the vehicle.*
- i. Keep confidential history files on student conduct reports.
- j. Whenever District vehicles are on the road, a responsible person shall be at the base radio station with a telephone available.
- k. Dispatch vehicles, check drivers, and be familiar with all routes, schedules, school locations, etc.
- l. Supply a sufficient number of regular and substitute drivers to be available and properly trained so that a full transportation service is provided.
- m. Secretarial duties include, but not limited, to telephone coverage, filing, map maintenance, report documentation, and vehicle conduct forms.
- n. Keep District administration advised on ideas for improvements in the transportation system and cost savings.
- o. Be capable and experienced in fleet operation and management.
- p. Minimum phone call coverage by the Company or terminal manager shall be from 6:00 a.m. to 5:00 p.m. on school days.
- q. The number of full-time (or equivalent) employees to be used to perform the managerial, maintenance, and clerical responsibilities shall be sufficient to fulfill the above requirements.

2. School Vehicles:

1. All vehicles used in the performance of this contract shall be owned by the Company, or, if not so owned, the Company shall furnish the District a statement setting forth the name and address of the owner of each such school vehicle before placing said school vehicle in service.

2. The Company shall present suitable evidence prior to the award of the contract establishing that the Company will have ample units available and ready for use at the beginning of each school term.
3. During the course of this contract, any equipment used by the Company is condemned in whole or in part, it is agreed that the unit will be replaced by the Company without expense to the District and without any claim for adjustment.
4. All vehicles must be equipped with the necessary technology systems for the Company to monitor and support the driver, such as a cell phone, security cameras, GPS, and two-way radio system is optional. The Company shall be responsible for all licenses, fees, and expenses associated with any two-way radio system used. Cell phones may only be used when the vehicle is safely parked and not in motion. The successful bidder must ensure that all vehicles provided under this contract are equipped with audio and video cameras and GPS tracking systems. These devices, along with any related equipment and software maintained by the Company, must allow real-time monitoring of each vehicle's location. The Company is responsible for maintaining all GPS units and cameras and ensuring their proper and accurate operation on a daily basis. The Company shall work with the District on procedures for reviewing and transmitting the data recorded on the cameras. The Company shall be liable for delivering audio/video requests to the District no more than 24 hours after a request has been made unless the request is made on a Friday or the day before a school holiday.
5. The Company shall keep all vehicles used in the performance of the transportation requirements in a good state of maintenance and repair. The passenger section shall be kept in a clean and sanitary condition. The Company shall cause each vehicle to be inspected in accordance with standards set forth by the State Board of Education and the Illinois Department of Transportation as well as all local, State and Federal standards, but under no circumstances shall there be less than two (2) inspections per year.
6. No vehicles shall be continued in use after being declared unsatisfactory or unsafe by either a governmental body, said State Board of Education, District, or any other inspector appointed by either said State Board of Education or District or returned to service until such unsafe conditions have been corrected. Approved, satisfactory substitute vehicles shall be supplied by the company while any regular vehicles are not used. Any state inspector fees incurred in the periodic inspection of the vehicles herein described shall be at no cost to the District.
7. All vehicles shall be inspected daily and checked carefully for defects, and such defects as may be found shall be remedied before using said vehicle. In addition, the Company shall maintain sufficient approved standby vehicles in good operating condition to be used in the event any vehicles that are transporting students in accordance with this agreement fail to function or otherwise be unable to operate. No daily charge shall be made for any standby vehicle.

8. The Company will be required to keep thorough up-to-date records of all operating data and maintenance work done; and the District shall have access to these files. Examples include gas mileage, oil usage, tire replacement, and work order repairs.
9. If the number of students to be transported increases and the Company cannot provide adequate transportation with existing vehicles, the Company shall furnish such additional vehicles as necessary to provide the specified transportation for students. Additional vehicles are to be provided at the price as is set forth hereinafter in the bid documents.
10. If the number of students to be transported shall decrease so that one (1) or more school vehicles are not needed to comply with the requirements of this proposal; the Company shall eliminate the unneeded vehicles, and the price to be paid under this proposal shall be reduced by the price per vehicle, per day, as hereinafter set forth in the bid documents for similar runs. The Company shall add or withdraw vehicles from service under this paragraph no later than two (2) weeks after being advised to do so in writing by the District.
11. The District retains the right to designate the maximum number of passengers per vehicle; it being understood that the maximum may vary depending on whether the vehicles are used.

3. Drivers and Training:

1. It is understood that the Company, its officers, agents, and employees shall be considered at all times to act in the capacity of an independent contractor and not as an employee of the District for any purpose and shall not acquire, either by contract or by operation of law, any rights or benefits provided for employees of the District. All expenses of operation maintenance shall be paid by the company.
2. All vehicles shall be operated by trained, competent and prudent drivers who meet the requirements for transporting students set forth by the State of Illinois and the Department of Transportation.
3. The Company shall establish and implement a screening, hiring, and training program, which includes the following as a minimum:
 - a. A written application form from the prospective Driver.
 - b. Driver has an initial interview with the Company or manager to determine the applicant's aptitude for the job.
 - c. The Company shall conduct a record check on the applicant's driving record. Operator also must ensure that the applicant has had no conviction against public morals or felony charges. The applicant's driving record, which is obtained from the State of Illinois, shall be available to the District upon request.

- d. Company must provide adequate pre-service training, including first- aid training and ensure that the driver has a thorough knowledge of the State of Illinois traffic laws and regulations.
 - e. Applicant drivers must pass physical, written and road tests and obtain a Illinois School Bus Permit before transporting students.
 - f. The Company must provide route training before the driver is given the responsibility of transporting students.
 - g. The Company must provide on-going in-service training programs for the drivers. Drivers shall be required to attend the meetings. The meeting topics shall be geared to the driver's needs, including safety, discipline, drills, etc. Failure to attend may, at the sole option of the District, result in replacement of the non-attending driver.
 - h. In addition to the in-service meetings, meetings shall be conducted on topics that require immediate attention.
- 4. The Company will be responsible for proper supervision of the drivers to ensure the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency and understanding of laws, regulations, and District policies.
 - 5. The Company shall furnish to the District, upon request, a listing of names, ages, addresses, driver's license numbers, expiration dates, and telephone numbers of all regular and substitute drivers, along with the routes they will be driving. This listing shall be kept current by the Company.
 - 6. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age and fully licensed as a school driver by the State of Illinois. All drivers shall maintain a courteous attitude and neat appearance. All drivers shall communicate effectively in English.
 - 7. Each driver assigned to the performance of this agreement shall be free from any physical defect that lessens their ability to operate a vehicle safely.
 - a. Each such driver shall have 20/20 vision in both eyes, with or without glasses.
 - b. Shall have no artificial limbs and have full use of his arms and legs.
 - c. Shall have normal hearing in both ears.
 - 8. The District shall be furnished proof that each driver has satisfactorily met the State requirement for a physical examination. Throughout the term of the agreement, each driver shall have a new physical examination each school year. The District or its representative may at its discretion demand such additional physical examinations of drivers as it deems necessary, and the costs of such additional examinations shall be paid by the Company. Any driver who is found to be physically unfit to operate a

vehicle will be removed immediately from performance of his/her transportation duties.

9. The Company shall provide to all drivers and the District a manual or handbook outlining all company policies and procedures. Written policies regarding handling accidents, emergencies, and/or vehicle breakdowns must be included. All drivers should be trained in these procedures to the extent that they will be prepared if an emergency does occur. The Transportation Manager or designated representative must be immediately notified by the Company when an accident occurs, or any driver has been stopped by the police and issued a citation.
10. Drivers shall be hired, employed, and under complete supervision by the Company; however, the Company shall replace any school driver who, in the sole opinion of the Transportation Manager, or his designee, is detrimental to the best interest of the students of the District.
11. The Company shall keep files on each driver, including, but not limited to, the driver's written application form, health certificates, references, including those checked with written notes by the Company, employment record, driving record, written evaluations, etc. The District shall have access to these files upon request.
12. The drivers shall be responsible for loading and unloading students and for the discipline of the students in the vehicle. Corporal punishment will not be used. The District shall assist the Company with the Company's responsibilities in accordance with District policy. The degree of discipline in a vehicle is in direct proportion with the ability of the driver and his management to effectively educate and implement procedures. Any decision regarding disciplinary problems, suspensions, or expulsions is the responsibility of the District or its designated representative. All vandalism damages to the Company's equipment or facilities will be the responsibility of the Company.
13. All conduct rules shall be obeyed by both students and drivers. This shall include no smoking, drinking beverages, eating, profane language, etc. The drivers will be required to perform a safety evaluation of a vehicle before leaving on any trip. This test shall consist of, but not be limited to the following:
 - a. Windows are operable
 - b. Fuel is at sufficient levels for the trip
 - c. Tires appear in good operating condition
 - d. Lights all lights (headlights and safety) are working properly
14. To ensure that the consistency in drivers remains as constant as possible on established routes for the safety of the students and a smooth operation, the Company shall not rotate or reassign drivers during the school year. Any deviation in consistency is to be approved by the District prior to the change. This does not include assigning substitute drivers due to unforeseen circumstances.

15. The Company agrees, as a condition of employment of any individual under the terms of this contract where such individual will be employed as a driver, aide, or physically present within the School District providing the services herein agreed upon, that all such Company's employees:
- a. Shall execute criminal background investigation and driving records of drivers at the time of hiring and continuously during the term of this contract pursuant to the terms of the School Code and Vehicle Code of Illinois, as amended.
 - b. Shall not hire any individual that has been convicted or shall terminate any individual in the event of a conviction, for one (1) of the offenses listed in Section 10-21.9 of the School Code of Illinois are identified.
 - c. Shall not be hired, shall be transferred from the District or shall be terminated in the event that any individual has been convicted of reckless driving or operating a motor vehicle while under the influence of an intoxicant or controlled substance during the past five (5) years.
16. The Company shall ensure that all pre-employment conditions for driver employees and substitute drivers are met, including certification of successful completion of a fingerprint-based criminal background investigation through the Illinois State Police and submission of fingerprints to the FBI for criminal history information. All required fingerprint-based criminal background checks, including the receipt of results by the Company, shall be paid for by the Company and shall occur before any employee or agent is assigned to a vehicle serving the School District. 625 ILCS 5/6-106.1. The company shall provide the results of the Illinois State Police fingerprint-based criminal background check to the School District.
17. Company shall not assign any driver to the School District who would be prohibited from obtaining or keeping the required permit or would otherwise prohibit the driver from being employed by the School District due to a 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. 625 ILCS 5/6-106.1; 105 ILCS 5/10-21.9. If the Company is notified at any time of a conviction that would prohibit the driver from keeping the required licensure or would otherwise prohibit the driver from working at the School District, the Company must immediately notify the School District and remove the driver from assignment to a School District.
18. For non-driver positions such as monitor, aide, and/or agent, Company shall not assign or send to the School District any monitor, aide, or agent who would be prohibited from being employed by the School District due to a 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. Company shall make every monitor, aide, or agent who will be assigned to the School District available to the School District for submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any monitor, aide, or agent is sent to the School District under this Agreement. The company will reimburse the School District for the costs of the checks. The School District must provide a copy of the report to the individual monitor, aide, or agent, but is not authorized to release it to the Company.

19. Company shall provide, at its costs and upon request from the District, evidence to the School District that its employees are physically fit to perform the required duties and are free from communicable diseases in compliance with Section 24-5 of the Illinois School Code, 105 ILCS 5/24-5.

4. Fuel Provisions:

All costs of operation, including, but not limited to, oil, greasing, cleaning, repairs, licenses, parking, drivers, garaging, fuel, and insurance, are to be included in the Company's bid.

5. Routing:

1. The Company, with cooperation from the District, will be responsible for the establishment of all routes. These will be set up according to District policy for length of the ride, and the location of stops. Final approval by the Transportation Manager or its appointed representative must be given before the routes are posted.
2. The District will provide the Company with the names and addresses of all students registered for transportation each school year and parent contact information.
3. The District or its appointed representative retains the right to modify stops and schedules once established. A minimum of one (1) day's written notice of such changes shall be given to the Company in advance of implementation of such changes except for emergency situations.
4. The Company will be charged with the responsibility of maximizing efficiency through routing and scheduling. Routes will be combined when necessary and must be approved by the District.
5. The Company shall provide to the District all necessary information that is needed in the preparation by the District of the annual claim for Pupil Transportation Report and any other reports as required by the State Board of Education or each District Board of Education (i.e., Annual Mileage Reports).
6. The Company shall organize all routes to the approval of the District. The Company shall furnish to the District without additional charge a daily route and lists of students' names, location and time of pick-up by a mutually agreed-upon date.
7. Only authorized students and school personnel will be permitted to ride and used for school purposes. All other riders, including family members of drivers, are excluded from riding the vehicle without prior approval of the District or its appointed representative.

8. Authorized students, as specified by the District, will not be refused a ride or evicted along the route by the Company. Prohibitions to ride will be made according to each District's School Board Policy.
9. The routes agreed upon by the District and the Company will be followed exactly by the driver. Any changes that are presented to a driver by a parent or member of the community will be referred to the District for a decision. Any change the driver feels should be made for convenience must be approved by the District.

6. Insurance

1. During the term of this Agreement, Bidder, at its sole cost and expense, and for the benefit of Board, shall carry and maintain the following insurance:
 - a. **Commercial General Liability:** Not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate
 - b. **Commercial Automobile Liability:** Not less than \$2,000,000 combined single limit per accident, covering every vehicle used to transport District students, including owned, scheduled, hired, and non-owned vehicles, as applicable.
 - c. **Uninsured/Underinsured Motorist Coverage:** Not less than \$1,000,000 combined single limit.
 - d. **Sexual Abuse and Molestation Liability:** Coverage with a limit of not less than \$1,000,000.
 - e. **Workers' Compensation:** Coverage meeting all statutory requirements of the State of Illinois
 - f. **Employers Liability:** Not less than \$1,000,000 each accident, \$1,000,000 disease-each employee, and \$1,000,000 disease-policy limit.
 - g. **Automobile/Umbrella Requirement:** The Bidder shall maintain either (a) Commercial Automobile Liability coverage of not less than \$2,000,000 combined single limit per accident; or (b) Commercial Automobile Liability coverage of not less than \$1,000,000 combined single limit per accident together with Umbrella or Excess Liability coverage of not less than \$5,000,000 per occurrence and aggregate, in accordance with 625 ILCS 5/12-707.01.
2. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service.
3. Any Commercial General Liability, Automobile Liability, Sexual Misconduct (if a separate policy) and Umbrella or Excess Liability insurance policies shall name Board, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District.
4. The Bidder shall provide the School District with certificates of insurance and/or copies of policies reasonably acceptable to the School District evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the Board to terminate this Agreement immediately.

5. All policies of insurance shall provide by endorsement that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the Board.
6. No policy shall reserve or permit any right of subrogation against the District, the Board, or the Board's individual members, employees, volunteers, agents, successors, or assigns.

7. Indemnification

1. The Company shall indemnify, defend and hold harmless the District and its Board members, officers, employees, and agents, free from any claims, suits, actions, losses, liabilities or expenses (including, but not limited to attorneys' fees, court costs and expert witness fees) which may arise from, relate to or are connected with (i) any accident, injury or death to any person or persons, or damage to any personal property in the course of any performance under the Contract; (ii) any misconduct by the Company or its officers, employees or agents; or (iii) any breach of the Agreement by the Company.
2. The Company expressly understands and agrees that any performance bond or insurance protection required in these Bid Documents, or otherwise provided by the Company, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the school district and its Board members, officers, employees, and agents, as herein provided.
3. The Company's obligations under this Section shall survive and continue following termination of the Contract with the school district.
4. Appointment of counsel under the Company's duty to defend shall be subject to the school district's approval.

8. Force Majeure:

The parties to the proposal understand that under certain circumstances the Company may be unable to perform in the customary manner due to an act of God, pandemic, fire, strike, loss of transportation facilities, lock-out or commandeering of materials, products, plants or facilities by the Government. In the event that service is interrupted for more than twenty-four (24) hours for any of the above reasons or any other event which prevents the Company from furnishing service, the District shall have the right to secure and substitute other transportation service. The Company agrees to pay the difference between its charges and the charges of the substitute company.

9. Breach of Contract:

If the Company shall violate, breach, or fail to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules, and regulations referred to above, the

contract shall, at the option of the School Board, be void, and the District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Company. The partial or total failure of the Company to perform its services as a result of extreme weather conditions, impassable roads, or acts of God shall not be judged a breach of the proposed contract. However, the Company shall not be paid for any lack of total performance. If terminated, said termination shall be effective on the date stipulated by the District but shall not be less than five (5) days after receipt of written notice by the Company.

If, in the opinion of the District, minor contract violations and/or non-performance problems occur, the District shall be entitled to damages including but not limited to attorney fees incurred in enforcing or correcting such breach.

10. Termination of Contract:

1. If the Company or its drivers or employees at any time fail to comply with the terms of a Contract with the School District or any portion hereof, or do not fully perform and strictly adhere to any of the terms hereof required to be performed, the school district may, at its discretion, terminate its Contract, or any portion hereof, as provided herein.
2. In the event that the school district determines that the Company has failed to comply fully with, perform, or strictly adhere to its Contract, then the school district may, at its discretion, through its Superintendent, send written notice to the Company indicating the intention of the school district to declare the Company in default.
3. In such notice, the school district shall state in what respect the Company has failed to comply with the terms of the Contract and shall further state a date upon which the Contract will terminate, unless the Company, prior to such date, cures the defect to the satisfaction of the school district.
4. If prior to the date of termination stated in said notice, the school district notifies the Company that the defect has been cured, the Contract will not terminate on the date stated in the notice but will have been deemed to have remained in effect as of the date that such notice was given. In the event that the school district does not notify the Company that the defect has been cured, the school district shall terminate the Contract without further action on the date of termination stated in the notice.
5. The date of termination stated in the notice of intent to declare the Company in default, as provided in "b" above, may not be sooner than thirty (30) calendar days following the date of such notice unless there is a complete failure by the Company to provide the services required by the Contract or failure to comply with any and all applicable laws, including, but not limited to the continuing maintenance of insurance coverage, maintenance of current drivers' licenses for each driver, and compliance with vehicle safety regulations, in which event the date of termination may be five (5) calendar days following the date of such notice.
6. In the event the Board of the school district terminates the Contract in whole or in part as provided in this Section, the Board may procure, upon such terms and in such a manner as the Board may deem appropriate, supplies or services similar to those

terminated, and the Company shall be liable to the Board for any excess costs for such similar supplies for services; provided, that the Company shall continue the performance of the Contract to the extent not terminated.

11. Penalties:

1. The Company selected agrees that the highest standards of delivery services are expected to be provided to the District at all times during the term of this Contract.
2. In the event that the time limits authorized in the Appendices are not adhered to by the Company, due to the Company's fault, the Company shall be penalized as follows:

Instance of Lateness assessed on per-route basis	Penalty Amount
Vehicles 15-30 minutes late	20% of total route charge
Vehicles more than 30 minutes late	40% of total route charge
Failure to pick up the student	No payment for trip, plus, reasonable replacement transportation costs incurred by the District.

3. In all cases, vehicles will complete the route despite the lateness and despite the penalty clauses invoked.
4. In all cases where the Company anticipates delays or the missing of routes because of circumstances beyond the Company's control, the Company shall notify the appointed representative of said situation immediately upon becoming aware of it. Failure to notify the Transportation Manager or appointed representative shall make the Company liable to penalty clauses herein delineated.
5. These penalties shall be invoked on all runs made by any of the Company's schools.
6. Penalties shall be deducted from the monthly billings.
7. Repeated violations of the time schedules shall be sufficient cause for the District to invoke the Breach of Contract section.
8. The determination of Company fault as delineated in this section shall be made by the Transportation Manager or his appointed representative. If the Company disagrees with a determination related to a penalty, the Company may appeal to the District.

12. Payment

The Company shall submit monthly billing no later than the 10th of each month to the District delineating services provided during the previous month. It shall be the responsibility of the District to delineate any deductions related to the implementation of the penalty clause. Such deductions shall be made on the monthly billing. The District shall make all payments in accordance with the Illinois Local Government Prompt Payment Act.

13. Anticipated Daily Starting and Dismissal Times

Please see Exhibit A for additional information for daily starting and dismissal times. Because this bid package involves various attendance centers, there are various times that transportation will be necessary.

Students from other public school districts shall not be transported in the same vehicle as District students without prior written approval from the District.

Special Education Transportation Services (Small Vehicles) 2026-2029

Bidder Information:

Company Name: _____

Sedans, SUVs & Vans	2026-27	Annual Increase (If Any)	2027-28	Annual Increase (If Any)	2028-29
Base Cost	\$		\$		\$
Number of Miles Included in Base Cost					
Cost per Mile not included in Base Cost	\$		\$		\$
Cancellation Fee less than an hour	\$		\$		\$
Harness vest or car seat required Fee	\$		\$		\$
Wheelchair passenger Fee	\$		\$		\$
Rideshare Discount If Any	\$		\$		\$
Driver Assistants Hourly Rate (Minimum hours per route)	\$		\$		\$

Exhibit A

Examples of destinations and service times are provided for reference only and are not limited to those listed.

School	Arrival/Dismissal Times	School Address
Arlyn Day School	7:50am/3:00pm	3013 Illinois Road Winnetka IL 60093
Arbor Academy	8:00am/2:45pm	754 Red Oak Lane Highland Park IL 60035
Cove School	8am/3:00pm	350 Lee Road Northbrook IL 60062
Hyde Park Day School	8:00am/2:45pm	980 Old Willow Road Winnetka IL 60093
Keshet School	8:30am/2:45pm	3210 Dundee Road Northbrook IL 60062
Keshet School	8:30am/2:45pm	8233 Central Park Skokie IL 60076
North Shore Academy	8:30am/3:00 pm	754 Red Oak Lane Highland Park IL 60035
New Hope Academy	8:00am/2:45pm	3250 N. Arlington Heights Road Arlington Heights IL 60004
Soaring Eagle Academy	8:00am/2:45pm	800 Parkview Blvd Lombard IL 60148
Brightmont Academy	Times vary	1799 Willow Road Northfield IL 60093
Connections Day School	Times vary	1610 S US Highway 45 Libertyville IL 60048
The Sonia Shankman School	8:00am/2:45pm	6245 S Ingleside Ave Chicago IL 60637
New Horizon Center for Children & Adults	8:00am/2:45pm	6737 W Forest Preserve Ave Chicago IL 60634
Charles Walsh Academy	8:30am/3:00pm	6935 W Touhy Ave Niles IL 60714
Fusion Academy Evanston	8:30am/3:00pm	847 Chicago Ave #200 Evanston IL 60202
Renaissance Chicago	Times vary	933 Skokie Blvd Northbrook IL 60062

REFERENCES

Please provide a list of three (3) references from public school districts or colleges in the State of Illinois or institutions that transport students.

School District Name	Contact	Phone Number

COMPANY CERTIFICATIONS

ARTICLE 33E CERTIFICATION

The undersigned Contractor hereby certifies that he/she/it is not barred from bidding on this contract as a result of either the bid-rigging or bid-rotation provision of Article 33E of the Illinois Criminal Code of 1961, as amended (720 ILCS 5/33E-3, 33E-4). He/she/it also certifies that he/she/it has read, understands, and agrees that the Board's acceptance of the Contractor's offer by issuance of a contract will create a binding contract.

NON-COLLUSION AFFIDAVIT

The undersigned Contractor or agent states that he/she/it has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her/it, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding, nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding.

Contractor further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value on account of such sale.

EQUAL EMPLOYMENT OPPORTUNITY

To the extent applicable to the Contractor, the Contractor will comply with the Illinois Human Rights Act and its implementing regulations regarding Equal Employment Opportunity at 44 Ill. Admin. Code Part 750, applicable to public contractors, the provisions of which are fully incorporated herein and into any resulting Contract as if fully recited in these documents.

SEXUAL HARASSMENT

The undersigned Contractor certifies that he/she/it has complied with the requirement of 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

NO SMOKING/TOBACCO

The undersigned Contractor agrees that he/she/it and his/her/its employees and subcontractors will abide by the Board's no smoking/tobacco policy on all District sites and on all Contractor's vehicles.

DRUG FREE WORKPLACE

The undersigned Contractor, having twenty-five (25) employees or more, does hereby certify pursuant to Section 3 of the Illinois Drug Free Workplace Act (30 ILCS 580/3) that he/she/it shall provide a drug free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug Free Workplace Act and further certifies that he/she/it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug Free Workplace Act.

MEDICARE AND MEDICAID

That Contractor is not currently under investigation or debarment by any state or federal governmental agency for Medicare or Medicaid fraud, and that to the best of its reasonable knowledge, its currently practicing employees, if any, are not currently excluded from participating in the Medicare or Medicaid programs or other government programs which are reported on the OIG or GSA lists. In the event an investigation of a party is initiated by any state or federal governmental agency, or it is discovered that the representations contained herein are false, the District reserves the right to immediately terminate this Agreement.

ILLINOIS USE TAX

If applicable, and as required by 105 ILCS 5/10-20.21, Contractor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with (and unless exempted by) the provisions of the Illinois Use Tax Act, 35 ILCS 105/1 et seq., regardless of whether Contractor or its affiliates are 'retailer[s] maintaining a place of business within this State' as defined in Section 2 of the Use Tax Act.

The undersigned agrees that they have read, understand and agree to the terms of this invitation to bid. It is also hereby understood that the District reserves the unrestricted privilege of rejecting any or all bids, or parts of bids, and to waive any informalities in the bidding process. If the Board award the bid to Bidder, Bidder agrees to execute a contract in substantially the form of Exhibit 1 attached.

By:

Name: _____

Signature: _____

Title: _____

Company Name/ Address: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

My Commission expires _____.

Signature of Notary

SEAL