

NORTH SALEM CENTRAL SCHOOL DISTRICT

**230 June Road
North Salem, NY 10560**



FIELD/SPORTS TRIP TRANSPORTATION

BID #26-27-03

Due: September 24, 2026

NORTH SALEM CENTRAL SCHOOL DISTRICT

FIELD/SPORTS TRIP SERVICES

2026-2027

BID #26-27-03

BID INFORMATION FORM

Deadline:

AT: 10:00 A.M.
DATE: September 24, 2026
PLACE: NORTH SALEM CENTRAL SCHOOL DISTRICT
230 June Road
North Salem, New York 10560

Vendor Information

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

e-mail: _____

Printed Name: _____

Signature: _____

VENDOR CHECK LIST

SUBMIT THE FOLLOWING

- ☐ Letter from Insurance Company Guaranteeing Appropriate Coverages
- ☐ List of at least Three References
- ☐ Department of Transportation BUSNET Operator Profile for 2021-2026 and Action Plan Letter (if applicable)
- ☐ A Copy of Vendor's Company Policy relative to Drug & Alcohol Testing of School Bus Drivers and Proof of Compliance Letter from its Medical Review Officer
- ☐ List of Employees certified as Article 19A Examiners and School Bus Driver Instructors
- ☐ A Copy of the latest (<3 yrs. old) NYS DMV 19-A Record Review
- ☐ Hold Harmless Agreement completed and signed

The North Salem Central School District is requesting bids for school bus services or coach for the field/sports trips. The 2026-2027 field/sports trip program of the District is defined and described in Appendix A. Please note that services are to be provided to the school on an “as needed basis” and only to the extent that the school district cannot provide service using its own staff and vehicles. There is no guaranteed minimum number or trips or runs to be made.

Bids must be presented in a sealed envelope addressed to:

**Lindsay Eidel, Purchasing Agent
North Salem Central School District
230 June Road
North Salem, New York 10560
Field/Sports Trips BID #26-27-03**

Bids will be accepted until 10:00 AM., September 24, 2026 at the NORTH SALEM CENTRAL SCHOOL DISTRICT 230 JUNE ROAD, New York 10560.

Bids shall include the legal name of the Vendor and a statement whether the Vendor is a sole proprietor, a partnership, a corporation, or any other legal entity, and shall be signed by the person or persons legally authorized to bind the Vendor to the Contract(s). All required signatures shall be handwritten in ink with the full name of the person executing same. No initials, stamps, photocopy or other copy, or company name may be used in lieu of any required signature.

Bids will be awarded from September 1, 2026 through June 30, 2027, to provide field/sports trip services for students attending NORTH SALEM CENTRAL SCHOOL DISTRICT. The District reserves the right to increase or decrease the complement of school buses it needs based on enrollment and/or policy changes.

The District may extend the Contract(s) for up to five years at a rate to be determined each year by the District and the Contractor but not to exceed the previous year’s contract price plus the regional CPI approved by the NYS State Education Department.

The District requests prices on all services listed on the basis of a price per trip by van (18/20 passenger) and bus (65/66 passenger) and coach bus. The cost of tolls is to be included.

INSURANCE

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the transportation contractor hereby agrees to effectuate the naming of the DISTRICT as an Additional Insured on the transportation contractor's insurance policies, except for workers' compensation and N.Y. State Disability insurance.

2. The policy naming the DISTRICT as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in the favor of the District for all coverages including Workers Compensation.
 - c. Additional insured status for General Liability coverage shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the District/BOCES. A completed copy of the endorsements must be attached to the Certificate of Insurance to include General Liability and Auto Liability.
3.
 - a. The certificate of insurance must describe the services provided by the transportation contractor that are covered by the liability policies.
 - b. At the District's request, the transportation contractor shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the transportation contractor will provide a copy of the policy endorsements and forms.
 - c. Coverage for sexual misconduct must be affirmed. There will be no coverage restrictions and/or exclusions involving Sexual Assault and Molestation related claims.
4. The transportation contractor agrees to indemnify the District for applicable deductibles and self-insured retentions.
5. **Minimum Required Insurance:**
 - a. **Commercial General Liability Insurance**
 - \$5,000,000 per Occurrence/\$5,000,000 Aggregate
 - \$2,000,000 Products and Completed Operations
 -
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Sexual Misconduct and Assault

\$100,000 Fire Damage

\$10,000 Medical Expense

State that the commercial general liability policy affirmatively provides coverage for Claims of negligent hiring, training and supervision, which may arise in the context of sexual molestation, abuse harassment, or similar sexual misconduct.

b. Automobile Liability

\$5,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. Workers' Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB-120.1) for all employees [per NYS WC and Disability laws]. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

6. The Transportation contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all legal remedies available to the District. The transportation contractor is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the provision of services. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any rights held by the District.

- h) In fulfilling the obligations of the Contract(s), care must be exercised by the Contractor to avoid damage to or disfigurement of the buildings, equipment, driveways, or other property of the District. The Contractor shall be required to make the necessary repairs at its expense, as soon as possible after the damage occurs, for any property damaged by the Contractor or its employees.

APPENDIX "A"
FIELD/SPORTS TRIP TRANSPORTATION
BID #26-27-03
FORM OF BID
September 24, 2026

PRICING:

TO PROVIDE **FIELD/SPORTS TRIP TRANSPORTATION SERVICES** FOR THE SCHOOL DISTRICT AS SPECIFIED. WAITING TIME UP TO 3-HOURS (EXCLUSIVE OF TRAVEL TIME). TOLLS, FUEL, PARKING FEES AND DRIVER COSTS ARE INCLUDED IN ALL PRICES. LOCATIONS NOT SPECIFICALLY LISTED SHALL BE CHARGED FOR BASED UPON ROUNDTRIP MILEAGES QUOTED HEREIN. IT IS FURTHER UNDERSTOOD THAT THE DISTRICT WILL ARRANGE FOR AND PAY FOR DRIVER LODGING (NOT MEALS) IF REQUIRED FOR SPECIFIC OVERNIGHT TRIPS (EXCLUSIVE OF LODGING REQUIRED FOR VEHICLE BREAKDOWN). BUSES WILL BE 65/66-PASSENGER OR 72 PASSENGER, AND VANS 18/20 PASSENGER. PRICES ARE FOR TRIPS TO THE LISTED LOCATION. PRICES FOR TRIPS TO OTHER, UNLISTED SITES AT THE SAME LOCATION (I.E., CITY, TOWN) SHALL BE THE SAME AS FOR THE LISTED SITE EXCEPT IN INSTANCES (E.G., MANHATTAN, NY) WHERE MULTIPLE SITES ARE LISTED FOR THE SAME LOCATION. IN THE CASE OF MULTIPLE SITES AT THE SAME LOCATION, THE PRICE FOR A TRIP TO AN UNLISTED SITE SHALL BE THE SAME AS FOR THE LISTED SITE NEAREST THE UNLISTED SITE AT THE SAME LOCATION.

PROPOSES TO

FURNISH THE SPECIFIED SERVICES FOR THE FOLLOWING SUMS:

<u>SITE</u>	<u>LOCATION</u>	<u>BUS PRICE</u>	<u>VAN PRICE</u>
Alrich Museum	Ridgefield, CT	_____	_____
Arlington CSD	LaGrangeville, NY	_____	_____
Alexander Hamilton Schools	Elmsford, NY	_____	_____
Bear Mountain	Harriman, NY	_____	_____
Blind Brook	Blind Brook, NY	_____	_____
Blue Mountain Park	Peekskill, NY	_____	_____
Bowdoin Park	Poughkeepsie, NY	_____	_____

Boundless Adventures		_____	_____
Bronx Zoo ***	Bronx, NY	_____	_____
Brewster CSD	Brewster, NY	_____	_____
Camp Kiwi	Carmel, NY	_____	_____
Carmel Central Schools	Carmel, NY	_____	_____
Centennial Golf Club	Carmel, NY	_____	_____
Clarkstown HS No.	New City, NY	_____	_____
Copper Beach MS	Yorktown, NY	_____	_____
Dover HS	Dover Plains, NY	_____	_____
Croton Harmon CSD:	Croton-on-Hudson, NY	_____	_____
Edgemont Schools	Scarsdale, NY	_____	_____
Eclipse Gymnastics	Mahopac NY	_____	_____
Hall of Science:	Flushing Meadow, NY	_____	_____
Haldane Central Schools	Cold Spring, NY	_____	_____
Hammond Museum	North Salem, NY	_____	_____
Harrison HS	Harrison, NY	_____	_____
Hastings HS	Hastings, NY	_____	_____
Hayden Planetarium**	New York, NY	_____	_____
Hendrick Hudson HS	Montrose, NY	_____	_____
Horace Greeley HS	Chappaqua, NY	_____	_____
HV Renegades:	Wappinger Falls, NY	_____	_____
Hudson Valley Sports Dome,	Milton, NY	_____	_____
Hudson River Planetar.**	Yonkers, NY	_____	_____

Hudson River Museum**	Yonkers, NY	_____	_____
Hyde Park	Hyde Park, NY	_____	_____
Institute for American Studies	Washington CT	_____	_____
Iona University	New Rochelle, NY	_____	_____
Irvington HS	Irvington, NY	_____	_____
James Baird Park	Arlington, NY	_____	_____
John Jay HS	Katonah, NY	_____	_____
John Jay	Fishkill, NY	_____	_____
Jumpz	Danbury CT	_____	_____
Keio School	Purchase, NY	_____	_____
Kingston HS	Kingston, NY	_____	_____
Lafelle Schools	Hartsdale, NY	_____	_____
Lake Compounce	Bristol, CT	_____	_____
Lakeland CSD	Shrub Oak, NY	_____	_____
Leake & Watts	Yonkers	_____	_____
Lincoln Center**	Manhattan, NY	_____	_____
Madison Square Garden**	Manhattan, NY	_____	_____
Mahopac CS	Mahopac, NY	_____	_____
Mamaroneck CS	Mamaroneck, NY	_____	_____
Manhattanville College	Purchase, NY	_____	_____
Maritime Center	Norwalk, CT	_____	_____
Marymount College	Tarrytown, NY	_____	_____
Masters School	Dobbs Ferry, NY	_____	_____

Metropolitan Opera**	Manhattan, NY	_____	_____
Metropolitan Museum**	Manhattan, NY	_____	_____
Muscoot Farm	Katonah NY	_____	_____
Mystic Seaport**	Mystic, CT	_____	_____
NY Botanical Gardens**	Bronx, NY	_____	_____
Nanuet HS	Nanuet, NY	_____	_____
New Paltz University	New Paltz, NY	_____	_____
New Rochelle HS	New Rochelle, NY	_____	_____
North Rockland CSD	Thiells, NY	_____	_____
Ossining HS	Ossining, NY	_____	_____
Pace University	Pleasantville, NY	_____	_____
Pawling HS	Pawling, NY	_____	_____
Pearl River HS	Pearl River, NY	_____	_____
Peekskill HS	Peekskill, NY	_____	_____
Pelham HS	Pelham, NY	_____	_____
Philipsburg Manor**	Sleepy Hollow, NY	_____	_____
Playland**	Rye, NY	_____	_____
Pleasantville CSD	Pleasantville, NY	_____	_____
Pt. Chester HS	Port Chester, NY	_____	_____
Putnam Valley HS	Putnam Valley, NY	_____	_____
Radio City Music Hall**	Manhattan, NY	_____	_____
Ridgefield Play House	Ridgefield, CT	_____	_____
Rye Neck CS	Rye Neck, NY	_____	_____

Sharpe Reservation	Fishkill, NY	_____	_____
Somers CSD	Somers, NY	_____	_____
Spins Bowling	Carmel, NY	_____	_____
SUNY Albany	Albany, NY	_____	_____
SUNY Purchase**	Purchase, NY	_____	_____
Tarrytown Music Hall**	Tarrytown, NY	_____	_____
Tuckahoe UFSD	Tuckahoe, NY	_____	_____
United Nations**	Manhattan, NY	_____	_____
Valhalla UFSD	Valhalla, NY	_____	_____
Walter Panas HS	Cortlandt Manor, NY	_____	_____
Washington Irving JHS	Sleepy Hollow, NY	_____	_____
Westchester Co. Cntr.	White Plains, NY	_____	_____

COACH BUS REQUIRED:

<u>SITE</u>	<u>LOCATION</u>	<u>COACH BUS PRICE</u>
Boston Day Trip	Boston, MA	_____
Broadway, NYC	Manhattan, NY	_____
Cortland County NY		_____
Ellis Island	Jersey City, NJ	_____
Great Adventure (New England & NJ)		_____
Lake Compounce	Bristol, CT	_____
Liberty Science Center	Jersey City, NJ	_____
Medieval Times	Lyndhurst, NJ	_____

Middletown CSD:	Middletown, NY	_____
Museum of Natural Hist.	Manhattan, NY	_____
Quassy Amusement Park	Middlebury, CT	_____
NYS Capital	Albany, NY	_____
Washington D.C.		_____
Yale University	New Haven, CT	_____
NYSPPHA Championships:	Locations TBD	_____

PRICES	<i>BUS</i>	<i>VAN</i>	<i>COACH</i>
Transportation to, from and within 10 miles* of departure	_____	_____	_____
Transportation to, from and within 20 miles* of departure	_____	_____	_____
Transportation to, from and within 30 miles* of departure	_____	_____	_____
Transportation to, from and within 40 miles* of departure	_____	_____	_____
Transportation to, from and within 60 miles* of departure	_____	_____	_____
Transportation to, from and within 80 miles* of departure	_____	_____	_____
Transportation to, from and within 100 miles* of departure	_____	_____	_____
Transportation to, from and within 120 miles* of departure	_____	_____	_____

* Mileage is roundtrip distance with students on bus

Waiting time charge per hour in excess of 3 hours \$_____ per hour

For **one way trips** in which the group/team is dropped off at their destination and does not need a return trip, the charge shall be _____% of the roundtrip cost.

Cancellation cost for trip cancelled less than one hour before departure time except in event of cancellations due to weather or other similar, emergency conditions.

\$ _____ bus trip cancellation

\$ _____ van trip cancellation

\$ _____ coach trip cancellation

2) If the Vendor is a corporation, is it incorporated in New York State?

☐ **Yes**

☐ **No**

If No, is it authorized to do business in New York State? _____

3) The following individuals are qualified as an Article 19A Examiner and/or School Bus Driver Instructor (SBDI):

	NAME	CERTIFIED AS	CERTIFICATION NUMBER
1.	_____		
2.	_____		
3.	_____		

3) Vendor has provided transportation services to the following school districts within the last three (3) years (these references will be contacted):

	NAME	ADDRESS	CONTACT PERSON	TELEPHONE
1.	_____			
2.	_____			
3.	_____			

4) A vehicle list must be included with the bid on **APPENDIX B**.

Respectfully submitted,

by _____

title _____

company _____

APPENDIX “B”

VEHICLE LIST

Pursuant to Specifications 9.B.3., I hereby certify that the following list is representative of those vehicles that will be utilized in the performance of this Contract.

Vendor's

Name: _____

Authorized Signature: _____

[illegible]

Attach additional sheets as required. Copy this page as needed.

APPENDIX “C”
DISTRICT PUPIL TRANSPORTATION POLICY

The specific elements of the School District’s Transportation Policy require it to be in compliance with the Education Law of the State of New York as it concerns the rules, regulations and directions of the Commissioner of Education, Department of Motor Vehicles and the Department of Transportation, to safeguard the comfort and safety of the children to be transported on school vans/buses to and from local bus stops and schools, and on trips.

The above referenced policy is in effect and can be referenced upon request for a copy of same from the NORTH SALEM CENTRAL SCHOOL DISTRICT, 230 JUNE ROAD, NY 10560.

THIS FORM MUST BE SIGNED AND NOTARIZED *** SUBMIT WITH BID**

HOLD HARMLESS AGREEMENT

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

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

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

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

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

Signature _____ Date _____

Sworn before me this _____ day of _____, 20__

(NOTARY PUBLIC)