

NOTICE TO BIDDERS

Seal Bids are requested by the Lewiston-Porter Central School District for:

Bus Transportation to Summit Educational Services

Bids will be received until 11:00 A.M. July 23, 2021 at the District Offices, 4061 Creek Rd., Youngstown, New York, 14174, at which time they will be publicly opened and read.

Specifications and bid forms may be obtained at the same office or on our website at www.lew-port.com on main page under announcements.

Patricia Grupka
Assistant Superintendent for
Administrative Services

July 15, 2021
Youngstown, NY 14174

BID SPECIFICATIONS

The Lewiston-Porter Central School District is requesting bids for contract period 7/26/21 to 6/30/2022. This bid will require providing a nurse for special needs student(s). **The contract(s) may be renewed for future years based upon the then applicable State regulations.**

Bidders will submit, on the "Form of Proposal" their prices, including fuel, for transportation of student(s) with special needs, Summit Educational Services located at 165 Creekside in Amherst and/or 150 Stahl Rd Getzville. The amount of fuel included in the proposal amount will be limited to the amount actually used in direct performance of the contract, based upon:

One (1) gallon of fuel for each ten (10) miles for vehicles of 16 or 66 passengers or less.

Vehicles used for this contract should be equipped with cameras and video provided when request by district.

In some cases, a trained nurse (RN) is required on vehicles providing special needs services to a particular student. The Bidder is requested to provide a rate per hour for the provision of any nurse as required by the District. Although it would be unusual for a nurse to support more than one student, *if* this nurse is "shared" with students from another district, and *if* the nurse provides services and support for these other students, the charge to the District shall be proportional to the number of students that are being assisted. If the nursing services are provided through the use of a specialized nursing agency, the billing to the District shall be proportional to the students being assisted. Nurses must be provided to the District within five (5) days of the formal request from the District, assuming that the Contractor is provided the necessary medical prescription forms in a timely fashion.

There may be circumstances where the District requires a bus attendant on a home-to-school or Special Needs route. The District is requesting a rate per live hour for the Contractor to supply a trained bus attendant as mandated by the District. If this attendant is "shared" with students from another district, and if the attendant provides services and support for these other students, the charge to the District shall be proportional to the number of District students that are being assisted. The attendants will be paid for the live time of the operation of the route (AM, PM or both) equal to the live time paid for the bus that the aide is assigned to. Payment will be made in quarter hour segments, rounded to the nearest quarter hour. A Bid for this category must be included on the Bid document for a Bid to be considered by the District.

Bidders will submit, in their bid proposal, their price to provide a nurse for special needs student(s), at a per hour rate, length of time to be determined by the bus route, to Summit Educational Services located at 165 Creekside in Amherst and/or 150 Stahl Rd Getzville.

During the term of the contract, the District may cancel the need for a nurse, or change the type of nurse needed, as per a student's IEP and if canceled the District reserve the right to start nursing services at a later date of comply with students' IEP.

The Contract will be awarded based upon a review by the District of all elements of the Bid submitted, consistent with the Terms and Conditions of these bid documents.

The pricing system used in this contract is based upon the length of day the specific vehicle is in use on behalf of the Lewiston-Porter Central School District. The daily usage shall be determined based upon the scheduled run length as determined by the District where the bus is in direct service to the District, including a 15-minute pre-trip time for AM and PM runs. *The daily usage shall be based upon "live" run*

times which is defined throughout this specification as from the point of first pick-up to the last point of drop-off for each of the AM and/or PM runs. The daily usage time does not include deadhead time for the bus to travel to or from the contractor's terminal if the terminal is located outside of the District boundaries.

Driving time ("live time") for out of District runs will be calculated in the same manner with the exception that the Contractor will be compensated for the dead-head time to and from the District boundary and the out-of-District site.

During the term of the contract, the District may increase or decrease the **use** of vehicles, **number** of vehicles and **type** of vehicles as needed to meet the demands of the program. Charges for the Contractor will be based upon the actual vehicle usage at the prices as shown on the Form of Proposals accepted by the District.

Given the dynamic nature of transportation, should route changes occur due to special circumstances, the billing for that day must be adjusted, Contractor's billing must reflect these changes, and all such changes must be approved by the District. If a bus is used for only an AM or PM run, it shall be one-half of the normal daily rate for the comparable program, plus any time in excess of one-half the daily rate at the excess hourly rate. Billing will be for actual service only regardless of tentative schedule.

If unusual bus usage situations should occur that are not envisioned in the above pricing examples, the District and the Contractor shall discuss the appropriate billing charge prior to the initiation of the service. Should the Contractor fail to bring this situation to the attention of the District prior to performing the service, the District reserves the right to determine the most appropriate method of reimbursing the Contractor.

After the one-year contract period, the contract may be extended by the District at a rate to be determined each year by the District and the Contractor, but it is not to exceed the previous year's contract price plus the approved Consumer Price Index (CPI) as published by the State Education Department, unless regulations relative to contract renewals are modified during the term of this contract.

FORM OF PROPOSAL FOR TRANSPORTATION

Pursuant to advertisement dated July 18, 2021 published in the Niagara Gazette requesting proposals for the transportation of a student or students of the Lewiston-Porter Central School District beginning 7/26/2021 ending 6/30/22. I or We hereby propose to furnish the required transportation described in the published advertisement and or notice for the sum of _____ Dollars () with the following equipment.

Breakdown of Charges.

_____ Fuel

_____ Nurse

_____ Aid/ Monitor

_____ Additional Child

_____ Total

(Chassis)

(Body)

(Year)

(Capacity)

Company

Signature

Print Name of Signer

Address

Phone Number

Date