REQUEST FOR BIDS FOR

SPECIAL EDUCATION AND HOMELESS STUDENTS'

TRANSPORTATION SERVICES FOR

MILLBURN C.C. SCHOOL DISTRICT 24

LAKE COUNTY, ILLINOIS

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I. ADVERTISEMENT FOR BIDS
MILLBURN C.C. SCHOOL DISTRICT 24
LAKE COUNTY, ILLINOIS FOR
SPECIAL EDUCATION AND HOMELESS STUDENTS' TRANSPORTATION SERVICES

Millburn C.C. School District 24, Lake County, Illinois ("Millburn"), will receive bids for special education and homeless students' transportation services. An award, if made, will be in accordance with the Award of Bid section of the Request for Bids. Once a successful bidder is identified, Millburn intends to award a single contract to the successful contractor for the bid price. All bids must be submitted no later than 10:00 a.m. on December 1, 2026, at which time they will be opened and read aloud at 18550 W. Millburn Rd., Wadsworth, IL 60083.

Sealed Bids are to be submitted at and addressed to:

Carly Kraft
Business Manager
Millburn C.C. School District 24
18550 W. Millburn Rd.
Wadsworth, IL 60083

Questions regarding this bid should be submitted in writing by sending an email to Ms. Carly Kraft, Business Manager, at ckraft@millburn24.net no later than 10:00 a.m. on November 19, 2026. Answers to submitted questions will be posted on MILLBURN's website no later than 4:00 on November 19, 2026.

Bids must be submitted in a sealed opaque envelope marked, "Sealed Bid for Special Education and Homeless Students' Transportation Services for Millburn C.C. School District" and delivered to 18550 W. Millburn Rd., Wadsworth, IL 60083 on or before 10:00 a.m. on December 1, 2026. Facsimile and electronic bids will not be accepted.

Millburn reserves the right to reject any or all bids received whenever such rejection is in the interest of Millburn and it reserves the right to waive any irregularities. Millburn also reserves the right to reject the bid of a bidder who has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of the contract.

To the extent applicable, the successful bidder shall comply with the provisions of the Illinois Prevailing Wage Act, specifically including the payment of the applicable prevailing wages to all laborers, workers, and mechanics performing work under the contract.

II. GENERAL CONDITIONS

1. **Bidding Documents**. Bidding documents may be obtained from:

18550 W. Millburn Rd., Wadsworth, IL 60083, or from Millburn's website at https://www.millburn24.net/.

The Bidding Documents consist of the following:

a. Advertisement for Bids

b. General Conditions

c. Qualifications for Bidders

d. Bid Specifications

e. Personnel Requirements

f. Safety and Discipline

g. Service Requirements and Conditions

h. Routes and Schedules

i. Award of Bid

j. Bid Form & Bid Calculation Sheet

k. Exhibits A-L

2. **Submission and Required Submittals**. Each bidder ("Bidder" or the "Contractor") must submit its bid on the forms provided with these specifications. Bids shall be in a sealed opaque envelope properly marked with the title of the bid "Sealed Bid for Special Education and Homeless Students' Transportation Services for Millburn C.C. School District 24", and delivered to 18550 W. Millburn Rd., Wadsworth, Illinois 60083 on or before 10:00 a.m. on Tuesday, December 1, 2026. Bids must contain the following:

a. Signed bid documents, exhibits, and certificates;

b. Written evidence that (i) the Bidder has a minimum of two (2) years of experience operating vehicles and transporting special education and homeless public-school children enrolled in grades pre-K through 8 and (ii) its transportation manager has a minimum of two (2) years of experience in special education and homeless student transportation management in the State of Illinois;

c. Written evidence that the Bidder has sufficient vehicles equipped for the convenience, safety and comfort of transporting special education students, specifically including, but not limited to, wheelchair bound students and students in need of harnesses or other safety restraints;

d. Written evidence that the Bidder has employees with sufficient experience to maintain the fleet and adequate/appropriate maintenance facilities to meet Millburn's requirements;

e. Written evidence establishing the financial stability of the Bidder, which shall include the most current audits and management letters as well as a letter from a bank or banks stating the financial condition of the Bidder;

f. The safety record of the Bidder, including a report describing the Bidder's safety program and safety experience;

g. Three (3) positive references from Illinois school districts or special education cooperatives where you provide special education and homeless student transportation services;

h. A summary list of all pending litigation including bankruptcy proceedings, decrees, and judgments entered for or against the Bidder over the last five (5) years (Millburn reserves the right to request additional information);

i. A list of the proposed vehicle to provide the services requested in this bid detailing any special features such as hydraulic lifts and or safety harnesses or restraints, along with the age of vehicles to be utilized for the transportation services;

j. Ability to provide video cameras on vehicles;

k. Insurance certificates in accordance with the requirements provided herein;

l. Location of a facility from which the Bidder will operate;

m. Statement of ownership acknowledging that Bidder owns or leases all of its vehicles;

n. Description of Vehicle Maintenance Program;

o. Additional Driver Policy and Procedures;

p. A written summary that details the Bidder's route scheduling competencies and proficiencies of the Bidder as well as a timeline of how the Bidder expects to be ready for the first day of school;

q. Evidence of ability to provide parent notification software; and

r. Other items listed under Qualifications for Bidders.

3. **Questions Regarding Bid**. Questions regarding this bid should be submitted in writing by sending an email to Ms. Carly Kraft, Business Manager, at ckraft@millburn24.net. no later than 10:00 a.m. on November 19, 2026. Answers to submitted questions will be posted on Millburn's website no later than 4:00 p.m. on November 119, 2026.

4. **Signing Bids.** Persons legally qualified to sign such documents must sign all bids. If they are signed by any person other than the President of the Contractor, or by an agent, or by an attorney-in-fact, the authority of the person who signs the proposal is required. Bids, which are signed for a partnership, shall be signed by one of the partners, or by an attorney-in-fact.

5. **Late Bids**. No bid received after the date and time specified will be considered. The Bidder assumes the risk of delay in the handling or delivery of mail.

6. **Preparation of Bids**. All bids shall be completed with each space properly completed. No claim for relief because of errors or omissions in the bidding will be considered, and Bidders will be held strictly to the

bids as submitted. All Bidders will be bound by any and all math calculations, misquotes, or mistakes of any kind and to all terms contained in these bid specifications. Bids shall be without interlineations, or erasures. No oral, telephonic, facsimile or electronic bid or revision to a bid will be considered. Should the Bidder find any discrepancies in or omissions from any of the Bidding Documents, or be in doubt as to their meanings, the Bidder shall advise Millburn representative listed in Paragraph 4 above who will issue the necessary clarification to all prospective Bidders by means of a written addendum. Oral explanations will not be binding. All bids submitted shall be valid for a minimum period of one hundred twenty (120) days after the bid opening.

7. **No Modifications**. Bidders must submit bids in strict accordance with the specification requirements. **BIDDERS MAY NOT SUBMIT CONDITIONAL BIDS OR MODIFICATIONS TO THE BID DOCUMENTS WITH THEIR BIDS. BIDS THAT ARE SUBMITTED WHICH DO NOT STRICTLY COMPLY WITH THE TERMS AND CONDITIONS OF THE BID DOCUMENTS SHALL BE CONSIDERED NON-RESPONSIVE BIDS AND REJECTED. ANY REVISIONS TO THE BID DOCUMENTS MUST BE SUBMITTED TO MILLBURN IN ACCORDANCE WITH PARAGRAPH 4 OF THIS SECTION FOR MILLBURN'S CONSIDERATION. MODIFICATIONS TO THE BID DOCUMENTS, IF ANY, SHALL BE DONE VIA AN ADDENDUM ISSUED BY MILLBURN. BIDDERS ARE NOT TO SUBMIT MODIFICATIONS TO THE BID DOCUMENTS WITH THEIR BID**. Once the bids are opened, they may not be modified in any way without the written approval of Millburn.

8. **Bidder Fully Informed**. The submission of a bid by a Bidder will be construed as an indication that the Bidder is fully informed as to the extent and character of the service required and can offer the services satisfactorily in strict accordance with the specifications.

9. **No Gratuity to Millburn Employees**. No employee of Millburn is to be extended any form of gratuity in connection with the Contract.

10. **Millburn Ability to Investigate**. Millburn will make such investigation as necessary to determine the ability of the Bidder to fulfill bid requirements. Representatives from Millburn reserve the right to inspect the company's facilities and other transportation operations under its management prior to any award of the Contract.

11. **Transfer or Assignment of Contract Funds**. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the prior written approval of Millburn, which it may withhold in its sole discretion. The transfer or assignment of any Contract funds either in whole or in part, or any interest therein, which shall be due the Contractor, shall cause the annulment of said transfer or assignment.

12. **Independent Contractor**. The Contract is for furnishing special education and homeless student transportation services. In performing the Contract, the Contractor is an independent contractor and is not an officer, member, agent or employee of Millburn.

13. **Compliance with Laws**. The Contract shall be governed and construed in accordance with the laws of the State of Illinois notwithstanding its choice of law provisions. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect.

The Contractor shall comply with all applicable laws, regulations, rules and policies promulgated by the Federal, State, County, Municipal and/or other governmental unit or regulatory body, including Millburn, now in effect or which may be in effect during the performance of the Contract. Included within the scope of the laws, regulations

and rules referred to in this Paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Interstate Commerce Commission regulations, Workers' Compensation Laws, the Social Security Act, Occupational Safety and Health Act, the Consumer Product and Safety Act, the Illinois *School Code* and the Illinois *Motor Vehicle Code*. Contractor shall comply with all applicable Federal, State and local laws and regulations pertaining to wages and hours of employment of all personnel employed by the Contractor.

All vehicles and personnel must be in compliance with all Federal, State, County, Municipal and or other governmental laws, rules, regulations, and statutes applicable to the performance of special education and homeless student transportation services, including, but not limited to, the Illinois *School Code* and the Illinois *Vehicle Code*, and all policies, rules and regulations of Millburn, the State Board of Education, the Illinois Department of Transportation and, the State of Illinois Standards for School Buses, if applicable, the Lake County Regional Superintendent's office and the local municipalities in which the vehicles will be operated.

Additionally, the Contractor shall comply with all laws and regulations pertaining to equal opportunity and fair employment practices including the Illinois *Human Rights Act*. The Contractor shall not discriminate against any worker, employee, or applicant, or any other member of the public because of race, religion, color, age, sex, handicap, marital status, national origin, or unsatisfactory military discharge, nor otherwise commit an unfair labor practice. The Contractor further agrees that this Paragraph 14 will be incorporated by the Contractor in all contracts entered into with suppliers of materials and services, subcontractors and labor organizations, furnishing skilled, unskilled, or craft union skilled labor that may perform any such labor or service in connection with the Contract.

Further, by submitting a bid, the Contractor certifies that it has adopted and implemented a written sexual harassment policy in full compliance with Section 2-105A (4) of the Illinois *Human Rights Act*, 775 ILCS 5/2-105A (4), and, in case the Contractor has twenty-five (25) or more employees, a drug-free workplace policy and practice in full compliance with Section 3 of the Illinois *Drug-Free Workplace Act*, 30 ILCS 580/3.

As an independent contractor, records in the possession of the Contractor related to the Contract may be subject to the Illinois *Freedom of Information Act* ("FOIA"), 5 ILCS 140/5-1 et seq.; 5 ILCS 140/7(2). The Contractor shall immediately provide Millburn with any such records requested by Millburn to timely respond to any FOIA request received by Millburn. Millburn will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released. If the Contractor refuses to provide a record that is the subject of a FOIA request to Millburn and the Attorney General or a court of competent jurisdiction subsequently requires the release of the record or penalizes Millburn in any way, the Contractor shall reimburse Millburn for all costs, including attorneys' fees, incurred by Millburn related to the FOIA request and records at issue.

Contractor shall comply with all laws and rules pertaining to student records and student confidentiality, including the *Illinois School Student Records Act* and the Federal *Family Educational Rights and Privacy Act*. All personally identifiable information and data relating to Millburn's students shall at all times be treated as confidential by Contractor and will not be copied, used or disclosed by Contractor for any purpose. Contractor shall, as soon as possible, make Millburn aware of any data breaches and assist Millburn with necessary notifications and reimburse Millburn for any costs incurred by Millburn. Upon the expiration or termination of this Agreement, Contractor agrees to promptly return to Millburn any and all school student records and personally identifiable information in Contractor's possession.

By submitting a bid, the Contractor certifies that it is not barred from contracting with any unit of State of Local Government as a result of a violation of any criminal statute including, but not limited to, the bid rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the Criminal Code of 2012. The Contractor agrees that if this

certification is false, the dis may declare the Contract void. Contractor further acknowledges that any breach of the foregoing provisions shall constitute a breach of the Contract. Failure of the Contractor to follow this Paragraph shall be cause for Millburn to terminate the Contract.

14. **Record Keeping**. The Contractor shall keep complete and accurate records of the mileage for which the Contractor charges Millburn and of the reports which the Contractor prepares for Millburn pursuant to the Contract. The Contractor shall maintain such records as Millburn may need to verify mileage, including records indicating the number of runs for vehicles used for purposes other than the Contract, the Contractor's reporting responsibilities, and the Contractor's claim for fees. The Contractor shall provide access to such records upon a request by Millburn. In addition, the Contractor shall provide monthly to Millburn detailed invoices.

Millburn shall have the right to audit the mileage records and examine the reporting records. Any excesses in charges for the mileage disclosed by an audit shall be refunded within five (5) days after notice of the excess to the Contractor. If an audit discloses a discrepancy of more than five percent (5%) of the amount charged for the period at issue, the Contractor shall pay to Millburn all reasonable costs connected with the audit; including, but not limited to, wages of its staff and accountants' fees and attorneys' fees. The Contractor shall fully cooperate with all personnel authorized by Millburn to conduct any audit.

The Contractor shall retain such records for a period of three (3) years plus the current year, from the date of receipt of final payment under the Contract, for inspection and audit by representatives of Millburn. If any audit findings have not been resolved, the records shall be retained beyond the three (3) year period and as long as required for the resolution of the issues raised by the audit.

15. **Payments**. Payments are approved by Millburn each month provided that the service has been properly provided and accepted. Millburn shall only be responsible for payment to the Contractor for those routes which are actually operated notwithstanding any laws to the contrary, and Contractor waives any rights to make claims for services not actually provided including, but not limited to, those rights provided in 10-20.56 of the Illinois *School Code* (105 ILCS 5/10-20.56).

In accordance with Board approval, monthly invoices will be paid based on the actual services provided for the prior month and in accordance with the Illinois *Local Government Prompt Payment Act*. Format of the detailed billing statement must be agreed to by Millburn.

Contractor shall use the fee structure described herein based upon the daily fees for the routes for vehicles. Vehicles may include suburbans, buses, MPV's, cars, and minivans. Individual daily billing rates are to be developed for the following categories:

AM Routes Regular (One Way)

PM Routes Regular (One Way)

Routes may be shared with other school districts who are required to transport students to the same or nearby program(s). Once shared daily route rates are developed, the route rate will be divided equally among students being transported on each route. The Contractor will invoice each school district for each student on each route, each day, at the end of the month.

If Millburn places an aide (including a medical assistant) on a route with a vehicle that requires a monitor, then the Contractor is not required to place an additional monitor on the vehicle and will therefore not be allowed to invoice for a monitor in this circumstance.

If a student with special needs is also eligible for McKinney-Vento benefits, the Contractor shall invoice the cost-share school for their share of the transportation costs.

With each invoice, the Contractor shall submit a report specifying vehicles used, the number of routes run by the vehicle in AM and PM, and the students included on the routes that it operates each day. This report will be sent to Millburn's Business Manager.

All parking fees and tolls shall be reimbursed by Millburn at cost.

16. **Tax Exemption**. Millburn is exempt from Federal, State and Municipal taxes. The Contractor shall secure work permits (if any), fees and licenses necessary for the performance of the services. The Contractor shall not include taxes in its invoices, which Millburn is not subject to; such as, Retailers Occupation Tax (both State and Local), Sales Tax of any kind, and Service Use Tax.

17. **Insurance and Indemnification**.

a. **Insurance Coverage**.

The Contractor shall carry, pay for, and keep in force, with insurance companies licensed to do business in Illinois and rated "A" or better for financial strength rating by AM Best, the coverages provided below. Contractor shall name Millburn, its individual Board members, employees and agents as additional insureds on a primary and noncontributory basis on all insurance required hereunder, with the sole exception being worker's compensation insurance. Contractual liability shall be provided under the commercial general liability policy to include the indemnification provisions under Paragraph 18.b of the General Conditions below. A certificate of insurance shall be provided to Millburn evidencing the coverage below and must include a requirement of a thirty (30) day cancellation notice prior to commencing Services and annually thereafter. In such case of termination of insurance coverages, the Contractor 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. A waiver of subrogation must be included in favor of all additional insureds noted above. Also, an alternate employer endorsement naming Millburn must be included on the Worker's Compensation insurance policy.

(i) Workers' Compensation

Coverage A: Statutory Limit
Coverage B: $1,000,000

(ii) Commercial General Liability on an Occurrence Basis

$2,000,000 General Aggregate
$2,000,000 Products - Comp/Op Agg
$1,000,000 Personal & Adv Injury for any one person injured in any one accident
$5,000,000 Personal & Adv Injury for any two or more people injured by reason of the vehicle in any one accident
$1,000,000 Each Occurrence
$10,000 Medical Payments (any one person)
$1,000,000 Sexual Misconduct

(iii) Automobile Liability

$1,000,000 Limit of liability, including owned, non-owned & hired auto
$10,000 Medical payments per person
$1,000,000 Uninsured Motorists
$1,000,000 Underinsured Motorists

(iv) Umbrella Liability on an Occurrence Basis
$15,000,000 General Aggregate and Each Occurrence

The umbrella liability insurance Must follow the form of all primary coverage.

b. **Indemnification**.

The Contractor shall indemnify, defend and hold harmless Millburn and its individual Board members, 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 Contractor or its officers, employees or agents; or (iii) any breach of the Agreement by the Contractor.

The Contractor expressly understands and agrees that any insurance required in these Bid Documents, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend Millburn and its individual Board members, employees, and agents, as herein provided.

The Contractor's obligations under this Paragraph 18 shall survive and continue following termination of the Contract with Millburn.

Appointment of counsel under the Contractor's duty to defend shall be subject to Millburn's approval.

18. **Contractor Fiscal Responsibility**. To ensure good service and ability to replace old vehicles, Millburn may require evidence that the successful Contractor has the financial resources to meet ongoing operational demands. This may include, but is not limited to, copies of recent audits or financial reports. After award of the Contract, Millburn may inquire as to the financial stability of the Bidder and may request financial references. The Bidder shall provide such information within forty-eight (48) hours. The Bidder's financial stability will be a factor in determining the most qualified bidder.

20. **Termination of Contract by Reason of Default**.

a. If the Contactor or its drivers or employees at any time fail to comply with the terms of the Contract or any portion thereof, or do not fully perform and strictly adhere to any of the terms of the Contract required to be performed, Millburn may, at its discretion, terminate the Contract, or any portion hereof, as provided herein.

b. In the event that Millburn determines that the Contractor has failed to comply fully with, perform, or strictly adhere to the Contract, then Millburn may, at its discretion, through its Superintendent, or his or her designee, send written notice to the Contractor declaring the Contractor in default.

In such notice, Millburn shall state in what respect the Contractor has failed to comply with the terms of the Contract, and shall further state a date upon which the Contract will terminate, unless the Contractor, prior to such date, cures the defect to the satisfaction of Millburn.

If prior to the date of termination stated in said notice, Millburn notifies the Contractor 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 Millburn does not so notify the Contractor that the defect has been cured, the Contract will terminate without further action on the date of termination stated in the notice.

c. The date of termination stated in the notice of default, as provided in "b" above, may not be sooner than fifteen (15) calendar days following the date of such notice unless there is a complete failure by the Contractor 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.

d. In the event Millburn terminates the Contract in whole or in part as provided in this Paragraph, Millburn may procure, upon such terms and in such a manner as Millburn may deem appropriate, supplies or services similar to those terminated, and the Contractor shall be liable to Millburn for any excess costs for such similar supplies for services; provided, that the Contractor shall continue the performance of the Contract to the extent not terminated.

21. **Termination of Contract without Cause**. Millburn may at any time and after providing thirty (30) days written notice to the Contractor, terminate its Contract without cause. Millburn shall pay Contractor for all services provided in accordance with the Contract through the date of termination and shall have no liability whatsoever thereafter to Contractor.

22. **Contractor Representations**. The Contractor has represented with the submission of its bid and hereby represents to Millburn that the following facts and circumstances are true:

a. The Contractor knows the scope of the Contract, has completely reviewed the general and specific conditions and requirements of these Bid Documents, and is aware of all applicable laws and their requirements.

b. The Contractor has the necessary equipment and personnel (including backups) to adequately and properly perform the Contract in accordance with the Bid Documents and applicable laws.

c. The Contractor acknowledges that Millburn cannot determine in advance the exact number and location of students to be transported pursuant to the Contract since school enrollment and placements fluctuate from year to year.

d. The Contractor has been a prime carrier of special education and homeless students for various school districts and a special education cooperatives of comparable size to Millburn.

e. The remaining representations set forth in the Contractor's resume submitted with the Contractor's Bids are incorporated herein as though set forth in full.

f. The Contractor has provided letters from its banks attesting to the Contractor's financial condition.

g. The Contractor represents and covenants that no official, employee or agent of Millburn (i) has been employed or retained to solicit or aid in the procuring of the Contract; and (ii) will be employed or otherwise benefit from the Contract without the immediate divulgence of such fact to Millburn.

h. The Contractor certifies that all of its employees who have or will have contact with students will have successfully passed, pursuant to the Illinois *School Code*, a criminal background and investigation check prior to providing any services to Millburn. No driver previously convicted of an offense of Driving While Under the Influence shall be assigned to the without prior Millburn written approval.

23. **Millburn Reliance**. In entering into a Contract with the Contractor, Millburn has relied upon the Contractor's representations, resume and financial condition letter submitted with the bid. The Bidder represents it is an expert in the manner in which the work under the Contract is to be performed and shall perform all work in accordance with the standards required by such expertise.

24. **Miscellaneous**.

a. The successful Bidder shall enter into a contract with Millburn, which contract shall be in the form of the agreement included with these Bid Documents as Exhibit K, which contract will incorporate the terms of these bid specifications and conditions. **BIDDERS SHALL NOT SUBMIT BIDS WITH ANY REVISIONS TO THE CONTRACT OR THE BID DOCUMENTS. BIDS SUBMITTED WITH CONDITIONS OR MODIFICATIONS SHALL BE REJECTED AS NON-CONFORMING**.

b. Payments on any invoice shall not prevent Millburn from making claim for adjustment on any item found not to have been in accordance with the provisions of the Contract.

c. The validity or unenforceability of any provision of the Contract shall not affect the validity or enforceability of any other provision of the Contract.

III. QUALIFICATIONS FOR BIDDERS

Bidders must have a minimum of two (2) years' experience providing special education and homeless student transportation services in grades pre-K through 8. The transportation manager of the Contractor must have a minimum of two (2) years' experience in special education and homeless student transportation management in Illinois.

Each Bidder should furnish, as part of its bid, a complete description of its experiences in the field of special education and homeless student transportation services. In addition, the following should be included, at a minimum:

1. Name and address of the operating company;

2. Name of supervisory management that will be directly responsible for Millburn's special education and homeless transportation services;

3. Address, phone number and specific responsibility for supervisory management. Include detailed resumes, with experience, educational background, and references for each;

4. Duration and extent of experience in the operation of special education and homeless transportation services;

5. A list of similar operations and locations where the Bidder is operating in other school districts or special education cooperatives (give length of time, name, address and telephone number of contact person for each operation);

6. A list of <u>all</u> contracts lost in the last five (5) years, along with an explanation of why the contract was lost;

7. A list of names of all the owners of the company or principals of the corporation if privately held, if publicly traded, please note such;

8. An organizational chart showing the staffing lines of authority for key personnel to be used in performing the Contract. Staff should include a dispatcher, a liaison and a <u>backup</u> for each of those positions that are dedicated to Millburn. These employees shall be issued cellular telephones with text messaging capabilities and their contact information shall be provided to Millburn before the first day of services performed under this Contract; and

9. A certificate of insurance evidencing compliance with the insurance policies and coverages set forth in II.17.a.

IV. BID SPECIFICATIONS

1. **Number of Attendance Days**. Millburn projects 176 attendance days unless there is an emergency closing of schools due to weather, absence of utilities, etc. Millburn reserves the right to increase or decrease attendance days as may be required by law or as the Board deems necessary.

2. **Term**. The term of this Contract will be for one and one-half years (1.5) years, beginning on January 1, 2027, and ending on June 30, 2028. Millburn reserves the right to extend the Contract for a maximum term, inclusive of the initial one and one-half years (1.5) year term, of up to ten (10) years on the same terms and conditions as is set forth herein; provided that, unless Millburn agrees in writing to a higher increase, the base rates for the 2026-2027 and the 2027-2028 school years shall not exceed the lesser of an amount equal to (a) a 5% increase from the rates of the previous school year, or (b) the year to year percentage change for the Chicago-Naperville-Elgin area as measured by the Consumer Price Index for All Urban Consumers (CPI-U) that occurred in the second preceding calendar year before the contract year being negotiated. (i.e. CY 2024 CPI-U for the 2026-2027 contract period and CY 2025 CPI-U for the 2027-2028 contract period).

3. **Vehicles**.

a. **Furnishing of Equipment and Personnel**. The Contractor shall furnish equipment and personnel sufficient to fulfill special education and homeless student transportation requirements of Millburn as may be designated under the Contract by Millburn. The Contractor shall maintain a sufficient number of harnesses and car seats and similar devices to ensure the safe transportation of students. All vehicles provided by the Contractor must provide easy access on and off the vehicle for students with disabilities.

b. **Number, Type and Size of Vehicles**. The Contractor will provide the required number, type and size of vehicles to fulfill its obligations under the Contract.

c. **Condition of Vehicles**. All vehicles operated by the Contractor shall be kept clean and free from all mechanical, operational and structural defects, and under no circumstance shall a vehicle with a reported mechanical or operational defect be used with children aboard. Further, all vehicles used to transport students shall have air conditioning.

The Contractor shall submit with the bid a description of the equipment proposed for use in fulfilling this Contract, specifically confirming the Contractor's ability to provide harnesses, car seats, seat belts and hydraulic lifts (including any equipment to be purchased). This description should include the type of equipment, number of vehicles, year, make, capacity, current odometer readings and modifications. Wheelchair vehicles with hydraulic lifts, if applicable, that permit students to enter and exit the vehicles in wheelchairs must be included for physically handicapped students. It is further understood that all equipment used during the term of this Contract shall comply with all local, State, and Federal statutes, vehicle specifications and safety legislation governing school transportation. The Contractor shall ensure that any vehicle used in the completion of the Contract follows all governmental regulations concerning inspections. The Contractor shall bear the cost of inspections. No vehicle may be used in the transportation of students without first having completed these required inspections. Students may require a special harness for physical support. The Contractor shall maintain reasonable inventory of each size of harness so that it is able to supply such device when requested by Millburn on the date of providing transportation services. If transportation regulations require car seats for students under specified ages and weights, then the Contractor shall maintain a reasonable inventory of approved car seats so that they are able to be provided on the day of transportation. Car seats may also be required for student support. The Contractor will allow for the use of parent/Millburn provided car seat whenever feasible and when in compliance with local, State, and Federal regulations.

All school vehicles will be clearly labeled with the name of the company in accordance with Department of Transportation standards.

Contractor agrees that all vehicles will be not more than one hundred twenty (120) months old at the beginning of every contract year, and that at no time during this Contract will the average age of the vehicles used for Millburn exceed eighty-four (84) months.

The Contractor shall keep enough standby equipment available to assure that it can provide uninterrupted service in the event of mechanical breakdowns or as required for special uses. Standby vehicles shall meet the same standards as regular route vehicles, including the age of vehicle specifications, unless otherwise agreed to in writing by Millburn. Notwithstanding the above, the Contractor shall have at least one (1) standby vehicle available for use at all times.

In addition, Millburn also requires that the following specifications are met:

(i) All front and rear tires must have tread of at least 5/32 and no recaps are allowed.

(ii) The water, oil, tire pressure, tire conditions, and lights will be checked at least weekly by a transportation garage employee and a log will be kept.

(iii) The brake adjustments and fluid, as well as the clutch adjustments, will be checked at least weekly by a transportation garage employee and a log will be kept.

(iv) Each vehicle shall be cleaned and left in broom swept condition each day.

(v) Millburn may require the Contractor to disinfect vehicle interiors to decrease the potential of infectious diseases, at no additional cost to Millburn.

(vi) Each vehicle exterior shall be washed at least once a week, weather permitting.

All costs of equipment repair, maintenance and operation shall be the sole financial responsibility of the Contractor.

Millburn will not be responsible for financing, holding title to, or licensing any vehicles.

e. **Inspection**.

(i) The Contractor shall ensure that all vehicles used in the completion of the Contract comply with all regulations concerning inspections. Per Illinois law, the Contractor shall have each vehicle inspected every six (6) months or 10,000 miles, whichever comes first, at a State Certified Inspection Station, or at such other times as required by law. The cost of said inspections shall be paid by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. It is further required, upon request, that a copy of the inspection, as provided by the firm approved by the State of Illinois, will be provided to Millburn certifying that the vehicle is safe for use. Vehicles not passing inspections shall not be used until conditions have been corrected. Safety stickers must be displayed at all times.

(ii) Millburn reserves the right to inspect the fleet and/or equipment and has the authority to require the Contractor to make repairs, replace parts, or replace vehicles if Millburn so desires. No vehicle

may be used in the transportation of students without first having completed these required inspections.

(iii) Each driver shall complete a Daily Pre-trip Inspection Sheet as required by Illinois law and/or regulations and/or Millburn and maintain such records for the review of Millburn at least every six (6) months or as more frequently required by Illinois law and/or regulations.

f. **Equipment**.

(i) All vehicles shall be equipped with a two-way radio communication system, operative at all times with a full-time base station. The Contractor will operate and maintain the two-way communication so that clear channels are always available in case emergency communication is required. The two-way radio must be turned on and adjusted in a manner that would alert the school driver of an incoming communication request. The Contractor shall provide Millburn's Business Manager with the means to monitor two-way communications between vehicles operating Millburn's routes and dispatch. The driver shall test the two-way radio daily and ensure that it is functioning properly before operating the vehicle.

(ii) All vehicles must be equipped with video cameras and the software to review footage. The Contractor shall be responsible for training staff on the proper usage of the equipment. Millburn shall have access to the video footage upon demand.

(iii) All vehicles must be GPS equipped and enabled. In addition, the Contractor shall provide a mobile device application (app) to allow for Millburn personnel and parents to track the location of the vehicle route at all times including the option for parental notification when the vehicle nears their assigned stop.

(iv) Contractor must have routing and scheduling software to propose routing solutions and share route and scheduling data electronically.

(v) If the Contractor does not have adequate equipment at the time of award of the Contract, the Contractor shall present Millburn 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 the Contractor for performance of the Contract at least thirty (30) days prior to the first date that pupil transportation services are to be provided.

(vi) Upon the request of Millburn, the Contractor agrees to demonstrate its equipment to Millburn. Maintenance records on all vehicles shall be available at Millburn's request.

(vii) Contractor agrees that all vandalism damages to Contractor's equipment shall be the responsibility of Contractor. Millburn shall endeavor to assist Contractor with resolution of vandalism problems when student behavior is in question. Millburn's responsibility shall extend only to facilitation of parent communication and student discipline.

g. **Required Information Related to Vehicles**

No later than **January 1, 2027**, and by July 1 of each year thereafter during the term of the Contract, the Contractor shall provide Millburn with the following information on all vehicles to be used in the transportation of students:

(i) Make, model, year and serial number;

(ii) State license number, municipal vehicle sticker number and safety inspection sticker number;

(iii) Capacity of vehicle;

(iv) Ownership of vehicle; and

(v) Vehicle maintenance history and past safety inspections upon request.

The Contractor shall provide the same information on any newly acquired vehicles, and shall update the information on state license, municipal vehicle, and safety inspection stickers whenever this information changes.

4. **Fuel Costs**. The Contractor shall furnish all fuel to be used in its performance of the Contract.

5. **Dispatching Operations**. 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 5:30 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 Millburn. As road conditions play an imperative role in school operations, on winter weather advisory days (i.e. snow storms, extreme cold or ice storms), the Contractor must ensure contact with Millburn's Assistant Superintendent of Finance, or other representative of Millburn as it may determine, from 4:30 A.M. on to discuss road conditions and the viability of school closures. The Contractor shall maintain telephone and text messaging communication with Millburn's Business Manager, or other representative of Millburn as it may determine, and the Contractor must man telephones during the time students are being transported. Cell phone numbers and text messaging addresses must be available to Millburn on a 24-hour basis. A dispatcher must be present and available at the Contractor's base of operation until forty-five (45) minutes after the last vehicle servicing Millburn's routes has completed said routes.

The Contractor shall maintain access to e-mail and text message communications with Millburn. Multiple e-mail and text message addresses are to be provided to Millburn for transfer of daily information.

V. PERSONNEL REQUIREMENTS

1. **General**. The Contractor is required to have sufficient personnel to appropriately service the special education and homeless student transportation needs of Millburn as specified herein. Millburn requires a minimum level of management, supervisory, and technical personnel. At a minimum, the Contractor must employ the following full-time personnel to service Millburn:

   a. Transportation Manager;

   b. Assistant Manager;

   c. Dispatcher; and

   d. Route Coordinator.

Millburn reserves the right to interview and approve, at its sole discretion, the transportation manager, assistant manager, dispatcher, and route coordinator that initially serve Millburn under the Contract. Millburn also reserves the right to approve any change of personnel for these four positions. If there is a change in personnel, Millburn reserves the right to interview and approve, at its sole discretion any replacement.

Contractor shall provide timely notice to Millburn when a member of the Contractor's management team that deals with Millburn is no longer employed by the Contractor or no longer assigned to Millburn's account.

The transportation manager and/or the assistant manager must be on duty between 5:30 am and 5:30 pm.

The Contractor shall not allow any employee to have contact with students who would be prohibited from being employed by Millburn 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. The Contractor shall make every employee who will have direct daily contact with students available to Millburn for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent has contact with students. The Contractor will reimburse Millburn for the costs of the checks. Millburn must provide a copy of the report to the individual employee but is not authorized to release it to the Contractor. Additionally, at least quarterly, the Contractor shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.

All employees of Contractor that will have direct daily contact with students must provide evidence to Millburn of physical fitness to perform the duties assigned and freedom from communicable disease, as required by Section 5/24-5 of the Illinois *School Code* (105 ILCS 5/24-5). Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant not more than ninety (90) days preceding the employee's commencement of work under this Contract.

Contractor shall provide Millburn with a list of its personnel policies, its safety and training manual, procedural manual and employee handbook.

2. **Drivers.**

   a. The Contractor shall be highly selective in the hiring of drivers. Drivers should be persons of ability, character, integrity and fitness, who are acceptable to Millburn and have the personal traits necessary to

work with special education students. Millburn reserves the right to require the removal or transfer of any driver as determined solely by Millburn .

b. While transporting students, vehicles shall not be operated by any person other than a properly licensed driver with the required permit meeting all requirements for drivers as set forth by the Illinois State Board of Education and the Illinois Secretary of State and the Illinois *Vehicle Code*.

c. Millburn expects that there will be consistency in drivers assigned to routes serviced under the Contract and that as much as possible the same drivers will be assigned to the same routes on a daily basis.

d. Drivers and other persons encountering students must be able to communicate effectively in English both verbal and written.

e. Drivers shall not use or operate personal cell phones or use electronic communication devices while transporting students or while in direct supervision of the students.

f. Whenever a regular driver is not working because of a planned absence or sick leave of more than two (2) days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver.

g. Each driver assigned to duties in the performance of the Contract must be at least twenty-one (21) years of age and fully licensed as a driver by the State of Illinois. The use of any assistant under the age of twenty-one (21) years requires the written approval of Millburn representatives.

h. The Contractor shall maintain enough substitute drivers who have not been assigned permanent routes who will cover schedules when a driver is absent.

i. In the event of the removal or suspension of any driver, the Contractor shall immediately replace the driver without disruption in service and notify Millburn.

j. Drivers shall not use indecent language, shall not use any tobacco products, including vaping devices, on the vehicle or on Millburn premises, nor permit students to use any tobacco products, including vaping devices, or cause disturbances on the vehicle.

k. Drivers shall always be neatly attired and wear an identification badge. Behavior and communication shall always be appropriate.

l. All drivers, including substitute drivers, must be thoroughly familiar with the areas and routes the driver covers. Drivers, either regular or substitute, shall have in their possession while driving a route, an up-to-date map of the route and/or driver's directions for the route they are driving, a list of the road hazards along the route.

m. Drivers shall not deviate from the normal route, stops or time schedule except for reasons beyond their control. Deviations shall be reported to the Transportation Manager on the same day, who shall report the same to Millburn. Any recommendations for deviations from the normal route must be approved by Millburn prior to implementation.

n. The Contractor shall notify Millburn if any driver is cited for any reckless driving offense whether driving a work or personal vehicle. The Contractor shall not utilize any driver who has ever been convicted of a DUI, reckless driving, or any criminal offense involving children.

o. Prior to the start of the school year, the Contractor shall provide Millburn with a copy of its drug testing policy for drivers, a listing of Millburn's assigned drivers, including standby drivers, or as requested by Millburn. In addition, the Contractor will submit new driver information to Millburn prior to the driver start date. The following information for all drivers involved in the Contract under employment of the Contractor will be provided to Millburn at least one (1) week prior to the beginning of the school year. Costs relating to licensing and drug and alcohol testing of drivers and yearly physicals will be the responsibility of the Contractor.

(i) Name – first, middle, and last.

(ii) Valid permit number for drivers, if applicable.

(iii) Proof of completion of the Illinois School Bus Driver Instruction Program and date of completion for school bus drivers, if applicable.

(iv) Health certificates and date issued.

(v) Copies of drivers' licenses.

(vi) Proof of age.

(vii) Proof of drug testing.

(viii) First aid certificate.

(ix) Any and all medications a driver may take, to include over the counter medications, to the extent the Contractor has the ability to respond.

(x) Name of any driver that is ticketed and/or arrested during the term of the Contract.

(xi) Updated Motor Vehicle Reports (MVR).

(xii) Documentation of training in Blood Borne Pathogen Training.

3. **Training**.

a. The Contractor shall make all drivers available for the Contractor paid in-service training a minimum of twice a year, or in accordance with State law. Meetings and agendas shall be jointly planned by the Contractor and Millburn. Presentations are intended to include information about the unique needs of Millburn's special education students. One meeting for Millburn shall occur before the start of the school year and one meeting for Millburn after the first of the year at a mutually agreed upon location. Millburn retains the right to design, participate in or authorize any such program prior to implementation. It is the intent of this training to foster positive student and driver relationships.

b. Evacuation drills will be scheduled by Millburn in conjunction with the Contractor at least once a year or in accordance with State law. Drivers, students, and transportation supervisory personnel shall participate. The Contractor shall provide the training and staff time to effectively execute these drills. Drills will normally be held on Millburn's property during normal school hours. Evacuation time and expenses are to be paid by the Contractor.

c. All drivers must participate in an orientation session scheduled and conducted on an annual basis by the Contractor as requested by Millburn and/or the Contractor and shall attend whatever institutes, classes or seminars required or recommended by the Illinois State Board of Education.

d. The Contractor shall administer a safety program for its drivers. This program shall include, but not be limited to, regularly scheduled safety meetings for the Contractor's personnel. A schedule of these meetings will be provided to Millburn.

e. The Contractor shall ensure that all drivers and monitors have proper training on how to secure wheelchairs and restraint systems in its vehicles. The Contractor shall provide such training at the beginning of each school year and during the winter break of each school year.

f. The Contractor shall ensure that all of its drivers and aides/monitors provided to Millburn have received training in de-escalation techniques.

VI. SAFETY AND DISCIPLINE

1. Students shall be transported to and from school regularly, promptly, safely, and without interruption or incident and the safety of the children shall take precedence. It shall be a primary obligation of the Contractor to operate its affairs so that Millburn will be assured of this continuous and reliable service. It is the driver's responsibility to ensure a safe environment during the transportation process. The Contractor shall ensure that all drivers provided under the Contract have training in dealing with students with special needs and de-escalation techniques.

2. The Contractor understands and acknowledges that some special education students may exhibit behavior disorders and may present discipline problems that would not be tolerated on regular education routes. Contractor shall ensure that its drivers do not refuse or remove any student from a vehicle due to behavioral or discipline issues without first contacting Millburn. If a student's behavior is such that the driver cannot reasonably continue to provide transportation services, the driver shall promptly park the vehicle in a safe location and immediately contact Millburn so that it may determine what, if any, actions are required.

3. The driver has the responsibility to supervise the students while on the route. Incidents of inappropriate behavior should immediately be reported in writing to the Principal at the respective school of Millburn. If, in the opinion of the driver, the behavior of any person in the vehicle threatens or prohibits the driver from operating the bus, the driver shall stop the vehicle and take whatever emergency action (if any) is reasonably necessary to ensure the safety of the passengers. As soon as reasonable thereafter, the driver shall report such occurrence to the Contractor's central dispatch. Final authority in matters of discipline shall rest with Millburn.

All problems dealing with student safety and discipline that are beyond the driver's immediate ability to solve should be reported to Millburn's Business Manager and the applicable school Principal.

4. The driver shall, within twenty-four (24) hours of any disciplinary incident, advise the school Principal or designee of all serious misbehavior in the vehicle and shall assist the administration in obtaining whatever information is desired with respect to each incident.

5. Drivers are expected to follow all instructions, rules and regulations for proper discipline and safe operation of vehicles.

6. While transporting students, drivers shall not leave the vehicle unattended.

7. Unless otherwise agreed to in writing by Millburn or required by Illinois law, drivers shall not be permitted to transport their own children in a vehicle unless the child is receiving services from Millburn and is assigned to that particular route.

8. No unauthorized persons shall be allowed in any vehicle while it is engaged in transporting students; however, Millburn reserves the right to have an authorized Millburn employee ride on any vehicle on any route, without prior notice to the Contractor. Rides by parents for personal reasons are expressly forbidden.

9. Drivers shall not permit more passengers to occupy the vehicle than there are seats available and shall not permit passengers to stand or sit on the floor while the vehicle is in motion.

10. All vehicles operated for Millburn must be a smoke-free environment.

11. Vehicles will not be fueled while students are on board.

12. All vehicles are to be checked at least one (1) hour prior to departure each day school is in session, as well as after each route or run and after each substitution of drivers.

13. Before exiting the vehicle, the driver shall at the end of each route, work shift, or work day, walk to the rear of the vehicle and check for children or other passengers, lost belongings, and damage to property. The driver shall activate the interior lights of the vehicle to assist the driver in seeing in and under the seats during a visual sweep of the vehicle.

VII. SERVICE REQUIREMENTS AND CONDITIONS

1. **School Calendar**. All transportation will be in accordance with Millburn and/or school calendar including provisions for holidays, institute days, early dismissal for in-service training, beginning time for the school day and ending time for the school day.

By April 1st or soon thereafter of each year of the Contract, Millburn shall furnish the Contractor with a tentative calendar for the following year. Subsequent changes to Millburn's calendar will be furnished to the Contractor in a timely fashion. Attached is Millburn's approved calendar for the 2026-2027 school year (Exhibit C).

2. **Pick Up and Delivery of Students**.

   a. Students must be picked up and delivered in front of or as near as possible to their residence unless directed otherwise by Millburn's Assistant Superintendent of Finance. No change in place of pick-up or drop-off for any student shall be affected without notice to and approval from Millburn's Assistant Superintendent of Finance. Any deviation from this procedure must have the approval of Millburn's Assistant Superintendent of Finance.

   b. The Contractor must confirm the required arrival and departure dates and times for all students being transported.

   c. To minimize accidents, drivers shall not back-up vehicles unless there is no other option available to the driver.

3. **Display of Route Number**. When applicable, the Contractor shall display on each vehicle a clearly visible route number or a numbering device on the side window next to the front door.

4. **Designated Students**. Only pupils designated by Millburn's Transportation Department may be permitted to ride on vehicles operated by the Contractor under the Contract. Under no circumstances may a driver refuse to transport a student without express consent from Millburn's administration. Millburn will advise the Contractor regarding specific guidelines for ridership: Student IDs; PM ridership authorization; etc.

5. **Adds and Drops**. Millburn shall provide information on children added or dropped from transportation to the Contractor in separate communications. Add(s) or drop(s) to routes will be implemented by the Contractor no later than on the third business day following notification from Millburn.

6. **No Vehicle Transfers**. No student will be transferred from one vehicle to another while en route to or from school without the expressed permission of Millburn's Assistant Superintendent of Finance. The only exception to this rule will be a vehicle breakdown situation.

7. **Vehicle Break Downs**. If during normal school hours a vehicle breaks down or cannot be safely or legally operated, another vehicle must be brought to the driver within twenty (20) minutes of the occurrence of the breakdown. The driver must immediately notify dispatch of any vehicle breakdowns to effectuate this plan. The Contractor shall keep sufficient standby vehicles to enable the Contractor to meet this requirement. The Contractor shall also notify Millburn contact by phone and text message. Millburn shall provide annually a list of Millburn contacts to the Contractor.

8. **Accidents**. In the event of an accident where the driver is in part or in whole responsible for the accident, a substitute driver and vehicle must be provided to comply with the State Mandate of testing the driver under the Implied Consent Statutes. The driver must immediately notify dispatch of any vehicle accidents to effectuate this

plan. Should any accident occur involving a vehicle assigned to Millburn, with or without students on board, the Contractor will immediately notify Millburn and follow the established accident procedures. It is the Contractor's responsibility to determine the road worthiness of any vehicle involved in an accident.

9. **Emergencies and Evacuations**. In an emergency closing, the Contractor will follow instructions from Millburn's Assistant Superintendent of Finance and shall provide the required transportation within fifteen (15) minutes after Millburn's request. The Contractor shall not receive additional compensation for operation during emergency closings. Emergency procedures will be reviewed each year by Millburn's Superintendents and/or designee and the Contractor before publication to schools and parents. The Contractor will work with Millburn to create an emergency plan describing the actions the driver will take should an accident occur.

The Contractor will work with Millburn in all matters concerning emergency school evacuations, lock downs, and relocation of students via transportation to alternate locations. It is the Contractor's responsibility to in-service all drivers regarding the emergency plan. A copy of the plan shall be maintained in each vehicle.

Updated emergency data on the students being transported in any vehicle will be required to be available at the operating base.

10. **Service Interruption**. Contractor acknowledge that the transportation of Millburn's pupils is vital to its educational mission. In the event that Contractor is unable to provide the required services by reason of work stoppage, labor shortage or any other event or circumstance, Millburn shall maintain the right to secure and substitute other transportation services.

If the cost of the substitute transportation services is higher than the Contractor's cost (agreed upon in the Contract), then the Contractor shall pay the difference between its charges and the charges of the substitute company, or, alternatively, Millburn may choose to receive a credit of such amount(s) against the fees due the Contractor.

If necessary to reschedule the days lost because of the Contractor's failure to perform, the Contractor shall provide service in accordance with the Contract for each day rescheduled at no cost to Millburn.

11. **Postponement or Cancellation of Routes**. In the event of severe weather conditions, snow or other inclement weather which creates hazardous driving conditions, the Contractor shall have the responsibility to inspect the conditions of roads on the designated routes and to recommend to Millburn's Superintendent or designated representative whether the vehicle can be operated safely prior to 4:30 a.m.

Millburn's Superintendent or designated representative shall then decide whether to alter, postpone or cancel routes or schedules. The Contractor shall receive no compensation for routes not serviced as a result of inclement weather.

Millburn reserves the right to change route times as determined by the Superintendent or designated representative.

The District reserves the right to cancel any individual transportation route upon providing the Contractor with five (5) calendar days' written notice when the student assigned to the route changes schools, moves to a different home address, or otherwise no longer requires the transportation service. The cancellation shall be effective on the date specified in the District's written notice. The Contractor shall not be entitled to payment for services scheduled after the effective cancellation date, except for services actually provided or other amounts expressly authorized under the Contract. The cancellation of an individual route under this provision shall not affect the validity of the remaining routes or the Contract as a whole.

12. **Management Review Meetings**. Millburn reserves the right to call quarterly management review meetings between the Contractor's senior management and Millburn to review ongoing operational performance.

VIII. ROUTES AND SCHEDULES

1. **Development of Routes**. The current special education and homeless student routes for Millburn are enclosed under Exhibit D of these specifications. The Contractor and Millburn shall jointly develop all schedules and routes based on stop and rider information provided by Millburn whenever requested. Routes shall be designed to provide one-way transportation riding time normally not to exceed forty-five (45) minutes. The Contractor agrees that information is not to be shared with anyone unless Millburn agrees in writing to such disclosure. All schedules and routes are subject to approval by Millburn. Final determination of the routing rests with Millburn. The Contractor will supply Millburn with a written summary that details their route scheduling competencies and proficiencies as well as a timeline of how they expect to be ready for the first day of school. The Contractor will identify to Millburn their intent to operate these routes as unpaired routes or paired routes with those of another school district, which paired routes with another school district shall be subject to Millburn's written approval. All schedules and routes should be developed utilizing a transportation software solution.

2. **Establishment of Routes**. Preliminary routes shall be established no later than June 15 of each school year. Final routes shall be established no later than fourteen (14) days prior to the first day of student attendance. After schedules are established, the Contractor shall ensure that all vehicles will meet the schedules to avoid disruption at the student's home and at school.

3. **Changes to Routes**. Out of necessity, students may be added to programs after the initial data is submitted. Up to two (2) full working days advance notice shall be given for the addition of students, change in students' schools, or any contemplated route changes by either party to the Contract. The Contractor will agree to establish new routes and accommodate new students within two (2) school days of being advised of any new students. All changes are subject to the approval of Millburn. The Contractor shall attempt to minimize the costs to Millburn by revising routes to require the minimum number of vehicles. The Contractor is encouraged to review on an ongoing basis, established routes, stops and times and make suggestions which may result in more efficient service to the students. MILLBURN retains the right to reduce/increase the number of routes.

4. **Recommended Changes**. The final established routes 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 MILLBURN for a decision. The driver shall not comment with parents negatively regarding changes made to routes. Any changes the driver feels should be made for convenience must be approved by Millburn.

5. **Route Sheets**. Upon the establishment of all routes in the summer/fall of each year, and the approval by Millburn, the Contractor will supply Millburn with route sheets, at least one (1) week prior to the opening of school. Millburn programs may start on varying schedules. Route sheets must indicate the route, the name of each student riding the route, the pickup time and stop for each student, and the time each student is dropped off after school. Deadhead time on either end of a route is limited to thirty (30) minutes or less. A full updated set of route sheets will be provided to Millburn upon request and, if requested by Millburn, shall be provided in an electronic format. Decisions involving the amendment of a route will be done only with the approval of Millburn.

6. **Ridership Reports**. The Contractor shall submit to Millburn on an "as requested" basis a Ridership Report covering one (1) week for each "To and From" school route for each school building. The report shall indicate seating capacity of the vehicle serving the route and the number of students for each route and the times for each pick-up. The purpose of the Ridership Report is to ensure that routes are efficiently loaded and to provide data on which to base decisions regarding route removal, combination and expansion. The Contractor shall provide ridership counts to Millburn upon request.

7. **Data**. Student data submitted by the Contractor shall include:

a. The number of students to be transported as known at that time;

b. Length of trip;

c. Pick up and drop off points;

d. School start and ending times; and

e. MILLBURN calendar.

8. **Dry-Runs**. Prior to the first day of school each year, the Contractor shall, on the date and time prescribed by Millburn, conduct at least one (1) "dry-runs" of all routes. The driver assigned to the route shall perform the dry runs. All dry runs will be accomplished at no cost to Millburn. Each time a new driver is assigned to a route the newly assigned driver shall dry-run the route at least once. The dry run will not be required for standby drivers who cover a route for the regularly assigned driver, unless requested, in advance, by Millburn. If Millburn has an orientation day prior to the first day of school, Millburn may request that students be permitted to ride on the vehicles used for the dry runs.

9. **Review for Hazards**. As recommended by the Illinois State Board of Education, all routes should be reviewed by the Contractor twice a year for hazards. The Contractor will review all routes according to Illinois State Board of Education guidelines and report findings to Millburn.

10. **Route Rates**. The Contractor shall calculate all costs of mileage, vehicle, and the driver into their daily rate. A deduction of 100% of the daily rate will be made for any route not run. Payment is made only for routes run.

11. **The successful bidder should be aware of the following**:

a. Routes shall not exceed forty-five (45) minutes at any time.

b. Some students may have different addresses for pickup and drop off.

c. Students cannot be left alone and should be released only to a parent or other responsible adult. There will be times when no one is home to receive a child on the first attempt at drop off, and the student may need to be transported back to the originating school.

d. Car seats, harnesses, and seat belts may be needed at times for certain students. Contractor should have such equipment available when needed, and drivers must be properly trained in their use.

IX. AWARD OF BID

1. A Contract, if awarded, will be awarded by first considering the Bidder most able to provide safety and comfort for the pupils, stability of service, and any other factors set forth in this request for bids regarding quality of service, and then price. The successful bidder agrees to execute a contract in the form of the contract attached as Exhibit K, with no changes or conditions, unless modified by Millburn via addendum prior to the close of bidding. All Contractors are required to confirm receipt of any addenda issued related to this Bid by submitting with its bid a completed Addenda Receipt as set forth in Exhibit E.

2. Millburn reserves the right to reject any or all bids received whenever such rejection is in the best interest of Millburn and reserves the right to waive any irregularities. Millburn also reserves the right to reject the bid of a Bidder who has previously failed to meet the terms of this or similar contracts or fails to demonstrate the ability to meet the terms of the Contract.

3. The following qualifications will be considered by Millburn to determine the Contractor's responsibility:

a. Stability of service;

b. The ability to perform the service required within the specified time; whether the Bidder has failed to meet time requirements for Millburn or any other school district or special education cooperative in rendering past services;

c. The experience and efficiency of the Contractor;

d. The sufficiency of the financial resources and the ability of the Contractor to perform the Contract and provide the services;

e. The quality, availability, and adaptability of the equipment, or contractual services, to the particular use required;

f. The condition of and/or availability of the equipment to be used by the Contractor;

g. The ability of the Contractor to provide maintenance and service in the performance of the Contract;

h. The location of the Contractor's facilities for housing and servicing transportation vehicles;

i. The ability of the Contractor to recruit, train, and supervise the personnel necessary to fulfill the Contract;

j. The quality of references from previous contracts or services; whether with Millburn or another organization (See Exhibit E);

k. The compliance by the Contractor with laws, ordinances, and policies; and

l. Such other information as may be secured by Millburn that bears on the decision to make the award.

X. BID FORM AND BID CALCULATION SHEET

Bid To: MILLBURN C.C. SCHOOL DISTRICT 24

Date: _____

Bidder Name: _____

Contact: _____

Address: _____

Telephone: _____

We agree to the following:

A. To hold this bid open for one hundred twenty (120) days after the bid opening.

B. That we have carefully examined all bidding documents including: Bid Instructions, Bid Specifications, Public Notice, General Conditions and all exhibits attached thereto, Certification Form, Contractor Qualification Statement, and Bid Form and all other bid documents referred to herein or contained in the above.

C. To enter into and execute with Millburn if awarded on the basis of this bid.

D. To furnish insurance required by the Bid Documents.

E. To provide services and equipment in accordance with the contract and bid documents.

CERTIFICATION: We hereby certify and affirm that our proposal was prepared independently for this project and that it contains no fees or amounts other than for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade. The bidder further certifies that they are not barred from bidding on the contract as a result of a conviction for either bid-rigging or bid-rotation under Article 33E of the *Criminal Code of 2012*.

Corporate Name: _____

Signed by: _____

Name and Title:

Special Education Transp. With Smaller Group Vehicles or Cars	2026-2027	2027-2028
AM, PM Routes One Way Only		
Single Route		
OR		
Base Cost Route		
Miles Included in Base Cost		
Cost per Additional Mile		

Homeless Transp. With Smaller Group Vehicles or Cars	2026-2027	2027-2028
AM, PM Routes One Way Only		
Single Route		
OR		
Base Cost Route		
Miles Included in Base Cost		
Cost per Additional Mile		
Additional Cost per Student (at same address)		
Additional Cost per Student (at different address)		

EXHIBIT A

ROUTE SPECIFICATIONS

While routes are subject to change, this provides an overview of projected routes for the 26-27 school year.

Attending School	School Address	Grade	Mileage	General Home Address	Days Needed	School Start Time	School End Time
Metro Prep & Laureate Day School	2525 E Oakton St., Arlington Heights, 60005	7	39	Ashwood Ct. Lindenhurst 60046	M-F	9:00 AM	3:00 PM Occasional Early Dismissal
Connections Academy East	300 S Waukegan Rd., Lake Forest, 60045	6	19	Deerview Dr. Lake Villa 60046	M-F	8:30 AM	2:30 PM

EXHIBIT B

SCHOOLS

Millburn Elementary 18550 W. Millburn Rd. Wadsworth, IL 60083
Millburn Middle School 640 Freedom Way Lindenhurst, IL 60046

Exhibit C
Calendars

Millburn School District 24
2026-2027 Calendar of Partial and Full Days Off

Print Date: 06/23/2026

DISTRICT 24 ADMINISTRATIVE OFFICES
18550 Millburn Road, Wadsworth, IL 60083

August 17-18, 2026	NO SCHOOL - Teacher Institute Day
August 19, 2026	FIRST DAY OF SCHOOL - HALF DAY ATTENDANCE FOR GRADES K-8
September 2, 2026	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
September 7, 2026	NO SCHOOL - Labor Day
October 7, 2026	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
October 12, 2026	NO SCHOOL - Indigenous Peoples Day
October 13, 2026	NO SCHOOL - Teacher Institute Day
November 4, 2026	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
November 5, 2026	HALF DAY ATTENDANCE - K-8 Parent Conferences - EVENING (NO EC)
November 6, 2026	NO SCHOOL - K-8 Parent Conferences (NO EC)
November 23-27, 2026	NO SCHOOL - Thanksgiving Break
December 2, 2026	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
December 18, 2026	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
December 21-31, 2026	NO SCHOOL - Winter Break
January 1, 2027	NO SCHOOL - Winter Break
January 4, 2027	School Resumes
January 6, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
January 18, 2027	NO SCHOOL - Martin Luther King, Jr. Day
February 3, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
February 12, 2027	NO SCHOOL - Teacher Institute Day
February 15, 2027	NO SCHOOL - Presidents Day
March 3, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
March 19, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
March 22-26, 2027	NO SCHOOL - Spring Break
March 29, 2027	School Resumes
April 7, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
May 5, 2027	EARLY DISMISSAL MES 1:00 PM / MMS 1:40 PM (NO EC)
May 27, 2027	LAST DAY - HALF DAY ATTENDANCE (if no additional weather days are taken)

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	X	X	1/2	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	ED	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	ED	8	9	10
11	X	X	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	ED	1/2	X	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	ED	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	ED	19
20	X	X	X	X	X	26
27	X	X	X	X		

KEY

X = NO SCHOOL
1/2 = HALF DAY
ED = EARLY DISMISSAL

MILLBURN ELEMENTARY SCHOOL K-5

EARLY DISMISSAL TIMES	1:00 PM
HALF DAY DISMISSAL TIMES	11:00 AM

MILLBURN MIDDLE SCHOOL 6-8

EARLY DISMISSAL TIMES	1:40 PM
HALF DAY DISMISSAL TIMES	11:40 AM

MILLBURN ELEMENTARY SCHOOL

18550 Millburn Road
Wadsworth, IL 60083
847-356-8331

HOURS

Grades K-5	8:00 AM - 2:30 PM
Half Day Dismissal	11:00 AM
Early Dismissal	1:00 PM
Early Childhood AM	8:05 AM - 10:35 AM
Early Childhood PM	11:50 AM - 2:20 PM

*On Half Days & Early Dismissal Days there is NO SCHOOL for EC Students.

MILLBURN MIDDLE SCHOOL

640 Freedom Way
Lindenhurst, IL 60046
847-245-1600

HOURS

Grades 6-8	8:25 AM - 3:16 PM
Half Day Dismissal	11:40 AM
Early Dismissal	1:40 PM

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					X	2
3	4	5	ED	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	ED	4	5	6
7	8	9	10	11	X	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	ED	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	ED	20
21	X	X	X	X	X	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	ED	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	ED	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	1/2	28	29
30	31					

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2026-2027 School Calendar

Connections Academy East

Note: Early dismissal @ 1:30 p.m. every THURSDAY from August thru May
Note: CAE does not have school on Friday's during Summer School (ESY)

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

Aug.	
Aug 10-12	Professional Development Days
Aug 13	First Day of School for Students
Sep.	
Sep 7	Labor Day ~ No School
Sep, 21	No School
Oct.	
Oct 9	No School
Oct 12	Indigenous People - No School
Nov.	
Nov 6	No School
Nov 23-24	Family Conferences ~ No School
Nov 25-27	Thanksgiving Vacation
Dec.	
Dec 21-Jan 4	Winter Break ~ No School
Jan	
Jan 4	Professional Development Day
Jan 18	Martin Luther King, Jr. Day ~ No School
Feb	
Feb 12	Lincoln's Birthday ~ No School
Feb 15	No School
March	
Mar 1	Pulaski Day ~ No School
Mar 22-26	Spring Break ~ No School
April	
Apr 16	No School
May	
May 7	No School
May 27	Last Day of School ~ Graduation
Jun. & Jul.	
Jun 7	First day of Summer School
Jul 8	Last day of Summer School

February 2027

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

March 2027

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

April 2027

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

May 2027

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

June 2027

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

July 2027

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

Progress Reports/Report Cards	
Sep. 11	Progress Reports
Nov. 21	Progress Reports
Feb. 5	Progress Reports
Apr. 23	Progress Reports

Report Cards	
Oct. 16	End of Q1 & Mid-Terms
Dec. 18	End of 1st Semester
Mar. 12	End of Q3 & Mid-Terms
May 27	End of 2nd Semester

Testing Dates

School Closed
Early Release
Holiday - No School

EP Employee Planning (no school for students)
Progress Reports/Report Cards

Parent Teacher Conferences
First & Last Day of School

Calendar Templates by Vertex42.com
https://www.vertex42.com/calendars/school-calendar.html

Metropolitan Preparatory and Laureate Day School

2026-2027 Academic Year Calendar

No School
Early Dismissal
PTC

Regular Year School: 9:00 - 3:00 pm
ESY: Monday - Friday: 9:00 - 12:00pm
Extended Day Program: 3:00 - 5:30 ESY: Monday - Thursday: 12:00-4:30, Friday 12:00-3:00

August

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

17-21: Summer Break 2- NO SCHOOL
24: 2026-2027 School Year Begins

September

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

4: Early Dismissal 12:30
7: Labor Day - NO SCHOOL
25: Early Dismissal 12:30
25: Staff In-service

October

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

9: Early Dismissal 12:30
12: Columbus Day- NO SCHOOL
30: 1st Quarter Ends (48 days)

November

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

6: Parent Teacher Conferences
6: Students Not in Attendance
6: 1st Quarter Report Cards Sent Home
25: Early Dismissal 12:30
26-27: Thanksgiving Break

December

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

23-25: Holiday Break- NO SCHOOL
30-31: Holiday Break- NO SCHOOL

January

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

1: Holiday Break - NO SCHOOL
15: 2nd Quarter Ends (47 days)
15: Early Dismissal 12:30
18: Martin Luther King Day- NO SCHOOL
22: 2nd Quarter Report Cards Sent Home

February

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

12: Lincoln's Birthday - NO SCHOOL
15: President's Day- NO SCHOOL

March

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

19: 3rd Quarter Ends (42 days)
19: 3rd Quarter Report Cards Sent Home
19: Early Dismissal 12:30
22-26: Spring Break- NO SCHOOL

April

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

23: No School

May

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

21: HS Awards Luncheon
26: MPGS Graduation Celebration
27: LDS Graduation Celebration
28: Early Dismissal 12:30
28: Last Day of Regular School Year
28: 4th Quarter Report Cards Sent Home (44 days)
31: Memorial Day- NO SCHOOL

June

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

1-4: Summer Break 1- NO SCHOOL
7: 1st Day of ESY

July

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

5: NO SCHOOL

August

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

13: ESY Ends (49)
13: Report Cards sent home
16-20: Summer Break 2- NO SCHOOL
23: 2027-28 School Year Begins

Regular School Year: 181
ESY: confirmed 49
TOTAL Days in Attendance: 230

EXHIBIT D

ADDENDA RECEIPT

MUST BE RETURNED WITH THE BID DOCUMENT TO DISTRICTS

The receipt of addenda number(s) ___ through __ is hereby acknowledged. Failure of any Bidder to receive any addenda or interpretation shall not relieve the Bidder from obligations specified in the Bid. All addenda shall become part of the final Contract.

_____ _____

CONTRACTOR DATE

EXHIBIT E

REFERENCES

School District and Contact Name	Address	Phone No.

EXHIBIT F

CERTIFICATE OF ELIGIBILITY TO BID

The undersigned hereby certifies that the Bidder is not barred from Bidding on the Contract as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the *Criminal Code of 2012*, as amended. (720 ILCS 5/33E-3, 720 ILCS 5/33E-4)

_____ _____

Name of Bidder (Please Print) Submitted by

_____ _____

Title

Date

EXHIBIT G

CERTIFICATIONS OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned, having 25 or more employees, does hereby certify pursuant to section 3 of the Illinois *Drug-Free Workplace Act* (30 ILCS 580/3) that 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 it is not ineligible for award of the Contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

_____ _____

Name of Bidder (Please Print) Submitted by
(Signature)

_____ _____

Title
Date

EXHIBIT H

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

_____ _____

Name of Bidder (Please Print) Submitted by (Signature)

_____ _____

Title Date

EXHIBIT I

EQUAL EMPLOYMENT

The undersigned hereby certifies that the Bidder is in compliance with the *Illinois Human Rights Act* (775 ILCS 5/2-105).

_____ _____

_____

Name of Bidder (Please Print)
Submitted by

_____ _____

Title
Date

EXHIBIT J

FORM CONTRACT

CONTRACT FOR SPECIAL EDUCATION AND HOMELESS STUDENT TRANSPORTATION SERVICES

THIS CONTRACT is made as of the effective date as set forth in Paragraph 17 of this Contract by and between _____, ("**Contractor**"), and Millburn C.C. School District 24, Lake County, Illinois ("**Millburn**"), as follows:

Scope of Services. Millburn retains Contractor to provide special education and homeless students' transportation services and transportation equipment, as more fully described in the attached Bidding Documents, which are attached hereto s Exhibit 1 and are incorporated herein, in accordance with Contractor's Bid Proposal for the 2026-2027, and 2027-2028 school years.

1. **Bidding Documents**. The Bidding Documents defined in Paragraph II- General Conditions of the Request for Bids for Transportation Services for Millburn C.C. School District 24, Lake County and the Contractor's Bid Form and Bid Calculations Sheet are incorporated into and made a part of this Contract (the aforementioned documents and this Contact are collectively referred to as the "**Contract**").

2. **Fees**. Contractor shall charge Millburn the rates provided in its Bid Form and Calculations Sheet that specifically relate to the transportation services provided to Millburn, which is attached hereto as Exhibit 1.

4. **Term**. The term of this Contract will be for one and one-half years (1.5) years, beginning on January 1, 2027, and ending on June 30, 2028. Millburn reserves the right to extend this Contract for a maximum term, including the original one and one-half years (1.5) year term, not to exceed ten (10) years, on the same terms and conditions as is set forth herein subject to the price increases outlined in the Bidding Documents.

5. **Status as Independent Contractor**. Contractor and Millburn are independent of one another, and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other, unless otherwise expressly agreed to in writing signed by both parties hereto. Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Contract.

6. **Insurance**. Within fourteen (14) days after signing this Contract below, the Contractor shall provide Millburn with original signed certificates of insurance showing that the coverage required in the Bidding Documents is in effect.

7. **Applicable Laws**. The Contract shall be governed and construed in accordance with the laws of the State of Illinois, notwithstanding its choice of law provisions. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. Failure of the Contractor to follow this Paragraph shall be cause for Millburn to immediately terminate the Contract.

8. **Notice**. All notices required or permitted to be given under this Contract shall be in writing and shall be delivered (1) personally, (2) by a reputable overnight courier, or (3) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Contract, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications to Millburn shall be addressed to, and delivered at, the following address:

Carly Kraft
Millburn C.C. School District 24
18550 W. Millburn Rd.
Wadsworth, IL 60083

Notices and communications to the Contractor shall be addressed to, and delivered at, the following address:

_____
_____
_____

9. **Calendar Days**. Unless otherwise provided in this Contract, any reference in this Contract to "day" or "days" shall mean calendar days and not business days. If the date for giving of any notice required to be given, or the performance of any obligation, under this Contract falls on a Saturday, Sunday, federal, State, or Millburn holiday, then the notice or obligation may be given or performed on the next business day after that Saturday, Sunday, federal, State, or Millburn holiday. For purposes of this Contract, Millburn's summer break shall not constitute a "Millburn holiday."

10. **Provisions Severable**. If any term, covenant, condition, or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

11. **Binding Effect of Contract.** This Contract shall inure to the benefit of Millburn, its agents, representatives, officers, directors, assigns and successors and shall bind the Contractor, its agents, representatives, successors and assigns.

12. **Complete Understanding**. This Contract and the Bidding Documents set forth all of the promises, agreements, conditions and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth. If there are any conflicts between the terms of this Contract with those of the Bidding Documents or the Contractor's Service Proposal, the terms of the Bidding Documents shall control over this Contract and the Contractor's Service Proposal. The Bidding Documents and the Contract shall control over the terms of the Contractor's Service Proposal.

13. **Assignments.** This Contract shall not be assigned or any part of the same subcontracted without the written consent of Millburn, which shall not be unreasonably withheld or delayed, but in no case shall such consent relieve the Contractor from its obligations, or change the terms of the Contract.

14. **No Waiver**. The failure of either party to insist upon the performance of any of the terms and conditions of this Contract, or the waiver of any breach of any of the terms and conditions of this Contract, shall not be construed as thereafter waiving any such terms and conditions, but they shall continue and remain in full force and effect as if no waiver had occurred.

15. **Amendments**. Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Contract shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

16. **Governing Law**. This Contract shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Lake County, Illinois, or the federal district court for the Northern District of Illinois, Eastern Division.

17. **Effective Date**. This Contract shall be deemed dated and become effective on the date the last of the parties executes the Contract as set forth below.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Contract duly authorized by all necessary and appropriate corporate action to execute this Contract.

CONTRACTOR
[THIS DOCUMENT IS A FORM. BIDDER'S DO NOT NEED TO SIGN THIS. ONLY THE SUCCESSFUL BIDDER WILL SIGN THIS AFTER AWARD IS MADE.]

By: _____
President

Date: _____

ATTEST:

By: _____
Its _____

MILLBURN C.C. SCHOOL DISTRICT 24, LAKE COUNTY, ILLINOIS

By: _____
_____
Superintendent or Board President

Date: _____

ATTEST:

By: _____
Its Secretary

EXHIBIT K

BIDDING DOCUMENTS
AND
CONTRACTOR'S BID FORM AND BID CALCULATIONS SHEET

EXHIBIT L

ACKNOWLEDGEMENT OF SUBMISSION

After having read all the bid specifications and conditions and understanding the same, I hereby submit this bid proposal in accordance with the bid specifications and conditions contained in these Bid Documents.

The undersigned hereby certifies, on behalf of the Bidder, that the undersigned has read, understands, and agrees to all of the terms included in these Bid Documents and all Exhibits. If Millburn chooses to accept this bid proposal, the Bid Documents and Exhibits will be incorporated into and become part of the binding Contract between the Bidder and Millburn. In making this bid proposal, the undersigned waives all right to plead any misunderstanding of the Bid Documents and agrees to perform all of the work required herein. If this bid proposal 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 bid proposal. The undersigned acknowledges that its bid shall be valid for a minimum period of 120 days after the bid opening.

_____	_____
Name of Bidder	Bid submitted by, Signature
_____	_____
Address	Title
_____	_____
Phone Number	Date

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