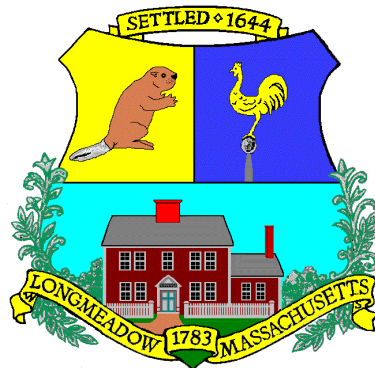


INVITATION FOR BID

ACTIVITIES BUS TRANSPORTATION

FOR

LONGMEADOW PUBLIC SCHOOLS



**TOWN OF LONGMEADOW
MASSACHUSETTS**

September 3, 2020

INVITATION FOR BID

ACTIVITIES BUS TRANSPORTATION

FOR

LONGMEADOW PUBLIC SCHOOLS

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LEGAL NOTICE:

INVITATION FOR BID (IFB) ACTIVITIES BUS TRANSPORTATION

The Town of Longmeadow is soliciting bids for activities bus transportation for Longmeadow Public Schools and other Town transportation if needed. This is a separate activity transportation bid not associated with the daily school calendar bus transportation of Longmeadow Public Schools students serviced through LPVEC.

Bid documents are available from the Town of Longmeadow, Purchasing Department, Attn: Chad Thompson, Procurement Manager, 735 Longmeadow St, Suite 101, Longmeadow, MA 01106 and will be mailed upon request. Bid documents can also be accessed through the Purchasing Department page of the town website, www.longmeadow.org , then select the 'Government' from the toolbar, then 'Bids & RFPs' link, then 'Bid and RFP Finder' link to access bid documents. Bidders are encouraged to register with the Longmeadow Purchasing Department in order to receive updates and addenda (P: 413-565-4185, cthompson@longmeadow.org) . Those that do not register with the Longmeadow Purchasing Department will be required to monitor the Longmeadow bid listing service for issued updates and addenda. Failure to acknowledge addenda may result in a bid rejection.

The Commonwealth's Division of Occupational Safety has determined that no minimum prevailing wage rate for school bus operator is required for this service.

Sealed bids should be delivered to the Longmeadow Purchasing Department no later than **2:00pm on Thursday, September 17, 2020**. Deliver sealed bids through the lower stairwell door located at the back side of the building (the parking lot side). A remote bid opening will be facilitated through zoom.com beginning at 2:30pm the same day as the bid deadline. The zoom meeting can be accessed by phone by calling 301-715-8592, Meeting ID: 985 6780 2835 , Password: 030348 , or directly through the zoom link: <https://zoom.us/j/98567802835?pwd=UVN6MXRFdnpNd0xLMjJQWDU2TWdMdz09> .

Bids should be labeled 'IFB: Activities Bus Transportation' on the outside of the sealed envelope and include the complete contact information of the bidder on the outside of the envelope. Late bids will be rejected. Access information for zoom will be supplied with the IFB document. Multiple contracts will be awarded. Each contract will be for a term of one year.

The Town of Longmeadow, acting through the Town Manager, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award multiple contracts in the best interest of the Town.

I. OBJECTIVE

The Town of Longmeadow is soliciting bids for activities bus transportation for Longmeadow Public Schools (LPS), and other Town departments as need. The after school extended day bus transportation that was bid last year is not needed at this time due to Covid-19 the program is currently suspended. Due to Covid-19 activities bus transportation will require social distancing so when buses are required for activities bus transportation more buses may be required in order to accommodate social distancing.

This activities bus transportation bid is a separate activities bus transportation bid not associated with the regular school bus transportation for LPS contracted through LPVEC (Lower Pioneer Valley Educational Collaborate) for which LPS is a collaborative member. As a member of LPVEC this is an intergovernmental agreement which is exempt from the procurement laws for the purchase of supplies and services. LPVEC will continue to provide activities transportation as they are available and if it is advantageous; however, LPVEC is not always available for activities transportation so in an effort to fulfill all transportation needs the Town is soliciting bids.

Bid Category A is primarily for LPS activities transportation with compensation based on time and mileage billing. There is no schedule of events for activities bus transportation, so generalized estimates are utilized for determine the bid awards for Category A. The transportation provided under Category A will be for student activities transportation, athletic program transportation, school clubs & organizations transportation, field trips and transportation for other programs of LPS, and other Town departments as needed.

Contract awards for all bid categories will be for a term through August 21, 2021.

II. INVITATION FOR BID INSTRUCTIONS

Bid documents are only available from the Town of Longmeadow, Purchasing Department, Attn: Chad Thompson, Procurement Manager, 735 Longmeadow St, Suite 101, Longmeadow, MA 01106. Bid documents can also be accessed through the Purchasing Dept page of the town website, www.longmeadow.org . Bidders are encouraged to register with the Longmeadow Purchasing Dept in order to receive updates and addenda, Phone: 413-565-4185, cthompson@longmeadow.org . Those that do not register with the Longmeadow Purchasing Dept will be required to monitor the Longmeadow bid listing service for issued updates and addenda. Failure to acknowledge addenda may result in a bid rejection. Bids are being solicited through Massachusetts General Law, Chapter 30B.

Sealed bids should be delivered only to the Longmeadow Purchasing Department no later than 2:00pm on Thursday, September 17, 2020. Late bids after the 2:00pm bid deadline will be rejected. Reference the legal notice for instructions to access the remote bid opening facilitated through zoom.com.

The pricing submitting on the Bid Submission Forms should be a fixed price. Conditional bid pricing will result in a bid rejection. Bidders are not required to submit bid pricing for all Bid Categories, however for each bid category of interest, the bidder must submit bid pricing for all items within a bid category that a bidder is submitting a bid for.

The Town of Longmeadow, acting through the Town Manager, the awarding authority reserves the right to reject any or all proposals, waive minor informalities, and to award in the best interest of the Town.

Modification of Bid Submission

A bidder may correct or modify a bid by written notice received by the awarding authority prior to the bid deadline. Modifications must be submitted in a sealed envelope clearly labeled "Modification to IFB- ACTIVITIES BUS TRANSPORTATION". The name and address should also be documented on the envelope.

After the bid deadline, a bidder may not change any provision of the bid. The Town reserves the right to waive minor informalities. If there is a mistake and the intent is clearly evident on the face of the document the mistake will be corrected to reflect the intended correction, and the bidder will be notified in writing; the bidder may not withdraw the bid

Withdrawal of Bids

A bidder may withdraw a bid submitted prior to the bid deadline for the receipt of bids only on written request to the Longmeadow Purchasing Department. No bidder shall withdraw their bid within a period of sixty (60) days after the date set for the bid deadline for the receipt of bids.

Unexpected Closures

If at the time of the scheduled bid deadline, the Longmeadow Community House (735 Longmeadow Street) is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation, etc. the bid deadline for the receipt of bids will be postponed to the next normal business day at the same time posted in the Invitation for Bid for the bid receipt deadline.

Questions

All questions should be submitted to Chad Thompson at the Longmeadow Purchasing Department only. Phone: 413-565-4185, cthompson@longmeadow.org. All questions and comments should be received no less than 96 hours (4 days) before the bid deadline in order to accommodate the need of issuing a bid addendum in the event an addendum is required. Questions received after the bid deadline for questions will not be answered.

Tied Bid Clause

In the event that the bid total received from bidders results in a tie in the bid total price with Responsive and Responsible low bidders, the tied low bidders will be given an opportunity to resubmit another sealed bid. The resubmission of bids will be due 3 business days later at the same time and location as documented in the original bid submission instructions. Full instructions will be supplied by the Longmeadow Purchasing Department.

Bid Minimum Requirements

- 1) The Contractor and their transportation organization will be required to at minimum have three (3) or more full years of experience providing bus transportation services.

III. GENERAL CONTRACT PROVISIONS

The successful bidders will be required to complete a Town of Longmeadow contract. The sample contract terms and conditions are supplied with this bid. The bid Scope of Service specifications will become an attachment to the contract.

Each bid shall supply a detailed description of bus fleet available which will include the year of manufacture, model number, present mileage, make of body, make of bus, and seating capacity. The Town reserves the right to reject any unacceptable vehicles. The Town reserves the right to request additional information from the bidder to evaluate the bus fleet of a bidder and the bidder shall comply. If the documentation provided (required within 3 days) is not approved for an acceptable bus fleet, then the bid will be rejected.

The bid price shall be construed to cover all costs incurred by the bidder to perform the services required by the contract. No additional charges, fees and expenses above the contract prices will be

allowed including fuel surcharges and fuel adjustment. Conditional pricing will result in a bid rejection.

Changing in any normal starting or dismissal times as noted in the specifications shall be the prerogative of the Town and will not be the reason for any adjustment in contract price. Bidders are bidding a fixed price and may not adjust their prices for length of route after the bid submission deadline.

The Contractor shall see to it that drivers are properly licensed and provide any training necessary to meet existing statutes or any laws or regulations enacted during the term of the contract.

During the entire term of the contract, the Contractor shall comply in every respect with all laws, rules, and regulations of Massachusetts affecting or regulating the transportation of children, including, but not limited to, the motor vehicle code and rules and regulations promulgated by the State Department of Education and the Registry of Motor Vehicles.

The Contractor shall agree to notify as soon as possible the LPS contact of any bus accidents or incidents of concern involving students. LPS will determine whether or not to dispatch staff to the scene of the accident. A detailed written report will be filed with LPS within 24 hours of any accident involving a school bus.

Each bus shall be equipped with a two-way radio, or method of communication with the bus driver. The on-call contact information should be provided upon contact award.

Fuel is to be provided by the Contractor and will not be billed to the Town as an additional charge. There will be no fuel adjustment, or fuel surcharges allowed under this contract.

Payments to the Contractor will not be pre-paid. The Town will only make payment through a Town issued check. Invoices as they are approved will be processed for payment within 30 days from the receipt of the invoice. The Town will not pay by credit card.

The Contractor agrees to furnish careful and competent drivers who are of eligible licensing age and hold Massachusetts Driver's License, a Commercial Driver's License, and a DTE School Bus Driver's License, any and all to be current and valid.

For student transportation services, Town staff should be present on the bus. In the event that Town staff is not present the bus Driver(s) will report all cases of student misbehavior on buses and will handle all disciplinary matters. In no case will a driver eject a student from a bus for misbehavior. Drivers will not leave the bus unattended when children are on the bus. In an emergency, the driver's first concern must be for the safety of the children.

Drivers must receive a yearly physical in accordance with the Commonwealth of Massachusetts Department of Transportation licensing procedures. Documentation of the most recent annual physical and licensing must be presented to the Superintendent of Schools prior to each school calendar year beginning. Current valid school bus driver's licenses and CDL will be considered documentation of an annual physical. The Contractor is required to maintain necessary files and documentation to support all drivers used to support this Contract.

The Contractor must perform a Criminal Offense Record Information (CORI) check on all drivers in accordance with Chapter 385 of the Acts of 2002 and fingerprint registration requirements based on the Massachusetts Law, Chapter 77 of the Acts of 2013, "an Act Relative to Background Checks. The Contractor, in qualifying their bus drivers will have each bus driver complete the 'Criminal Offender Record Information (CORI) Acknowledgement Form', and a fingerprint-based state and national criminal record check. The Statewide Applicant Fingerprint Identification Services (SAFIS) has been created for this purpose. The Contractor will be responsible for all expenses associated

with evaluation and pre-qualification background checks for each proposed driver. Costs and expenses associated with CORI and SAFIS background checks will not be reimbursed by LPS or Town and will be the responsibility of the Contractor. The Contractor will be responsible for initiating background checks of their proposed drivers and will be responsible for working with LPS administration, or applicable Town department head to process the submission of CORI and SAFIS background checks so LPS and/or applicable department can qualify drivers available for dispatch for activities transportation. LPS or the applicable Town department head requesting services shall have the final say in which drivers are authorized to provide transportation services. Bus drivers that are not pre-qualified and authorized by LPS to provide transportation services will not be allowed and shall not be dispatched by the Contractor to provide transportation services. Reference Exhibit section of the IFB for the CORI application form and information from the Commonwealth regarding SAFIS.

Prevailing wage for bus drivers under this contract is not required. Under G.L. c.71,s7A, Department of Labor Standards (DLS) is required to set the rate for school bus drivers when the municipal population equals or exceeds 16,000. According to the most recent data published by the U.S. Department of Commerce, Bureau of the Census, the total population for Longmeadow does not equal or exceed 16,000. Therefore, in this case, no rate of pay can be set by DLS. Reference the Exhibit section of the IFB for the DLS determination.

Any charges for transportation on toll roads may be billed at the rate of the toll charges incurred.

IV. SCOPE OF SERVICES

GENERAL

The Town of Longmeadow is soliciting bids for activities bus transportation for Longmeadow Public Schools (LPS), and other Town departments as need. This is a separate activities bus transportation bid not associated with the regular school bus transportation for LPS contracted through LPVEC (Lower Pioneer Valley Educational Collaborate) for which LPS is a collaborative member. As a member of LPVEC this is an intergovernmental agreement which exempt from the procurement laws for the purchase of supplies and services. LPVEC will continue to provide activities transportation as they are available and if it is advantageous; however LPVEC is not always available for activities transportation so in an effort to fulfill all transportation needs the Town is soliciting bids. Multiple contracts will be awarded. Each contract awarded will be for a term of one year.

Each bid and contract price shall include the cost of fuel (no price adjustments, or fuel surcharges allowed), utilization of bus, bus repairs and maintenance charges, wages of drivers, taxes, fees, licenses, permits, certificates, cost of insurance, cellular phones/radio for communication, and other charges associated with bus transportation services.

BID AWARD CATEGORIES:

The following are the transportation services required and a description of the Scope of Services for each contract award by bid category:

1. BID CATEGORY A: School Bus Activities Transportation, Time & Mileage Contract (Standard orange school bus style bus)

There will be up to three contract awards (One primary and two alternate) for school bus activities bus transportation with payment based on hourly rate and mileage reimbursement. Category A will be a time and mileage based contract for activities transportation for Longmeadow Public Schools (LPS), , and other departments as needed. Many activities requiring transportation are after school, in the evening, or other times.

The three awards for Category A will be for one primary contractor and 2 alternates in the event of availability issues. When transportation is required first priority order to schedule activities transportation will be with the lowest bidder, the primary contractor for Bid Category A. In the event that the primary contractor is not available, then the transportation will be offered to the second place low bidder at their bid rate. If there is still no transportation availability, then as a final option it will be offered to the third low bidder at their bid rates.

LPS reserves the option to award any and all bus transportation for LPS activities to LPVEC which is the contractor for regular school bus transportation. The association of LPS with LPVEC is an intergovernmental agreement and therefore exempt from the procurement laws for the purchase of supplies and services under Massachusetts General Law, Chapter 30B.

Billing:

Billing begins at the time of arrival at the Longmeadow designated pickup location and billing ends at the Longmeadow designated arrival drop off location. Billing will end once all passengers are off the bus with their belongings and equipment. Billing beginning and ending from the bus contractor's bus terminal is not allowed so bidders should take this into account in determining their bid hourly rate.

Minimum Billing for Category A:

For transportation events in bid Category C that result in low round trip mileage or low quantity of hours being billed, a Minimum Billing Standard will apply. The Minimum Billing Standard for Category C is:

- Three (3) hours for the Minimum Billing Standard.

For each activities bus transportation event (round trip) with less than 3 hours of total driving and waiting time, the Contractor will be allowed to bill the Minimum Billing Standard number of hours which is 3 hours under Bid Category A. The Unit of Measure (UOM) for the hourly billing rate will be based on the hourly rate UOM as bid.

- Fifteen (15) Miles, Minimum Billing Standard:

For each activities bus transportation event with fewer than 15 miles round trip, the minimum billing of 15 miles will be allowed to bill the Minimum Billing Standard number of miles which is 15 miles per round trip transportation event in bid Category A. The Unit of Measure (UOM) for the charge per mile will be based on the UOM per mile rate as bid.

Provided are some examples of the hypothetical application of the Minimum Billing Standard:

Example 1: A transportation event that is 2.5 hours and 14 miles round trip will result in the following Minimum Billing Standard:

Bill 3 hours and 15 miles at the bid/contracted rate per mile and per hour

Example 2: A transportation event that is 4 hrs and 14 miles round trip will result in the following billing:

Bill 4hrs (actual hours) and 15 miles (minimum).

Alternate minimum billing proposals or formulas for minimum billing will not be considered or accepted. In the event that there is a shuttle (one way trip) the Minimum Billing Standard will also apply for minimum quantities that are not exceeded.

COVID 19 ‘Sanitization’ Requirements for each transportation event:

The bus contractor shall provide a single unit price per activities transportation bus event. A single ‘Sanitization’ event qualifies as bring a single batch of students to and from an event. In the event there are multiple round trips to accommodate the pickup of multiple batches of different students, then each round trip will count as a ‘Sanitization’ event for payment of covid-19 sanitization services. COVID 19 Sanitization services required the bus contractor to be accountable for providing sanitized and clean transportation which will be billed at the unit price that the bidder documents on their Bid Submission Form (additional and extra billing will not be allowed). The bus contractor/bus driver will provide the follow Covid-19, Sanitization supplies and services:

1. All PPE for the protection of the bus driver. Bus Driver must wear a mask. (PPE = Personal Protective Equipment supply for the bus driver).
2. All disinfectant and sanitizer supply provided by the bus contractor required for the bus contractor/bus driver to sanitize the bus before and after each transportation event.
3. All sanitization process for the bus contractor/bus driver to sanitize the bus per round trip transportation event. Sanitization of seats, hand railings/hand bars.
4. Guidance to riders on social distance plan and which seats are available to sit at in order to maintain social distancing.
5. Employee Health Protection of the Bus Driver, Zero Tolerance. A bus driver that exhibits any of the following symptoms will not be allowed to provide transportation services if they have any of the following Covid-19 symptoms:
 - a. Fever,
 - b. Cough,
 - c. Shortness of breath,
 - d. Sore throat,
 - e. Have signs of a fever or measured temperature above 100.3 or greater,
 - f. Have had ‘close contact’ with an individual symptomatic and tested positive for Covid-19,
 - g. Have not been asked to self-isolate or quarantine by their doctor, local public health official and their guidelines.
6. The bus driver shall provide guidance for social distance seating locations, and will prompt riders that mask coverings are required during the transportation event.

V. RULE OF AWARD

Bidders that meet the Minimum Requirements will be eligible for consideration of contract award. The Minimum Requirement is that a bidder must have at minimum three (3) years of completed experience providing regular bus transportation services. A bidding organization that has less than three years of experience will be rejected for lack of experience and established business longevity.

This is a multi-award contract. Bid Category A will each have its own rule of award:

Category A Award: The Rule of Award for Category A will be three (3) contract vendor awards (one primary contract award and 2 alternate contract awards in the event of contractor availability issues.) When transportation is required first priority order to schedule activities transportation will be with the lowest bidder being the primary contractor for Bid Category A. In the event that the primary contractor is not available, then the transportation will be offered to the second place low bidder at their bid rate. And finally if there is still no transportation availability, then the final offer for transportation will be to the third lowest bidder at their bid rates. The determination of the Low Bid

will be the bidder that meets all of the Minimum Requirements, that is a Responsive & Responsible bidder and has the lowest total cost for the 'Category A: Bid Total'. The second and third low bidder for contract award will have the next lowest bid pricing for 'Category A: Bid Total' and meets the Minimum Requirements and is Responsive & Responsible.

In the event that there is a discrepancy between the quantities mentioned in the text of this IFB and the quantities documentation in the bid pricing formula lines with multiplier quantities, the quantities listed in the bid pricing formula lines with multiplier quantity will be used as the quantity for the basis of calculating bid line item totals.

The Town reserves the right to investigate the financial responsibility of any and all bidders to determine the ability of the Contractor to assure service through the term of the contract.

The Town of Longmeadow, acting through the Town Manager, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award in the best interest of the Town.

VI. CONTRACT SAMPLE TERMS AND CONDITIONS

Town of Longmeadow Contract:

The following provisions shall constitute an Agreement between the Town of Longmeadow, acting by and through its Town Manager and/or Select Board, hereinafter referred to as "Town", and VENDOR TBD with an address of ADDRESS hereinafter referred to as "Contractor", effective as of the _____ day of September, 2020. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work in accordance with the specifications contained in **Attachment A – Town of Longmeadow, Invitation for Bid, Activities Bus Transportation dated September 10, 2020; and Addendum...(if any)**

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on or before August 21, 2021

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above, based on Unit of Measure (UOM) rates as specified in **Attachment B**. Compensation will be based on actual quantities of UOM for services and supplies received and authorized by the Town of Longmeadow.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds,
or criminal activity with any funds provided by this Agreement.
4. The contract may be terminated for convenience by the Town.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Longmeadow, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the work and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Longmeadow for damage to its property caused by the contractor, its employees, agents, subcontractors or materials.

Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers Compensation, and income tax laws.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws. Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured & which includes a 30 day notice of cancellation to the Town.

ARTICLE 12: CORI & SAFIS REQUIREMENTS OF DRIVERS

The Contractor must perform a Criminal Offense Record Information (CORI) check on all drivers in accordance with Chapter 385 of the Acts of 2002 and fingerprint registration requirements based on the Massachusetts Law, Chapter 77 of the Acts of 2013, "an Act Relative to Background Checks. The Contractor, in qualifying their bus drivers will have each bus driver complete the 'Criminal Offender Record Information (CORI) Acknowledgement Form', and a fingerprint-based state and national criminal record check. The Statewide Applicant Fingerprint Identification Services (SAFIS) has been created for this purpose. The Contractor will be responsible for all expenses associated with evaluation and pre-qualification background checks for each proposed driver. Costs and expenses associated with CORI and SAFIS background checks will not be reimbursed by LPS or Town and will be the responsibility of the Contractor. The Contractor will be responsible for initiating background checks of their proposed drivers and will be responsible for working with LPS administration, or applicable Town department head to process the

submission of CORI and SAFIS background checks so LPS and/or applicable department can qualify drivers available for dispatch for activities transportation. LPS or the applicable Town department head requesting services shall have the final say in which drivers are authorized to provide transportation services. Bus drivers that are not pre-qualified and authorized by LPS to provide transportation services will not be allowed and shall not be dispatched by the Contractor to provide transportation services. Reference Exhibit section of the IFB for the CORI application form and information from the Commonwealth regarding SAFIS.

ARTICLE 12: DRIVERS REQUIREMENTS

Drivers must receive a yearly physical in accordance with the Commonwealth of Massachusetts Department of Transportation licensing procedures. Documentation of the most recent annual physical and licensing must be presented to the Superintendent of Schools prior to August 1 of each year. Current valid school bus driver's licenses and CDL will be considered documentation of an annual physical. The Contractor is required to maintain necessary files and documentation to support all drivers used to support this Contract.

ARTICLE 13: GENERAL CONTRACT PROVISIONS AND SCOPE OF SERVICES

The specifications as outlined in the Invitation for Bid, Section III- General Contract Provisions; and Section IV-Scope of Services, will be inclusive of the terms and conditions of this contract.

VII. EXHIBITS

Prevailing Wage Letter

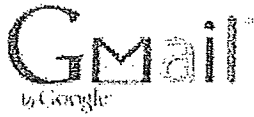
2020-2021 Longmeadow Public Schools Calendar

Locus Map

CORI Attachments

 Criminal Offender Record Information (CORI) Acknowledgement Form

 SAFIS Acceptable Forms of Identification



Chad Thompson <cthompson@longmeadow.org>

Prevailing wage schedule for Wage Request number :20160801-058

1 message

MA Prevailing Wage <prevailingwages@state.ma.us>
To: cthompson@longmeadow.org

Mon, Aug 1, 2016 at 6:41 PM

This Official Notice is sent in response to your request for the Department of Labor Standards (DLS) to determine the rate of pay for school bus drivers to be included in the upcoming school bus transportation contract.

Under G.L. c.71,s7A, DLS is required to set the rate for school bus drivers when the municipal population equals or exceeds 16,000. According to the most recent data published by the U.S. Department of Commerce, Bureau of the Census, the total population for your contract does not equal or exceed

16,000. Therefore, in this case, no rate of pay can be set by DLS.

A copy of this Notice should be made available to all prospective bidders to affirm that no rate of pay can be prescribed in accordance with G.L.c. 71, s.7A

THIS IS A SYSTEM-GENERATED EMAIL. PLEASE DO NOT REPLY TO THIS EMAIL. TO CONTACT DLS REGARDING PREVAILING WAGE MATTERS PLEASE CALL: 617.626.6953

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APPROVAL/DENIAL COMMENTS



JULY '20						
S	M	T	W	Th	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	

3 Independence Day Observed
4 Independence Day

JANUARY '21						
S	M	T	W	Th	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						

1 No School / New Year's Day
4 School Resumes
18 No School / Martin Luther King Day
29 LHS End of 2nd quarter/ end of semester

AUGUST '20						
S	M	T	W	Th	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					

25 Remote Summer PD
New Employee Orientation
26 Staff Day #1 (All report except Units A, E, F)
27 Staff Day #2 (Unit A ½ day, all others full day)
28 Staff Day #3
31 Staff Day #4

FEBRUARY '21						
S	M	T	W	Th	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						

4 Middle School P/T Night Conference ½ day
4-5 Middle School P/T Conferences ½ day
15 President's Day
15-19 No School / Winter Break

SEPTEMBER '20						
S	M	T	W	Th	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			

1-11 Staff Days #5 - #13
7 Labor Day
14 First Day of School Prek-12
19 Rosh Hashanah
28 No School/Yom Kippur

MARCH '21						
S	M	T	W	Th	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			

11-12 Elem. Schools P/T Conferences ½ day
19 End of 2nd Trimester (middle)
25 LHS P/T Conferences

OCTOBER '20						
S	M	T	W	Th	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

12 No School / Columbus Day
13 Staff Day #14
15 LHS P/T Evening Conf.
22 Middle School P/T Night Conference ½ day
22-23 Middle School P/T Conferences ½ day

APRIL '21						
S	M	T	W	Th	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	

1 Staff Day #15
2 No School / Good Friday
9 LHS End of 3rd quarter
19 Patriot's Day
19-23 No School/ Spring Break

NOVEMBER '20						
S	M	T	W	Th	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					

13 LHS End of 1st quarter
11 No School / Veteran's Day
12-13 Elem. Schools P/T conferences ½ day
25 ½ Day Thanksgiving (all)
26-27 Thanksgiving Recess

MAY '21						
S	M	T	W	Th	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					

11 Annual Town Meeting
31 No School / Memorial Day

DECEMBER '20						
S	M	T	W	Th	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		

4 End of Trimester (middle)
24-31 No School / Holiday Break

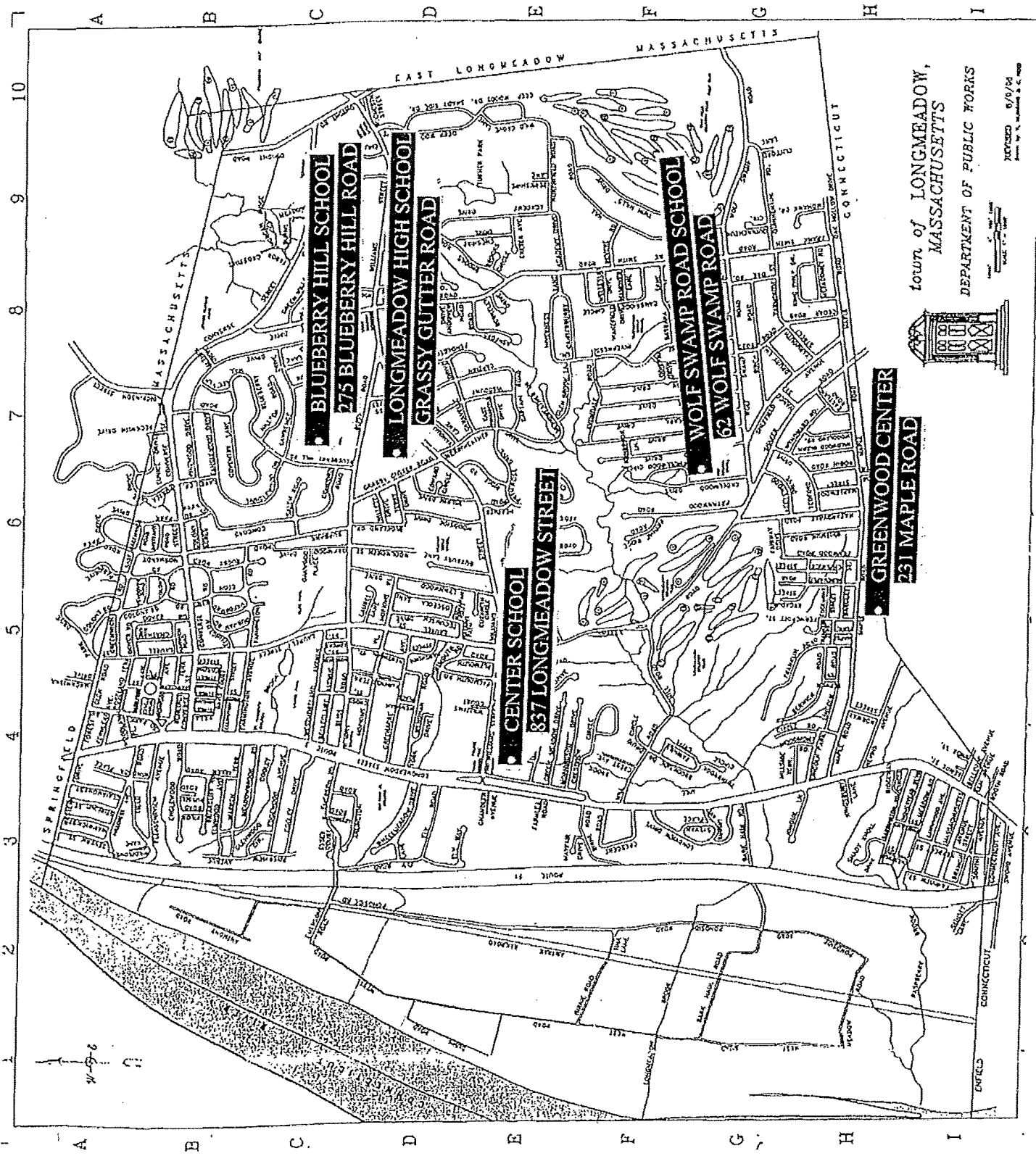
JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

15 Last Day of School for Students
16-22 Snow Make-up days

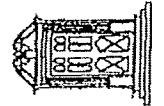
Student Hours: Elementary Schools – Full day: 8:35 – 2:45 pm; Half day: 8:35 am -11:30 am
Middle Schools – Full day: 8:30 am – 2:50 pm; Half day: 8:30 am – 11:30 am
High School – Full day: 7:39 am – 2:15 pm; Half day: 7:39 am – 10:44 am

<Date> = ½ day for students in the school listed [] = No school - students [] = School Committee Meeting @ 6:30 p.m

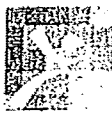
Please note: This calendar may be changed by school board action or by inclement weather conditions. Such changes will be announced as far in advance as possible to avoid personal and family inconvenience. School cancellations, e.g. snow days, will extend the school year.



Town of LONGMEADOW,
 MASSACHUSETTS
 DEPARTMENT OF PUBLIC WORKS



REVISED 6/9/54
 Drawn by S. WARDMAN & C. COOP



LONGMEADOW PUBLIC SCHOOLS

Marie H. Doyle, Superintendent of Schools
Susan Bertrand, Assistant Superintendent for Learning
Interim Director of Pupil Services
Thomas Mazza, Assistant Superintendent for Finance & Operations
Nicholas Jorge, Director of Technology

LNGPS
CH 385
G

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

Longmeadow Public is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, and volunteers.

As a prospective or current employee, subcontractor, or volunteer, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to the Longmeadow Public Schools to submit a CORI check for my information to DCJIS (Department of Criminal Justice Information Services). This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing the Longmeadow Public Schools written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, AND VOLUNTEER ONLY:

The Longmeadow Public Schools may conduct subsequent CORI checks within one year of the date of this form signed by me, provided however that the Longmeadow Public Schools must first provide me with written notice of this check. By signing below, I provide my consent to a CORI check and acknowledge that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

X _____
Signature

Date

What is your role in the Longmeadow P.S.?

Page 1 of 2

Last Name First Name Middle Suffix

Maiden/former name 2nd former name/alias 3rd former name/alias

Date of Birth (mm/dd/yyyy) Place of Birth

Last 6 digits of Social Security number (xx-xxxx): _____ - _____

Sex: _____ Height: _____ ft. _____ inches Eye Color: _____ Race: _____

Driver's License or ID#: _____ State of Issue: _____

Mother's full maiden name: _____

Father's full name: _____

Current and Former Addresses:

Street Number & Name City/Town State Zip

Street Number & Name City/Town State Zip

The above information was verified by reviewing the following form(s) of government-issued identification:

VERIFIED BY: _____
Name of Verifying Employee (Please Print)

Signature of Verifying Employee

Longmeadow Public Schools

SUPPLEMENTARY EMPLOYMENT APPLICATION

As a condition of employment or volunteer service the school is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Employment is conditioned upon CORI results which are determined not to be of such a nature as to potentially impact suitability for employment.

1. Are you legally eligible for employment in the United States? ___ Yes ___ No (Proof of U.S. Citizenship or immigration status will be required upon employment)

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

I UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT NO REPRESENTATIVE OF LONGMEADOW PUBLIC SCHOOLS HAS THE AUTHORITY TO MAKE ANY ASSURANCES, OR ENTER INTO ANY WRITTEN OR VERBAL EMPLOYMENT CONTRACTS, ON BEHALF OF THE LONGMEADOW PUBLIC SCHOOLS TO THE CONTRARY, WITHOUT THE EXPRESS WRITTEN CONSENT OF THE LONGMEADOW PUBLIC SCHOOLS.

The Longmeadow Public Schools is an equal opportunity employer. The Longmeadow Public Schools does not discriminate in employment and no question on the application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

Signature of Applicant

Date

Revised: 8/25/10



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES

200 Arlington Street, Suite 2200, Chelsea, MA 02150

TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-4613

MASS.GOV/CJIS

STATEWIDE APPLICANT FINGERPRINT IDENTIFICATION SERVICES (SAFIS) ACCEPTABLE FORMS OF IDENTIFICATION

As part of the Commonwealth of Massachusetts Statewide Applicant Fingerprint Identification Services (SAFIS) program, all applicants will be required to show identification at time of fingerprint capture at a Identogo™ Enrollment Center. The following outlines the acceptable forms of identification.

Primary Identification Documents

The following documents are accepted for identification purposes **ONLY** and must include an identifiable photo, the applicant's full name and date of birth. All documents must be verifiable and unexpired.

- Driver's License from any U.S. state or territory
- Valid State Identification Card from any U.S. state or territory
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign Passport with temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- Foreign Passport and Form I-94 or Form I-94A
- Employment Authorization Document which contains a photograph (Form I-766)
- U.S. Military Card with identifiable photograph.
- U.S. Coast Guard Merchant Mariner Document or Merchant Mariner Credential
- Transportation Worker Identification Credential
- Enhanced Tribal Card

Applicants Under 18 Years of Age

If an applicant is under 18 years of age and unable to present a primary identification document, the applicant must provide an original or certified copy of a Birth Certificate Issued by an authorized U.S. agency with an official seal or Certification of Birth Abroad (issued by U.S. Department of State) and one of the following documents listed below.

- School Identification Card (Public or Private School)
- School Record or Report Card
- Home Schooling Education Plan
- U.S. Social Security Card



SAFIS-FORM-001

VIII. BID SUBMISSION FORMS

**INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION**

BID SUBMISSION FORM (Pg 1 of 6)

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organization, entity, or group of individuals.

Name of Person Signing Bid or Proposal

Vendor Name

Date

TAX COMPLIANCE CERTIFICATIONS

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under penalties of perjury that I, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes.

Vendor Name

Signature of Individual or Corporate Officer

Federal Tax Identification / Social Security No.

ACKNOWLEDGEMENT OF ADDENDA:

The Bidder acknowledges receipt of the following addenda:

_____, _____, _____, _____, _____, _____

SUBMISSION OF BID:

A bidder by submitting a bid should include with their bid **all** Bid Submission Form pages (Page 1 through 6). Have you supplied **all** Bid Submission Form pages with your bid submission?

YES _____, NO _____

INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION
BID SUBMISSION FORM (Pg 2 of 6)

BIDDER NAME: _____

BID CATEGORY A:

Activities Bus Transportation, Time & Mileage Contract

Category A will be for activities transportation for both Longmeadow Public Schools (LPS), Longmeadow Parks and other departments as needed.

The Rule of Award for Category A will be three (3) contract vendor awards (one primary contract award and 2 alternate contract awards in the event of contractor availability issues.) When transportation is required first priority order to schedule activities transportation will be with the lowest bidder being the primary contractor for Bid Category A. In the event that the primary contractor is not available, then the transportation will be offered to the second place low bidder at their bid rate. And finally if there is still no transportation availability, then the final offer for transportation will be to the third lowest bidder at their bid rates. The determination of the Low Bid will be the bidder that meets all of the Minimum Requirements, that is a Responsive & Responsible bidder and has the lowest total cost for the 'Category A: Bid Total'. The second and third low bidder for contract award will have the next lowest bid pricing for 'Category A: Bid Total' that meets the Minimum Requirements and be Responsive & Responsible.

The quantities purchased on this contract will be for quantities ordered as needed when orders are placed. The quantities documented in this bid are estimates of annual usage only. Actual quantities quantities of trips, mileage and hours of service will vary depending on demand. The bid totals are estimates only and not a guarantee of need. Regardless of the actual needs of the Town, the Unit Price provided for all Item Numbers in Category A will be firm no not negotiable. Alternate and additional billing methods will not be allowed, no surcharges, fuel surcharges, trip fee, etc. Invoices for transportation services must list the line item detail showing the billable services with quantities of hours and mileage multiplied times the bid rates. Invoices with summarized totals only will not be processed.

Billing for Activities Bus Transportation will have hourly billing begin at the time of scheduled arrival with hourly billing ending upon return and complete unload of the bus. Any expense associated with the Contractor's transportation to and from the Contractor's bus hub to the scheduled pickup and drop off location will not be billable to the Town.

INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION
BID SUBMISSION FORM (Pg 3 of 6)

BIDDER NAME: _____

(Continued.....Bid Category A: Activities Bus Transportation, Time & Mileage Contract)

The description of the transportation vehicle for each sub-category (A1,A2 & A3) lists the maximum passengers allowed per vehicle in the sub-category. So the vehicle available under this category must be able to meet that maximum passenger quantity. For example for Category A3, Description is a '15 Passenger Vehicle/Van', which could be accommodated by a 15 passenger van or perhaps a limo that has a legal passenger capacity of up to 15 passengers, so for either type of vehicle the bid pricing for category A3 would be billed at the same rate. There will be no negotiation on the bid pricing rates based on the type of vehicle or premium vehicles based on fleet lack of availability. The bid price is based on the maximum passenger capacity of a vehicle, not the upgraded or premium features of a vehicle.

Each bid and contract price shall include the cost of fuel (no price adjustments, or fuel surcharges allowed), utilization of bus, bus repairs and maintenance charges, wages of drivers, taxes, fees, licenses, permits, certificates, cost of insurance, cellular phones/radio for communication, and other charges associated with bus transportation services. Billing is from pickup location to drop off location only. The mileage and time to and from the Contractor's bus port to the meeting location for transportation pickup & drop off is not included as billable time and mileage.

Many of these activities are after school (after 2:30pm), in the evening, or other times including weekends. There may also be some activities requiring transportation during regular school hours. Some programs requiring transportation include the athletics programs, transportation for clubs and organizations, and student activities transportation. The bid pricing provided by the bidder should be a single unit price that is non-conditional regardless of what time during the day or day of the week the service is required.

The undersigned, as bidder, declares that this bid is made without collusion with any other person, firm, or corporation and that he/she agrees to furnish the product as detailed in the attached specifications for the following prices:

INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION

BID SUBMISSION FORM (Pg 4 of 6)

BIDDER NAME: _____

(Continued.....Bid Category A: Activities Bus Transportation, Time & Mileage Contract)

<u>ITEM</u> <u>NUMBER</u>	<u>DESCRIPTION</u>	<u>UOM</u> <u>ESTIMATED</u> <u>QTY</u>	<u>UNIT</u> <u>PRICE</u>	<u>LINE</u> <u>ITEM</u> <u>TOTAL</u>
------------------------------	--------------------	--	-----------------------------	--

CATEGORY A1: 46-52 Passenger Bus:

Estimated quantity 41 trips, average of 4.5 hours each per trip, average of 30 miles round trip per trip.

4 Price per Mile: 1230 miles X \$ _____ = \$ _____
(Price per Mile)

(Unit price per mile written in words)

5 Price per Hour: 185 hours X \$ _____ = \$ _____
(Price per Hour)

(Unit price per hour written in words)

6 Covid-19 'Sanitization' 41 trips X \$ _____ = \$ _____
(Price per round trip)

(Unit price per round trip written in words)

Bid Sub-Category A1: 46-52 Passenger Bus, BID TOTAL: \$ _____
(Sum of 'Line Item Total' for Item No 4,5 and 6)

<u>ITEM</u> <u>NUMBER</u>	<u>DESCRIPTION</u>	<u>UOM</u> <u>ESTIMATED</u> <u>QTY</u>	<u>UNIT</u> <u>PRICE</u>	<u>LINE</u> <u>ITEM</u> <u>TOTAL</u>
------------------------------	--------------------	--	-----------------------------	--

CATEGORY A2: 36 Passenger Bus/Vehicle:

Estimated quantity 26 trips, average of 4.5 hours each per trip, average of 30 miles round trip per trip.

7 Price per Mile: 780 miles X \$ _____ = \$ _____
(Price per Mile)

(Unit price per mile written in words)

8 Price per Hour: 117 hours X \$ _____ = \$ _____
(Price per Hour)

(Unit price per hour written in words)

9 Covid-19 'Sanitization' 26 trips X \$ _____ = \$ _____
(Price per round trip)

(Unit price per round trip written in words)

Bid Sub-Category A2: 36 Passenger Bus, BID TOTAL: \$ _____
(Sum of 'Line Item Total' for Item No 7,8 and 9)

INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION
BID SUBMISSION FORM (Pg 5 of 6)

BIDDER NAME: _____

(Continued.....Bid Category A: Activities Bus Transportation, Time & Mileage Contract)

<u>ITEM</u> <u>NUMBER</u>	<u>DESCRIPTION</u>	<u>UOM</u> <u>ESTIMATED</u> <u>QTY</u>	<u>UNIT</u> <u>PRICE</u>	<u>LINE</u> <u>ITEM</u> <u>TOTAL</u>
------------------------------	--------------------	--	-----------------------------	--

CATEGORY A3: 15 Passenger Vehicle/Van:

Estimated quantity 11 trips, average of 4 hours each per trip, average of 36 miles round trip per trip.

10 Price per Mile: 396 miles X \$_____ = \$_____

(Price per Mile)

(Unit price per mile written in words)

11 Price per Hour: 44 hours X \$_____ = \$_____

(Price per Hour)

(Unit price per hour written in words)

12 Covid-19 'Sanitization' 11 trips X \$_____ = \$_____

(Price per round trip)

(Unit price per round trip written in words)

Bid Sub-Category A3: 15 Passenger Van, BID TOTAL: \$ _____
(Sum of 'Line Item Total' for Item No 10,11 & 12)

CATEGORY A: BID TOTAL \$ _____
(Sum Total of Bid Sub-Category A1, A2 and A3)

REQUIREMENT:

Any bidder submitting bid pricing for Category A, must provide bid pricing for all Item Number listings in Category A, being Items No. 4 through 12. Failure to supply bid pricing for every Item Number in Category A will result in a bid rejection. The bid pricing submitted by a bidder must be for bus/van/vehicles that meets the maximum passenger amount listed in each Bid Sub-Category. Have you supplied non-conditional Unit Price for Items No.4 through No.12?

YES _____, **NO** _____

INVITATION FOR BID (IFB)
ACTIVITIES BUS TRANSPORTATION
BID SUBMISSION FORM (Pg 6 of 6)

BIDDER NAME: _____

ALL BIDDERS SHOULD COMPLETE THIS PAGE!

BIDDER INFORMATION:

Company Name _____

Contact Name & Title _____

Address _____

Phone _____ **Fax** _____

Signature _____ **Email:** _____

TRANSPORTATION FLEET DETAIL:

Each bid shall supply a detailed description of bus fleet available which will include the year of manufacture, model number, present mileage, make of body, make of bus, and seating capacity. Have you supplied this information with your bid?

YES _____, NO _____