Solicitation for:
School Bus Transportation
IFB 20-08
City of Woburn, Massachusetts

Posted: June 15, 2020
Due: June 29, 2020 11:00AM EST
ODELUCA@CITYOFWOBURN.COM

Deliver to:
City of Woburn
Purchasing Department
ATTN: Orazio DeLuca, MCPPO
Chief Procurement Officer
odeluca@cityofwoburn.com
10 Common Street
Woburn, MA 01801

SOLICITATION FOR:

SCHOOL BUS TRANSPORTATION SERVICES

IFB 20-08

CITY OF WOBURN, MASSACHUSETTS
WOBURN PUBLIC SCHOOLS

RELEASED:
June 15, 2020

DUE BY:
June 29, 2020 @ 11:30AM EST

DELIVER TO:
City of Woburn
Purchasing Department
Attn: Orazio DeLuca, Purchasing Agent
10 Common St.
Woburn, MA 01801

Bidder Information

Company Name: _____

Contact Person: _____

Title: _____

Address: _____

_____

District _____ State _____ Zip _____

Telephone _____

Fax _____

Email _____

NOTICE TO BIDDERS

The Woburn School Committee c/o Purchasing Agent of Woburn, Massachusetts, hereby invites the submission of sealed bids from reputable and qualified bus transportation companies for furnishing student transportation services for the Woburn Public Schools beginning 7/1/2020. Forms for bid, certification, conditions, and specifications may be obtained at office of the Purchasing Agent, Woburn City Hall, 10 Common Street, Woburn MA 01801.

Bids will be received until **11:30 a.m**. on **Monday, June 29, 2020** at the office of the Purchasing Agent, Woburn City Hall at which time and place all bids will be publicly opened.

Bids will remain firm for a period of 60 days following the date of the opening, and shall thereafter remain firm unless the bidder provides written notice to the Purchasing Department requesting withdrawal of bid.

To determine contractor responsibility, the Woburn School Committee reserves the right under M.G.L. c. 30B §5 to consider experience, service, and reputation in the student transportation field, as well as the financial responsibility and specific qualifications set out herein as to determine sufficient minimum standards of the prospective bidder. The Purchasing Agent reserves the right to reject any, or all bids.

The contract period will be for three (3) years with two (2) unilateral option years by the Woburn School Committee. The District is requesting bids for the provision of student transportation services including home-to-school and field trips.

Each bidder shall be required to furnish, at their own expense, a bid bond or certified check in the amount of FIVE percent (5%) of the proposed total annual first year price of the total contract. The awarded contractor shall produce a performance bond in a sum equal to 100% of the annual amount of the first year contract amount .

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SECTION 1.0
INSTRUCTIONS TO BIDDERS

- Inspect carefully all general and special provisions of this document.

- Provide all information requested and the Form of Bid for each annual contract. Be sure to sign in all required places and initial each page. The prices proposed must be stated in both writing and figures, and any amount not so stated may be rejected. It is the School Committee's desire to award the contract for transportation service to one vendor. Failure to submit pricing on one or more sections may disqualify the total Bid.

- Submit three (3) complete sets of the Bid, including this complete bound document without removing any sheets. The Bidder is responsible for making its own copies of any or all parts of this document for its files.

- Bids must be presented in a sealed envelope or box and addressed as follows:

IFB 20-08 School Bus Transportation Services

City of Woburn
Woburn Public Schools
Orazio DeLuca, Purchasing Agent
City Hall
10 Common Street
Woburn, MA 01801-4139

- Bids will remain firm for a period of sixty (60) days following the date of the opening.

- Bidder shall furnish, a bid bond or certified check in the amount of FIVE percent (5%**)** of the proposed total annual first year price for the contract.

- Bids will be received until **11:30AM on June 29, 2020,** at City of Woburn Purchasing Department, 10 Common St., Woburn, Massachusetts, 01801 at which time and place all Bids will be publicly opened.

- Bidders are encouraged to thoroughly check submissions, as these documents require significant detailed information to support the Bid. It is the Bidder's responsibility to ensure that all requested information is supplied with the initial Bid. The Purchasing Agent reserves the right to reject any late submissions The School Dept is not responsible for notifying the Bidder of any missing elements of the Bid.

BIDDER'S CHECK LIST

The following checklist is provided for the convenience of the Bidders and is not a part of the contract documents. Each Bidder is encouraged to insure their complete compliance with all requirements of these documents. Compliance with the Bid requirements is the sole responsibility of the Bidder. Note that three (3) complete sets of the Bid must be submitted.

- Bid Bond or Certified Check for 10% of the first year annual contract cost
- Proof of bond ability for 100% Performance Bond
- Letter from the Insurance Company Guaranteeing Appropriate Coverage
- Reference List or Evidence Demonstrating an Ability to Perform Required Services, including staffing information at each location
- Descriptive information on Bidder's ability to provide acceptable transportation maintenance, office and parking facilities
- Detail on Bidder's programs and efforts to secure a competent driver force to meet the needs of the District program
- Financial information on the Bidder, including ownership information and any outstanding legal issues.
- Resumes of key management staff; job descriptions, and organization chart.
- Fleet replacement program
- Explanation of operating program
- Any other information or data the Bidder wishes to provide that further demonstrates its ability to provide quality, responsive transportation services consistent with the requirements and intent of this Request for Bid.
- Appendix B - Vehicle List and documentation on ability to obtain fleet
- Appendix E - Certifications
- Hold Harmless Agreement
- Form of Bid completed for each contract period
- Non-Collusive Bidding Certification
- All Pages of Documents Included and initials
- All Bids Properly Signed

SECTION 2.0
DEFINITIONS

All invitations to submit bids issued by the Woburn School Department will bind Bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the Woburn School Committee.

DEFINITIONS

"Addenda" written instruments issued by the District, or its agent, prior to the execution of the Contract which modify or interpret the Request for Bid Documents by additions, deletions, clarifications, or corrections.

"Bid" an offer to furnish materials, services, supplies, and/or equipment in accordance with the Request for Bid, the general conditions, and the specifications.

"Bidder", or "Contractor" any individual, company, or corporation submitting its Bid, and qualified consistent with the "Bidder Qualifications" section of this document.

"Board" the Woburn School Committee.

"Contract" an agreement duly executed by the District and the Contractor that calls for the transportation of pupils of the District by the Contractor in accordance with all terms, conditions, requirements and specifications in the Bid, for a price to be paid by the District.

"Laws" shall include statutes, acts, rules, regulations, and ordinances of the United States, the Commonwealth of Massachusetts, and the City of Woburn. If any such laws shall be amended, they shall be complied with in accordance with the amendment. The failure to specify any particular law or laws in these specifications, the invitation to bid, or the contract to be signed shall not excuse failure to comply therewith.

"School Day" definition of the school day for the purpose of transportation is from the time the buses leave to pick up children to bring them to classes in the A.M. to the time the buses return to the terminal after bringing them to their designated stops in the P.M.

"School District", or "District" shall mean the legal designation of Woburn School Department.

"School Year" the mandate period of 181 days of attendance at school for Woburn

Public Schools pupils, including private and parochial. The usual period of attendance begins Wednesday after Labor Day and concludes with the last day of classes in June, including make-up days, if required. The District reserves the right to modify the length of the school year.

“Specifications” description of services to be performed by Contractor and School District together with the materials, supplies, and/or equipment that is to be used and maintained together with the conditions for such service and maintenance.

"Successful Bidder" any Bidder to whom an award is made by the School Committee.

SECTION 3.0
REQUIREMENTS

3.1 Procedures and Requirements

3.1.1 The date and time of Bid opening will be given in the Notice to Bidders.

3.1.2 All bids must be submitted on and in accordance with forms provided by the Board and included in this bound document. The Bid sheets are not to be removed from the document. All bids must include, as a minimum, the required information as detailed in these documents.

3.1.3 Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the written amount will govern. Any Bid not so stated in words and figures may be rejected.

3.1.4 Except where specifically noted otherwise, all requested alternates will have a Bid submitted.

3.1.5 No Bid will be considered which purports to qualify, limit, amend or omit any of the minimum requirements as detailed in the Bid Documents.

3.1.6 A Bid shall include the legal name of Bidder and a statement whether the Bidder is a sole proprietor, a partnership, a corporation, or any other legal entity, and shall be signed by the person or persons legally authorized to bind the Bidder to a contract. All required signatures shall be handwritten in ink with the full name of the person executing same. No initials, stamp, photocopy or other copy, or company name may be used in lieu of any required signature. A Bid by a corporation shall also give, the State of Incorporation and have the corporate seal affixed. A Bidder who is an out-of-state corporation shall qualify or register to transact business in Massachusetts in accordance with Massachusetts General Laws. A Bid submitted by an agent shall have a current Power of Attorney attached certifying the agent's authority to bind the Bidder. All bidders are required to complete Appendix E and related attachments which specifies compliance with Public Contract - Debarment laws, Non-collusion certifications, and General Law Chapter 62C, Section 49A certifying compliance with State tax regulations.

3.1.7 Bidder's responses to information requested will be used to evaluate each Bidder's capability to provide proper and satisfactory transportation services as required pursuant to this bid. Upon request of the Purchasing Agent, a Bidder who is under consideration for an award of a contract may be required to submit additional information to support or clarify information previous provided.

3.1.8 Bidders will provide, along with the completed Bid package, evidence demonstrating an ability to provide school transportation, including, if applicable, a list of any and all school Districts which they have served during the past three years and a summary of their experience over at least three years of successfully operating a complex school transportation program equal to or greater in size than the Woburn School Department program detailed herein. In lieu of organizational experience, staff experience must be demonstrated.

3.1.9 Bidders will provide details on the proposed site to be used to house, maintain, and operate the required bus fleet. Specific information on facility address, size of buildings and parking areas, and features of site must be included. If the proposed site is not currently under the control of the Bidder (as demonstrated by appropriate documentation), sufficient documentation as to the option to lease or purchase the site must be submitted.

3.1.10 In order to provide the required services envisioned in this contract, bidders must have a sufficient number of competent, trained driving personnel. Bidders shall submit detailed descriptions of their driver recruitment programs, including typical wage and benefit information. All bidders shall be bound by and shall include in their bids the prevailing hourly wage rate, as determined by the Commissioner of Labor and Industries under the provisions of Chapter 729, Acts of 1962, to be paid to operators of motor buses employed under the provisions of Chapter 71, Section 7A as amended. The applicable prevailing wage rates are included in Appendix D.

For each District provided as a reference in compliance with requirements, Bidder shall provide an employment profile including at least the number of daily drivers required, the actual number of drivers employed, a description of targeted recruitment programs, wage and benefit programs, and driver training programs.

3.1.11 All information required in the Notice to Bidders, Specifications and Bid Offer, in connection with each item and Contract, against which a Bid is submitted, must be provided, to constitute an acceptable Bid.

3.1.12 No alteration, erasure, or addition is to be made in the typewritten or printed matter. Any deviations from the conditions and specifications may constitute sufficient grounds for rejection of Bid.

3.1.13 Prices and information required, except signature of Bidder, should be typewritten for legibility Illegible or vague bids may be rejected. All signatures must be original. Facsimile, printed, or typewritten signatures are not acceptable.

3.1.14 No charge will be allowed for federal, state, or municipal sales and excise taxes since the school District is exempt from such tax. Exemption certificates, if required, will be furnished on forms provided by the Contractor.

3.1.15 All Bids received after the time stated in the Notice to Bidders may not be considered and will be returned to the Bidder. The Bidder assumes the risk of any delay in the mail or in the handling of the, mail by employees of the school District. Whether sent by mail or by means of personal delivery, the Bidder assumes responsibility for having his/her Bid deposited on time at the place specified. HOWEVER, THE PURCHASING AGENT RESERVES THE RIGHT TO WAIVE WHAT IT DEEMS INFORMALITIES RELATING TO A SPECIFIC BID, TO REJECT ANY AND ALL BIDS, TO RE-ADVERTISE AND INVITE NEW BIDS IN THE -BEST INTEREST OF THE SCHOOL DISTRICT.

3.1.16 The submission of a Bid will be construed to mean that the Bidder is fully informed as to the extent and character of the services, supplies, materials, or equipment required and a representation that the Bidder can furnish the services, supplies, materials or equipment satisfactorily in complete compliance with specifications. The submission of a Bid will also mean that the Bidder is fully informed as to the rules, regulations and requirements of the Commonwealth of Massachusetts and the City of Woburn, and that the Bidder will fully comply with said rules, regulations and requirements.

3.2 Bidder's Certification, Representations and Qualifications

3.2.1 Under penalty of perjury the Bidder certifies that:

3.2.1.1 The Bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of services, materials, supplies, or equipment of the type described in the Request for Bids**,** and

3.2.1.2 The contents of the Bid have not been communicated by the Bidder, nor to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Bidder or its surety on any bond furnished herewith prior to the official opening of the Bid. As used in this section, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

3.2.1.3 Qualifications of Bidders: The work and services described in these Bid documents include the performance of activities directly affecting the safety of the students of the District and the public generally. The District and Purchasing Agent may make any investigation necessary to determine the ability of the Bidder to fulfill the Contract, and the Bidder shall furnish the Purchasing Agent with all such information for this purpose as requested. **If, in the sole opinion of the District, the Bidder is not properly qualified or responsible to perform**

any obligations of the Contract Bid, the Purchasing Agent reserves the right to reject its Bid.

3.2.2 The following information categories will be reviewed, at a minimum, and each Bidder must supply information consistent with the detailed requirements described. The Bidder is invited to provide any additional information or data that further demonstrates its experience or qualifications, and/or ensures that high quality services will be provided to the District.

3.2.2.1 Bidder must possess and demonstrate facilities, knowledge and capabilities to satisfy all Massachusetts Department of Transportation rules, regulations, inspection, and vehicle requirements. This includes sufficient facilities within the City of Woburn, or immediately adjacent to the District (within 10 miles of the District limits) to effectively meet the transportation needs, consistent with the detailed requirements provided in these Bid documents,

3.2.2.2 Bidder must include a reference list, setting out the names of at least five (5) Districts that they have operated, or are operating, with a fleet of at least fifteen (15) vehicles. These operations must be "full service" operations where the contractor owns the equipment, supplies all maintenance, drivers, insurance, etc.; and operates one or more maintenance facilities. Bidders will also supply a listing of all Massachusetts Districts that they have operated, or are operating in 2010. The name and telephone number of each business official or other District liaison must be provided for each District reference listed, along with a description of the type of transportation services provided (i.e. home-to-school; special education; extra-curricular), and the number and size of buses and vans used in the performance of the contract.

3.2.2.3 A list of financial references demonstrating financial soundness and capability, and audited annual financial statements of the Bidder or parent company for the past three (3) years, must be supplied with the Bid. Financial references shall include, at a minimum, one bank reference and three trade references with annual purchases of at least $1,000. Financial information supplied may be submitted in sealed envelopes marked “Confidential – Financial Information” with the Bidder’s name, “IFB 20-08” and the bid opening date clearly marked on the label. The Bidder shall submit information identifying any pending lawsuits as well as any outstanding judgments and liens in which it is involved. In addition, the Bidder is to provide a description of any bankruptcy filings by the Bidder, any related entities, or principal(s) of the Bidder within the last seven (7) years. If the Bidder has ever been denied a Performance Bond, detailed information about the situation and resolution must be provided.

3.2.2.4 A detailed description of the Bidder's driver recruitment program, including specific efforts that will be used to recruit quality personnel in Woburn must be provided. Additionally, pursuant to the requirement detail on existing labor levels in referenced contracts must be provided.

3.2.2.5 Included in the qualifications of the Bidder is to be a brief resume summarizing the experience and qualifications of the terminal manager and other members of the managerial and supervisory staff who will be directly responsible for the performance of this contract. Other managers and supervisory staff include assistant manager(s), dispatchers, trainer(s), safety supervisor(s), maintenance supervisor(s), etc.

If any of these positions have not yet been filled, please list the qualifications (job description) for the position(s).

Please provide a job description for the terminal manager as well as each of the other site managers that will be directly involved in the performance of this contract.

An organizational chart is to be provided showing the relationship of the various management positions within the terminal that will provide services to the District. Please provide an additional organizational chart showing the terminal manager's position within the Bidder's company as a whole. Within the organizational chart, specific areas of authority and responsibility are to be identified for line and staff positions that affect the performance of this contract.

3.2.2.6 The Bidder should supply details on the typical operating program that would be utilized in performance of this contract, including such items as specialized training for new and experienced drivers and bus monitors; accident reduction programs; vehicle maintenance and inspection programs; computerized fleet maintenance, management, routing systems; and student safety programs.

3.2.2.7 The Bidder shall provide its fleet replacement schedule (years and/or mileage) for vehicles in the categories appropriate to the contract being considered by the Bidder. There shall be no buses used in the performance of this contract over seven (7) years old, and the <u>average</u> age of the buses in use must not exceed 5.5 years. Failure to maintain the stipulated average age during the contract life shall be considered grounds for default as defined under this specification document. Vehicle age is determined by subtracting the model year of the vehicle from the year of the contract (calculated on September 1st of each year). For example, a bus with a 2015 model year, at the beginning of this contract period (7/1/20) would be considered 5 years old. Vehicle ages will be calculated each contract year and the Contractor will provide the District with a detailed fleet listing at the beginning of each school year stipulating that they meet this age criteria. The average fleet age calculation would be performed at the beginning of each school year unless the School Department determined that the Contractor removed "newer" vehicles during the school year once the average age calculation was performed. Should this blatant violation of the contract occur, the District reserves the right to terminate the contract pursuant to the termination procedures as detailed herein.

3.2.2.8 Accident records for the previous three (3) years prepared and submitted directly to the School Department by the insurance carrier.

3.2.2.9 A detailed list of terminated contracts over the last five years in New England

3.3 Interpretation of the Solicitation / Questions

3.3.1 No interpretation of the meaning of the specifications or other contract document will be made to any Bidder orally. Every request for such interpretation should be made in writing, addressed to Purchasing Agent, City of Woburn, 10 Common St., Woburn, Massachusetts 01801, not later than five (5) days prior to the bid due date. Notice of any and all interpretations and any supplemental instructions will be sent to all Bidders of record by the Purchasing Agent in the form of addenda to the specifications. All addenda so issued shall be sent by certified mail; return receipt requested, by fax with receipt acknowledged, or by electronic mail (email) with receipt acknowledged, and shall become a part of the contract documents. Failure of any Bidder to receive any such addendum or interpretation shall not relieve any Bidder from any obligations under his/her Bid submitted.

SECTION 4.0
AWARD DETAILS

4.1 The School Department will endeavor to make an award within fourteen (14) days after the date of the Bid opening, and all bids shall remain firm during that time period. The District further reserves the right to make awards following this initial thirty (30) day period to any Bidder who has not provided written notice to the Purchasing Agent that its Bid has been withdrawn.

The District will evaluate every written Bid submitted and reserves to itself the right to be the sole judge of which Bid best meets the needs of the District. During the course of the contract, the District reserves the right to negotiate changes in the scope and/or cost of the required services bilaterally via formal amendment as well as changes in the scope and/or cost of the enhancements offered by the Bidder to the District.

4.1.1 The Contract will be awarded for a base period of three (3) school years, 2020-2023 (7/1/20-6/30/23) with two (2) option years unilaterally by the Woburn School Committee.

4.1.2 Bidders will submit, on the Form of Bids, their prices for operating the transportation program of the Woburn School Department for each of the contract years and for each option year. Each price category, and each contract year and option year, must be completed for any contract being proposed. The District reserves the right to reject any Bid that is not completed as to any year or category.

4.1.3 The Contract will be awarded based upon a review by the District of all elements of the Bid submitted, including mandatory and voluntary categories of information.

The pricing system used in this contract is as follows:

4.1.3.1 Three-tier home-to-school. - Prices are requested on a per bus per day basis for the provision of 77+ passenger buses to perform three AM and three PM runs each school -day. If, during the term of the contract, the number of runs by an individual bus is increased to four runs per day, the incremental cost will be calculated based on one-third (1/3) of the three-tier bid rate. For example, if the three-tier bid price is $120 per day, a fourth run would be billed at $160 per day ($120 + ($120/3)).

4.1.3.2 Two-tier home-to-school - Prices are requested on a per bus per day basis for the provision of 77+ passenger buses to perform two AM and two PM runs each school day.

4.1.3.3 One-tier home-to-school - Prices are requested on a per bus per day basis for the provision of 77+ passenger buses to perform one AM and one PM runs each school day.

4.1.3.4 Changes to schedules - Should an existing one or two tier bus be modified to add an additional run, the bus price charged to the District shall be at the next pricing level as stipulated in this contract. For example, if an existing single tier bus has a run added in both the AM and PM, the bus shall be charged from that point forward at the two-tier rate.

If a one or two tier bus has an additional run added for only half the day (AM or PM), the incremental charge to the District shall be one-half the stipulated rate at each activity level. For example, if a one-tier bus has a second run added in the PM, the AM run shall be billed at one-half the one-tier rate while the PM ran will be billed at one-half the two tier rate

4.1.3.5 Late Day runs - A price is requested to provide late day runs from the middle schools on an as needed basis. At the time of the bid, these runs are typically provided on Tuesday and Wednesday afternoons at approximately 3:15 pm. The typical run is less than one hour in total length. The price requested shall be for the provision of a 77+ passenger bus to perform this service for each school. Payment will only be made for days when services are provided.

4.1.3.6 Field Trips – A price is requested for the provision of a 77+ passenger bus to provide field trip services on an as needed basis. These runs would occur within the school day (between the AM and PM runs). The price requested shall be based upon a cost per hour, cost per mile, and minimum charge per trip. Hours are based upon "live" time, which is defined as from the point of pick-up in the District to the point of drop-off in the District. Miles are based upon "live" miles, which is from the point of pick-up to the point of drop off. Deadhead time and miles are not chargeable to the District. Any tolls or fees directly associated with the provision of the trip, excepting any deadhead fees, will be reimbursed by the District upon receipt of detailed receipts.

4.1.3.7 Field Trip Wheelchair accessible bus - The District occasionally has a need for a wheelchair accessible bus to perform field trip services. A price is requested in a similar format to item #6 above for the use of a wheelchair accessible bus instead of the 77+ passenger bus detailed in #6 above.

4.1.3.8 Vocational Center Bus - Prices are requested on a <u>per bus per day</u> basis for the provision of a 30 passenger bus to perform one AM and <u>one</u> PM run each school day to transport students to and from the Minuteman Vocational Center in Lexington (if needed).

4.2 For the purposes of calculating the contract price only, the following program profile will be utilized as the basis for calculating the annual price for each of the three contract years. The prices submitted on the Form of Bid will be multiplied by the appropriate category on the following, program profile for each contract year. The school year will be based upon 181 days. **The present value of the first three years will be considered the Bid cost for each contract Bid submitted.**

Program Profile for Cost Calculation Purposes Only

Home to School Transportation Services

Bid Category	Estimated Number	Calculation Basis
1) 3 Tier Home-to School	9	Daily Volume
2) 2 Tier Home-to-School	8	Daily Volume
3) 1 Tier Home-to-School	2	Daily Volume
4) Late day runs	120	Annual Volume
5) Field Trip Hours	400	Annual Volume
6) Field Trip Miles	4,000	Annual Volume
7) Vocational Center Bus	1	Daily Volume

Prices for bid items 1, 2, 3, and 4 at the demonstrated volumes will be used to calculate the low bid on a present value basis. The volumes shown are for bid calculation purposes only and do not necessarily represent what the actual program volume may be at any point in the contract period.

The present value calculation is as follows: $PV = \frac{\text{Yearly Price}}{(1 + .02)^{\text{Payment Year}}}$

Once the District receives bids, the District will review each element of the submission. In order to clarify certain elements of a Bid, or in an effort to modify certain elements in order to better meet the District's needs, the District may meet with one or more Bidders to discuss their Bids. Any changes of lowering price to the Bids that are agreed to by the low bidder will be placed in writing and acknowledged by the Bidder.

No cash discount may be offered or quoted by any Bidder.

SECTION 5.0
CONTRACT DETAILS

5.1 Each Bid will be received with the understanding that its acceptance, in writing, by the School District, approved by the City of Woburn, to furnish any or all of the items described shall constitute the bidder's binding half of the contract agreement with School District. The Contract shall bind the successful Bidder to furnish the labor and material required at the prices and in accordance with the conditions of his/her Bid, or as modified.

5.2 If the successful Bidder fails to furnish service on the date of commencement of the Contract, or should it default in meeting any obligation under said Contract or should the successful Bidder fail, or be delinquent (as determined by the Woburn School Committee), in its preparation of the procedures required in meeting the terms, conditions and provisions of the specifications in a timely fashion, the Bidder will be notified in writing via cure notice by the District. If within three (3) days after written notification by Woburn School Department the Bidder has not taken such measures as will, in the sole and reasonable opinion of the Woburn School Department, insure the satisfactory progress and performance of the service, then the School District shall have the right to declare the successful Bidder in default and in addition, to any other legal or equitable remedies available to it, the School District, upon declaring the successful Bidder in default may upon written notice to the successful Bidder, take the following action:

5.2.1 Withhold any funds due the successful Bidder under this contract and have the right of set-off and/or recoupment and/or counterclaim against said funds for any claim(s) for which the School District might have against the successful Bidder.

5.2.2 Commence providing the services contracted for with the successful Bidder, either directly or through another contractor. This shall be funded by submitted performance bond. Should the District incur additional costs due to the use of alternative service(s), the Bidder shall be obligated to reimburse the District for these extra costs. The successful Bidder shall be responsible and obligated for all damages caused by said default and for all costs and damages suffered by the School District. Said damages are to include reasonable attorney's fees incurred in enforcing said claim against the successful Bidder, as well as attorney's fees in contracting with another party.

5.2.3 It is mutually understood and agreed that the successful Bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the Contract or its right, title, or interest herein, or its power to execute such Contract, or any part thereof to any person, company or corporation, without the previous written consent of the School District.

5.3 The General Conditions, Specifications, Notice to Bidder, and Addenda shall form a part of this Contract and the provisions thereof shall be binding upon the parties hereto. The term "contract documents" shall include all of the aforesaid together with the Contract itself.

5.4 Each and every provision of law and clause required by law to be inserted herein and the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included herein, and if through a mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion or any necessary correction. The Contractor agrees to assume any additional cost for any change in State or Federal laws concerning school transportation which may occur during the duration of this contract.

It is understood that the contract in no way excludes the District from using its own vehicles, or services provided by other school Districts, or in any way limits the District from using other contractors in performing similar or other services.

5.5 Any contract awarded hereunder is contingent upon the approval, after review by the District and Purchasing Agent. No contract hereunder will become final and binding upon the parties unless and until the approval of said authorities with respect to said technical conformance is received by the District.

5.6 The Woburn School Department may terminate this Contract any time by a notice in writing from the Woburn School Department to the Contractor. If the Contract is terminated by the Woburn School Department as provided herein, the Contractor will be paid an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Contractor covered by this Contract, less payments of compensation previously made. The implementation of this termination clause would pertain to the lack of appropriate funding to operate the transportation program, or for "cause" due to violations of the operating requirements consistent with the terms in these specifications. The "lack of funding" or "cause" descriptions do not preclude any other rights afforded the City of Woburn under the terms as specified in the Specifications or subsequent contract documents, or as provided for in Municipal or State laws.

SECTION 6.0
GUARANTEES BY THE SUCCESSFUL CONTRACTOR

6.1 The District may at any time, by a written order, require the performance of such Extra Work or changes in the work as it may find necessary or desirable. The School Committee reserves the right to add to, delete from, or otherwise change the number of buses, number of runs per day per bus, style of buses, and/or the number of days requiring transportation under this contract. The amount of compensation to be paid to the Contractor for any increase or decrease in work or services as so ordered shall be determined by the applicable prices, set forth in the Contract. The District shall not be liable for any extra work or increased compensation unless authorized by the District's written order.

6.2 All material, services and, workmanship shall be subject to inspection, examination and test by the District. The selection of bureaus, laboratories and/or agencies for the inspection and tests of services, supplies, materials, and equipment shall be made by the District.

6.3 The successful Bidder warrants and guarantees:

6.3.1 That Bidder is financially solvent and the Bidder is experienced in and competent to perform the type of work and to furnish the materials, supplies, and equipment to be performed or furnished by it.

6.3.2 That prior to commencing performance under the Contract, the Bidder shall submit evidence that it has complied with the provisions pertaining to Worker's Compensation in the Commonwealth of Massachusetts.

6.3.3 That it will comply with prevailing wage standards set by law as to all of its employees while they are engaged in work under any contract between Contractor and School District and provide payroll records via Statement of Compliance to the Office of the Asst. Superintendent of Finance for the contract file on a weekly basis. Prevailing wage information is contained in Appendix D.

6.3.4 That it will- comply with the State Occupational Safety and Health Act (SOSHA) and the Toxic Substances Act (Right To Know Act) with respect to all operations or activities on School District premises.

6.3.5 The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, country of national origin, age, ancestry or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, country of origin, age, ancestry or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment

advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.

6.3.6 The Contractor will, in all solicitation or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, country of national origin, age, ancestry or disability.

6.3.7 The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. Subcontractors to be approved in writing by the School District before any formal engagement.

6.3.8 That it will comply with all Federal-and State provisions for drug and alcohol be responsible for any and all fines related thereto.

6.3.9 That in the performance of this contract, Contractor is an independent contractor, the District being interested only in having the bus transportation services performed. For all purposes of this contract, all bus drivers, monitors and others engaged by Contractor for the performance of this contract shall be considered employees of Contractor and not the Woburn School Department.

6.3.10 The successful Bidder will comply with any and all other applicable Federal, State, and/or local laws, rules, and regulations.

6.4 The successful Bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the Contract that shall be delayed or prevented by wars, acts of public enemies, fires, floods, acts of God, or for any other acts not within the control of the successful Bidder and which by exercise of reasonable diligence he/she is unable to prevent.

SECTION 7.0
PAYMENT AND INVOICING INSTRUCTIONS

7.1 Payment

7.1.1 The acceptance by the Contractor of the Final Payment shall be and hereby is a release to the District of all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the District and others relating to or arising out of this work, excepting the Contractor's claims for interest upon the Final Payment, if this be improperly delayed.

7.1.2 Payments of any claim shall not preclude the School District from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.

7.1.3 The District may withhold from the Contractor so much of the payment due her/him as may in the judgment of the District be necessary to assure the payment of just claims then due and unpaid of any persons supplying labor or materials. The District shall have the right, as agent for the Contractor to apply any amounts so withheld in such manner as the District may deem proper to satisfy such claims or to secure such protection. Such application of said money shall be deemed payments for the account of the Contractor.

7.2 Invoicing Instructions

Each invoice shall be submitted on a monthly basis to the designated billing office at the following address:

Woburn Public Schools
Attn: Robert J. Alconada, Asst Superintendent of Finance
55 Locust St
Woburn, MA 01801
ralconada@woburnps.com

To ensure a proper invoice, the invoice must include the following information and/or attached documentation:

1) Name of the business concern, invoice number and invoice date;
2) Contract number, or authorization for delivery of property or performance of services;
3) Description, price, and quantity and services actually delivered or rendered (or SAR);
4) Shipping and payment terms;
5) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent; and
6) Other substantiating documentation or information as required by the District

Payments for services rendered under the provisions of a Contract awarded hereunder shall be made upon receipt of a proper itemized invoice. The style and detail on said invoice shall be acceptable to the District. Such payments shall be made monthly on the basis of the number of buses required and used according to these Specifications, at the service levels required by the transportation program. No payment will be made for spare buses unless used in actual service for additional runs. The number of buses paid for are those buses that the School Department has approved for daily runs, special runs, or field trips. No payment will be made for buses that are scheduled to operate but that fail to provide services due to mechanical problems, driver shortages, or similar operating issues that are under the control of the Contractor. No payment shall be made for bus routes not operated during inclement weather or for any other cause for which schools are closed by the decision of the Superintendent of Schools or the School Committee. If any bus FAILS to operate on scheduled days, no payment shall be made for that vehicle.

If the Contractor is unable to furnish transportation for any given day, the contractor shall reimburse the District for any costs it incurs for alternate pupil transportation plus $500 per day as a penalty.

Contractor shall maintain records during the term of the Contract of the daily services provided to the District on a route by route basis, and shall submit such records upon request by the District for audit in support of each of the monthly invoices.

Per M.G.L. c. 149, §26-27D, certified payrolls are to be submitted to the Purchasing Department upon submission of each invoice. Services rendered under this contract are subject to the prevailing wage law.

SECTION 8.0
PROJECT SPECIFICATIONS

8.1 Scope

These specifications are intended to provide for school bus services for the transportation of students for the Woburn School Department for the 2020-21 school year and beyond. The 2019-20 transportation program bus routes of the School District is defined and attached in Appendix A. Each Bidder must inform itself fully as to the conditions relative to the fulfillment of the Contract Bid.

It should be noted that the transportation program typically varies each year based upon a number of factors including but not limited to, classroom locations, placements, and student requests. Therefore, the District envisions a Bid based upon a price per vehicle for those vehicles necessary to meet the daily home-to school needs of the program, plus the provision of field trip services.

The Superintendent or her/his designee will represent the Woburn School Department in all matters pertaining to the performance of this Contract.

8.2 Project Details

8.2.1 Contractor Responsibilities

8.2.1.1 Bookkeeping

The Contractor is responsible for accounting for costs appropriately for maintaining records including supporting documentation, adequate to demonstrate that costs claimed have been incurred and are allocable and allowable to the contract, and comply with Generally Accepted Accounting Standards and Principles (GAAS & GAAP). The Assistant Superintendent for Finance may disallow all or part of a claimed cost that is inadequately supported.

The Contractor shall consent and agree to audits of any and all financial records relating to the proposed contract by the District. It is also understood that any records maintained by the Contractor in connection with the performance of obligations arising out of the Contract may be examined at a mutually agreeable time by duly authorized representatives of the District. The Contractor shall also allow School Department representatives proper access to garage facilities and buses for the purposes of review and inspection.

8.2.1.2 Physical Examinations

The physical examinations of drivers shall be at the driver's or the Contractor's expense. All exams to be completed as required by regulations of the Commonwealth of Massachusetts. All drivers must also comply with any Federal drug and alcohol testing requirements.

8.2.1.2 Personnel Matters

All transportation personnel shall be the responsibility of the Contractor and shall be the Contractor's employees. All drivers and mechanics must meet all legal and regulatory requirements for holding their respective positions, and shall in all respects be in compliance with all requirements of law, ordinance or regulation of the Commonwealth of Massachusetts, including all required driving, licensing, training and certification. The Contractor further agrees that all bus drivers so employed shall follow all rules and regulations for the safety of students as prescribed by the provisions of Chapter 90 of the General Laws of the Commonwealth of Massachusetts. In addition, the Contractor will be responsible for fulfilling the fingerprinting requirements, background check requirements, drug and alcohol testing requirements and criminal record offender information (CORI) pursuant to all Federal Department of Transportation, Commonwealth of Massachusetts, and State Department of Education regulations.

8.2.1.2.1 It is recognized that for the protection of the children, drivers and all other persons coming in contact with the children must be of stable personality and of the highest moral character. The District places upon the Contractor, and the Contractor agrees to accept, the full responsibility of assuring such qualities in personnel. The Contractor agrees to not allow any person to drive a school bus whose moral character is not of the highest level or whose conduct might in any way expose any child to any impropriety of word or conduct whatsoever. Nor shall the Contractor allow any person to drive a school bus who is not physically and/or emotionally capable of performing the essential functions of their job, with or without accommodation. All drivers must understand and speak English. No person who is serving a sentence in a penal or correctional institution shall be employed or work under this Contract.

8.2.1.2.2 The responsibility for hiring and discharging personnel with respect to all obligations arising from the Contract shall rest entirely upon the Contractor, and the Contractor agrees not to enter into any agreement or arrangement with any employee, person, group or organization which will in any way interfere with the ability to comply with this requirement, except as otherwise required or permitted by law. The Contractor further agrees that the District or its Superintendent of Schools or his/her designee shall have the right to remove any person. The Board reserves the right, in the exercise of its sound discretion, to reject drivers or to direct that they be replaced, without being limited to considerations of health and driving records.

8.2.1.2.3 A Terminal Manager (or similar function/title) will be provided by the Contractor hereunder. Said Manager will be directly responsible for contacts with parents regarding transportation problems within the District; provided, however, that all such routing and parent contacts are authorized by officials of the District as designated by the District's Superintendent of Schools. Said Supervisor also shall be responsible for compliance by drivers with all District transportation policies, all statistical studies and reports required by the District including monthly reports on pupil load, driver and student discipline problems and accident reports. Said Manager and his/her duly authorized designee, shall arrange with the District to

be available during all hours that services are being performed pursuant to the Contract, as well as prior to the beginning of each day's hours of service, and for meetings with representatives of the District.

The Manager, and/or appointed assistant managers, are precluded from any bus driver duties or driving any bus. Sufficient management personnel shall be maintained and available from at least 6:00 A.M. to 6:00 P.M. when school is in session.

The Contractor will provide a non-driving supervisor at the bus parking area while buses are on A.M., mid-day, and P.M. runs.

8.2.1.2.4 All drivers provided by the Contractor pursuant to the Contract shall be properly dressed.

8.2.1.2.5 The Contractor must comply with all State, Federal, and local laws, and regulations, and Regulations of the Department of Transportation regarding school bus driver employment and bus operation.

8.2.1.2.6 Each driver performing services pursuant to the Contract shall be involved in all Safety Programs that are or may be required by the laws, rules and regulations of the Commonwealth of Massachusetts. The Contractor shall employ a qualified "Driver Trainer" who will also personally travel each route with the assigned driver at least once a year to survey not only the driver's performance but route hazards and equipment efficiency. Any Contractor hereunder must comply particularly with the Regulations of the Commonwealth of Massachusetts as they apply to safety regulations for drivers. At the end of each month, the Contractor shall provide the District a report detailing the routes and drivers that were observed by the Driver Trainer pursuant to the requirements of this section.

8.2.1.2.7 Each driver performing services pursuant to the Contract must undergo an annual physical examination prior to the start of school in September. Reports thereof shall be transmitted to the District's Superintendent of Schools in writing on the forms prescribed by the District. The costs of such examinations shall be paid by the Contractor.

A report from a registered physician, or a State Laboratory Technician (as required under Chapter 732, Acts of 1970) certifying to the driver's freedom from tuberculosis in a communicable form. This report is filed initially at the time of employment and tri-annually thereafter. The responsibility for any costs of providing this evidence rests with the Contractor.

The District reserves the right to have their doctor examine anyone providing service under this contract. Anyone with, but not limited to, blood pressure or diabetic problems may be examined by the school physician periodically.

All employees of the Contractor will be drug-tested prior to employment and at least annually thereafter. The Contractor will submit proof of drug testing to the Woburn School Department for each employee prior to their driving buses in its transportation system.

8.2.1.2.8 Before the opening of school in September of each year the Contractor shall provide the Assistant Superintendent for Finance & Operations with a list giving the full name, home address, telephone number, age, and school bus driver's license number with date of issue for each driver who will operate a bus and the status and date of the CORI Screening and fingerprinting of each bus driver. This information must also be provided to the District prior to the use of any new driver on a District route.

8.2.1.2.9 The Contractor shall at all times have stand-by drivers in the event of mechanical or other difficulties to maintain and provide the services which are required under this Contract. The number of stand-by drivers shall not be less than 10% of the number of drivers required to meet the specific obligations of the Contract on a regular basis.

8.2.1.2.10 Contractor shall be responsible for providing practice and instruction to the drivers with regard to location, use and operation of the emergency door(s), fire extinguisher(s), first aid equipment, window and roof hatches as means of escape in case of accident. Similar drills for students, held under the general supervision of the District at such times and in such fashion as may be required by the applicable regulations of this Commonwealth or the law.

8.2.1.2.11 The Contractor will inform all personnel providing services under the Contract that changes in routes, stops or schedules may be made only with the approval of the District. Additionally, prior to the opening of schools and throughout the year(s), all drivers shall traverse their assigned routes until they become familiar with all stops and roads. Stand-by and substitute drivers shall also become familiar with the routes to ensure efficient operation of the system in the event that the assigned driver is not available to operate the route.

8.2.1.2.11 The Contractor, along with the respective driver, will be responsible for the safety and supervision of the children transported under the Contract. No kindergarten or first grade children are to be released without supervision. If there is no one to meet the child or if the child is not with a sibling, the child is to be kept on the bus and dispatch is to be notified IMMEDIATELY.

8.2.1.2.12 No alcoholic beverages or illegal intoxicants may be brought to or consumed upon the District's premises or buses utilized pursuant to the Contract by any employee of the Contractor, nor shall any employee be under the influence of or impaired by any alcoholic beverages, illegal intoxicants or prescription drugs. Additionally, no smoking is allowed on the buses, or on school property, by Contractor's employees, or students prior to or during the provision of services to the District's students. The Contractor is required to fully inform its employees of this provision.

8.2.1.2.13 Each driver will remain aboard his or her assigned bus at all times that pupils are aboard said bus.

8.2.1.2.14 Under no circumstances shall a driver refuse to pick-up or discharge a pupil at an established school bus stop, unless authorized by the District, nor shall a driver remove a pupil from a bus providing services hereunder before reaching the pupil's intended destination, except in the case of an emergency.

The driver shall maintain order among pupils within the school bus. Drivers will not take disciplinary action against any pupil. Pupils disobeying instruction of the driver shall be reported to the school principal for disciplinary action according to the School Committee Transportation Policy. Nothing herein shall prevent a driver from reprimanding a pupil for action that might cause harm to themselves and/or others.

8.2.1.2.15 The Contractor shall provide a dispatcher at a designated telephone number to answer calls concerning daily service, including missed service and late pickups or drop-offs. Said dispatcher will maintain contact with the District until the last student is off the last bus and the dispatcher notifies the District that all of the students have been delivered to the designated drop-off point. The Contractor shall be responsible for maintaining services and facilities each day until the District is so notified. The Contractor is required to provide a sufficient number of phone lines to meet the on-going operating needs of the Woburn Public School's transportation program. In no event shall this be less than two (2) phone lines on a hunt (rotation) configuration. The phone number provided for the use of the District shall be a local calling number for Woburn residents

8.2.1.2.16 Contractor will be responsible for installing and operating a fax machine at their terminal, and the necessary phone line, to be utilized to transmit scheduling and routing changes, and for telephone communications - machines, installation, line costs, and any maintenance are at the Contractor's expense. Additionally, the Contractor's terminal will have access to the Internet, with an email address made available to the District, to facilitate email communications. Said email account shall be active and checked regularly by the Terminal personnel. The Terminal will have computer equipment sufficient to allow the use of common word processing and spread sheet programs. In order to facilitate communications with the District in similar formats, the use of Microsoft Word and Excel are strongly recommended.

8.2.1.2.17 The Contractor shall maintain a list in its office with at least the following information concerning drivers, which shall be available to the Department's Business Administrator at all times:

Name of Operators
Address
Date of Operator's License.

School Bus Permit NO.
Physical exam date

8.2.1.2.18 Contractors will submit the driver compensation package including a description of all incentive programs and benefits. Attention is brought to the Prevailing Wage information as included in Appendix E and as required herein.

A certificate of Worker's Compensation Insurance must be on file with the Woburn School Department at all times during the terms of the Contract.

8.2.1.3 Vehicles

8.2.1.3.1 It shall be the responsibility of the Contractor to provide a sufficient number of school buses, with sufficient capacities to adequately meet the needs of the District. All vehicles will have valid Massachusetts Registry of Motor Vehicles operating certificates and be maintained in safe and suitable condition for operation. It is the responsibility of the Contractor to provide safe, proper, and appropriate maintenance on vehicles used during the term of this Contract.

In addition to the necessary vehicles to meet the scheduled needs, the Contractor is required to have at least 10% of the total fleet as spare vehicles located at such a place as to insure that spare vehicle can respond to a vehicle need within 20 Minutes. Stand-by drivers must be available to operate these vehicles.

The temperature of the bus interior shall be maintained at a minimum temperature of fifty-five (55) degrees when the bus is occupied. Windows that are to be used for ventilation must be in working order.

Due to the unique capabilities of certain vehicles, the Contractor must maintain at least one spare of each type of vehicle utilized. Vehicles used in the performance of this Contract shall meet the following criteria and shall include the following features:

a. Number and type of buses:

9 Full-sized buses (77+ capaDistrict) operating AM & PM runs on a three tier schedule
8 Full-sized buses (77+ capaDistrict) operating AM & PM runs on a two tier schedule
2 Full-sized buses (77+ capaDistrict) operating AM & PM runs on a one tier Schedule
1 30 passenger bus to perform vocational school run (if needed)
Field trip buses as required and scheduled

b. There shall be no buses used in the performance of this contract over seven (7) years old, and the average age of the buses in use must not exceed 5.5 years. Vehicle ages for compliance with this provision are calculated at the beginning of each school

year by taking the current calendar year and subtracting the model year. For example, a 2002 model year bus would be considered four years old for the 2006-2007 school year. Any vehicles added during the course of the school year must meet the age criteria at the time of implementation in the contract. For example, a 2002 model year bus added to the fleet in March 2006 would be a four-year-old bus at that time and would meet the 7-year maximum age requirement. The average fleet age calculation would be performed at the beginning of each school year unless the School Department determined that the Contractor removed "newer" vehicles during the school year once the average age calculation was performed. Should this blatant violation of the contract occur, the District reserves the right to terminate the contract pursuant to the termination procedures as detailed herein.

c. Flashing stop arms.

d. Two-way radios of at least 50 watt capaDistrict, business band sufficient to reach all vehicles in operation from the most distant point to the dispatching station, which shall be maintained in operable condition at all times by the Contractor. No vehicles shall be operated outside the District boundaries without an operating radio (that can be heard from the base station) and/or a cell phone. Certain areas of the District have historically experienced poor radio coverage. In areas with poor coverage, alternative emergency communications procedures or equipment (i.e. cell phone) must be provided by the Contractor.

e. Seat belts, child restraint seats, harnesses, or other suitable restraints to meet the needs of certain special education students may be required, however at the present time the Department has no students requiring these services.. In vehicles with wheelchair lifts, the age, make and model of lift must be identified. Additionally, all wheel chairs must be forward facing and be restrained by a five-point restraint system: four floor tie-downs and one over the shoulder restraint.

f. Route numbers shall appear on printed forms on the side windows and rear of bus. All lettering must be in accordance with Massachusetts regulations. Special lettering may be required by the School Committee, such as route numbers, letters, and/or school names.

g. Buses used to transport students shall not display any advertisement, political or otherwise, either inside or outside of the vehicle without the expressed written consent of the School Committee. All income received from such advertising will be for the benefit of the School District only.

h. All buses must have access to pre-recorded radio programming if Department enters into such an agreement.

i. All buses shall be cleaned by sweeping or vacuum cleaning daily, and shall be maintained free of noxious odors and poisonous gases at all times. During each school vacation period, all shall be cleaned by sweeping or vacuum cleaning, and interior washed with water mixture of detergent and disinfectant.

j. Buses transporting students must be restricted to the transportation of students and/or authorized personnel only.

The Superintendent reserves the right to reject buses to be used under this Contract. In the event of rejection, the Contractor will be fully responsible for replacing those rejected vehicles.

Bidders are required to provide with their Bid, on Appendix B, the make, model, year, fuel type and seating capaDistrict of each vehicle to be used in fulfilling this Contract. If vehicles are to be purchased to fulfill this contract, a letter from the sales agent or vehicle distributor as to vehicle(s) descriptions and availability must be enclosed with the Bid.

8.2.2 Facilities

It shall be the responsibility of the Contractor to provide adequate repair and maintenance facilities for vehicles used in the operation of this Contract. Bidders must demonstrate proof of available facilities at time of Bid.

Bidder must provide with Bid a detailed description of the site(s) to be used to fulfill the requirements of this contract. Specific information on the site(s) address, size (buildings and parking), and features must be included. If the site(s) are not currently under the control of the Bidder (as evidenced by ownership or lease documents), sufficient documentation as to options to purchase or lease must be submitted.

8.2.3 Pre-Recorded Radio Program

If the School Department enters into an agreement for a pre-recorded radio program, the school bus contractor shall permit the installation on all route buses, a bus player and interface at no cost to the bus contractor and abide by the operating requirements. All revenues from this program shall belong to the School Department.

8.2.4 Safety Requirements

School transportation vehicles must be operated at all times by capable and competent personnel at safe and reasonable rates of speed. The Woburn School Committee, through the Superintendent of Schools, reserves the right to require any and all reasonable precautions for the safety of students in their transportation to and from school. All students are to enter and leave vehicles at the curb and at no time are pupils to be transported off the public highways, except in compliance with present practice.

8.2.5 Route Scheduling

8.2.5.1 Route scheduling will be performed by the Contractor and provided to the District for review and approval. The Woburn School Committee reserves the right to change any and all routes, times routes are to be operated, bus stops and any other such adjustments that conditions may necessitate. No route changes are to be made by the Contractor, or any driver, without the prior permission of the District. Periodically, the District may request the assistance of the Contractor to evaluate or revise certain routes.

The School Committee or its designee reserves the right to change or designate additional pickup or discharge points when in the opinion of the District it is necessary for the safety and welfare of children. This shall be at no additional charge to the District.

Routes and schedules are to accommodate class schedules and shall be determined by the Woburn Public Schools. The following are the approximate schedules and may be changed due to time and learning mandates:

	Begin	**Dismiss**
Senior High School	7:30 am	1:51 pm
Middle Schools	8:00 am	2:15 pm
Elementary Schools	8:25 am	2:40 pm
St. Charles School	8:30 am	2:30 pm

8.2.5.2 Both parties to the Contract agree to cooperate in revising the trips specified herein to improve service, operating efficiencies or economy. No changes in regular trips or sets of trips may be made without approval of the Woburn Public Schools or its authorized representative.

8.2.5.3 Children shall be delivered to their respective schools not earlier than ten (10) minutes before the scheduled arrival time. Buses shall be in designated parking areas fifteen (15) minutes prior to dismissal whenever possible.

The schedule of route operation shall be maintained in such a manner that school children awaiting bus arrival shall not be required to wait longer than five (5) minutes beyond the scheduled time of the stop. The first stop of any bus for any pupil in the District shall not be before the time set on the bus schedule for that run.

8.2.5.4 The number of days for which transportation will be required is currently one hundred eight one (181) days and, in any case, will be governed by the actual school calendar as adopted by the School Committee including the calendars of all other schools for which the District is responsible for furnishing transportation. Should transportation services be required for more than 181 days, the daily rate shall be paid to the Contractor based upon the appropriate Charge as submitted on the Form of Bid. When schools are closed (for any reason, including

"Acts of God"), transportation is to be furnished on such other days as the Woburn School Committee declare official school days. The Contractor shall not be required to furnish any transportation on mandated legal holidays to any schools including the non-public schools. The list of mandated legal holidays will be published no later than the second week of school.

8.2.5.5 It is understood that on those days that public schools are closed and the non-public schools are open, the Contractor will be responsible for furnishing any required transportation to those nonpublic schools. The District will pay for any services provided to non-public schools on days when the public schools are closed, however there will be no incremental costs, or additional fees, charged over and above the bid prices as stipulated in the Form of Bid.

8.2.5.6 Each bus used under this Contract will display the proper route designation when on scheduled runs or trips. The route designations will be securely attached to vehicles in locations approved by the School District, including both the side and rear windows.

8.2.5.7 The Contractor will be responsible for furnishing transportation to all schools and locations as required by the District.

8.2.6 Schedule Variations

8.2.6.1 Dismissal Schedules

The service contracted on regular routes is mutually understood to be contingent on the time schedules set forth in the regular route specifications. The Contractor shall also provide:

a. District-wide noon dismissals when required.

b. Early dismissals as per calendars provided by the District. No payment shall be made for St. Charles School runs on days when school is closed for religious holidays, early closing at the end of the school year, or closing for any other cause.

c. Comparable transportation from all non-public schools covered by this Contract on days when Woburn School Department has other than regular dismissals.

d. Early dismissals of any and all schools for parent conferences, special events, weather or civil emergencies, etc. On various occasions through the year, the public schools and St. Charles School may dismiss early (day before Thanksgiving; last day of school; etc.), or selected schools may dismiss early (high school exams, etc.). The Contractor shall accommodate these early dismissals at no additional cost to the School Department.

e. Comparable transportation for non-public schools on days when public schools are closed for any reason.

f Dismissal as required during examination weeks.

g. Dismissal as required during examination week(s) at the middle and elementary of the District as well as any and all non-public schools to which transportation is provided under the Contract.

h. The Contractor will delay, at no additional cost to the School Department, the morning routes by up to ninety (90) minutes on any day that the Superintendent of Schools institutes a delayed opening of school due to adverse conditions.

8.2.7 Reports

The Contractor will supply mileage, rider audits and any other additional information deemed necessary by the District. Specifically required will be written reports of bus counts showing the number of riders at each stop on each bus, each trip. These reports are to be made on two consecutive days in September, or more often as required by the Assistant Superintendent for Finance & Operations or his/her designee. These reports are to be compiled by the Contractor and turned into the above office within three days of the request.

8.2.8 Operating Criteria

On a day established by the District within one week prior to the first day of service under the Contract, each regular driver will make at least one (1) trial a.m. and p.m. run to include all stops assigned on the route. The Contractor will identify any routes where there is an indication of an inability to regularly perform to schedule and to safely serve the pupils, and the Contractor shall advise the District of the same. Contractor must provide written verification of this trial run process to the District no later than one week prior to the beginning of school of each contract year. Trial runs must be operated during the typical AM and PM times in order to replicate common traffic issues and related times. The cost of the trial runs shall be borne by the Contractor and will not be billed to the District.

No route changes are to be made by the Contractor without the written permission of the District. The District reserves the right to notify the Contractor of reasonable changes in the starting and dismissal times of a school or schools and services required by such change shall be without additional charges except as provided for in these specifications.

8.2.9 Operating Matters

8.2.9.1 District Operating Policies

Contractor shall conform to and abide by the policies, rules, and regulations of the Woburn School Department as set out in the present written policies and rules of the School District, relevant to student transportation, as modified by current practice, and such other future

regulations as may reasonably be required by the Woburn School Department, with the consent of the Contractor.

8.2.9.2 Driver Training and Additional Training

All bus drivers must receive and participate in required safety instruction as outlined in General Laws of Massachusetts. The cost of such instruction shall be funded by the Contractor.

8.2.9.3 Emergency Bus Drill

The Contractor shall be responsible for providing practice and instruction to the Drivers with regard to the location, use and operation of emergency door, fire extinguisher, first aid equipment and windows as a means of escape in case of fire or accident. Such drills shall be held at such times and in such fashion as may be required by law. The Contractor shall participate in the required series of bus safety and evacuation drills at least twice each year of the contract. These drills will be scheduled and carried out at each school with the cooperation of the local police authority and/or Registry of Motor Vehicles during the Fall and Spring and will involve all pupils at all schools. Equipment and any necessary drivers will be finished by the Contractor at no additional cost to the School Department.

8.2.9.4 Emergency Closings

The Contractor will be required to consult with the Superintendent, or Her/his designee, during times of inclement weather, about road conditions and the potential of closing school. The Contractor shall be responsible for providing the regularly scheduled buses in the event that schools are closed early in any school day due to weather conditions or other emergency declared by the Superintendent of Schools. It is understood that time is of the essence in providing such buses, and that such buses will be provided as soon as possible, but in no event will the arrival of the buses at the designated locations be more than one (1) hour after notification is given to the Contractor by the District. In order to facilitate communications during weather events, the Contractor must supply the Department with an emergency phone number that can be used during the early morning hours, and during the school day.

8.2.9.5 Contractor's Monthly Reports

The Contractor shall deliver to the District its written report of operations on a monthly basis. Said report shall include matters such as: actual performance related to scheduled performance, student discipline matters, driver discipline and required activity, rules of regular route bus driver hours, and other items related to the performance of the Contract. A sample format is included as Appendix C. The Contractor and the District shall meet prior to September 1st to finalize the information to be contained on this report.

8.2.9.6 Accidents

In the event of any accident involving the operation of a school bus, the Woburn School Department, the State Registry of Motor Vehicles and other appropriate State agencies shall be immediately notified by telephone as soon as possible thereafter, and written reports suitable

for filing with the State and the Woburn School Department shall also be prepared by the Contractor and forwarded to the Superintendent within 24 hours of the accident. Responsibility for communicating with parents concerning accidents will be shared between the Contractor and the School Department to ensure the safe and efficient operation of the buses at all times.

8.2.9.7 Rights To Property

As a condition of this Contract, the Contractor agrees to allow Woburn School Department Administrative personnel, or their designee, on any property connected with the service provided to the School District for the purpose of inspection at any time. Furthermore, it is agreed that if it is deemed necessary by the District due to inadequate service or poor performance, Dispatch or Management personnel may be supplied by the School District to work directly with the Contractor's management or dispatching personnel at the Contractor's location(s) connected with this Contract. The cost of such personnel will be deducted from payments due the Contractor. The Contractor shall also make the garage facility available for inspection of equipment by school personnel.

8.2.9.8 Only those children, adults or other person(s) authorized by the District to be transported shall be transported under the Contract. The Contractor shall agree to secure the approval of the District before agreeing to undertake the transportation of pupils for other Districts, schools or individuals in conjunction with the trips specified in this Contract, and to furnish the District with copies of each such related contract with another school, District or individual for such transportation. The District reserves the right to assign students from other school Districts to buses/routes.

8.2.10 Disputes

In case of any ambiguity, inconsistency, or error in any of the Contract Documents or of a conflict between the provision of a Contract Document and provisions of a State or Federal Law or regulation, the Bidder is required to draw such matter to the attention of the Superintendent or her/his designate before he/she submits his/her Bid. If the Bidder fails to do so, her/his Bid will be construed by the Superintendent or her/his designate.

8.2.11 Base Program Bid

The Base Program Bid for the Transportation Contract shall be for a Transportation Program for the 2020-2021 school year consisting of regularly scheduled routes similar to those as described in Appendix A.

8.2.12 Changes in Base Program

Should changes in the District operation require an increase or decrease in the number of vehicles needed to properly operate the program, the Contract shall be amended to reflect the change by using the Bid amount quoted on the "Form of Bid". These costs shall be prorated to the extent utilized for the unexpired portion of the school year, if necessary.

The District must be notified within ten (10) days of any changes in operating requirements that will result in a change in contract compensation. Failure by the Contractor to notify the District of such changes will result in the loss of any additional compensation that may be due to the Contractor pursuant to these specifications.

8.2.13 Compliance

8.2.13.1 Title IX Regulations

In compliance with Title IX, Education Amendments of 1972 (prohibiting sex discrimination in education), the District requires any person, organization, group or other entity with which it contracts, sub-contracts, or otherwise arranges to provide services or benefits (including bids) to comply fully with Title IX.

TITLE IX STATES: NO PERSON SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY EDUCATION PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE.

8.2.13.2 American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

In compliance with the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, (prohibiting discrimination against any person who is qualified with a disability), the District requires that any person, organization, group, or other entity with which it contracts, sub-contracts, or otherwise arranges to provide services or benefits (including bids) comply fully.

8.2.14 Contract

The successful Bidder shall be required to execute a Contract on the appropriate form furnished by the City of Woburn, which shall contain such other further additional provisions as are contained in the Contract document. A copy of such Contract is available for inspection at the City of Woburn, Purchasing Department. This Contract shall contain a default provision for all obligations of Contractor contained in the Bids, Certifications, General Conditions, Specifications, and said Contract. The successful Bidder, upon failure or refusal to execute and deliver the Contract within fifteen (15) business days, after she/he has received notice of the acceptance of her/his Bid, shall forfeit to the owner, as liquidated damages for such failure of refusal, the security with her/his bond.

8.2.15 Non Performance Damages

In view of the difficulty the District will suffer by reason of defaults on the part of the Contractor, the following sums are hereby agreed upon and shall be deemed damages for breach of this Contract:

8.2.15.1 If at any time the Contractor does not provide the required number of buses or drivers necessary for any base Bid programs under the Contract, the Woburn School Committee shall deduct from its monthly payment $50.00 per student assigned to said bus or driver not provided in accordance with the Contract, or the pro-rata cost of the vehicle for that day, or the cost of the District's expense for engaging alternate transportation during the period that the Contractor is not in compliance with the terms of the Contract, whichever amount is greater.

The Contractor further agrees that if any bus does not depart at its scheduled departure time from the bus terminal, or arrives later than its scheduled arrival time, the School Department, in its discretion, may require the Contractor to issue a credit. All credits shall be reviewed by the Contractor and District prior to any issuance. The following schedule shall be employed:

Minutes Late	**Penalty**
10-20	50% Daily Rate
21 or more	100% Daily Rate

Buses must also not arrive at school buildings earlier than the time allowed in order to provide adequate supervision for the students, and to protect the students from inclement, weather. Therefore, the Woburn School Committee shall have the right to deduct from its monthly payment $50.00 per student assigned to said bus that arrives more than 20 minutes prior to the scheduled arrival time.

Routes shall not be "doubled up" due to driver or equipment shortages without the expressed permission of the Woburn School Department.

Penalties for early buses, late buses, and/or missed routes will be reported, reviewed, and assessed as follows:

a) Daily: The designated school officer at each school will record the bus number, route number, and arrival time of all buses.

b) Weekly/Monthly: The report of early or late buses, and/or missed routes, will be reviewed and evaluated by the designated school representative and the representative from the Contractor. The Contractor shall not be penalized for delays or changes to schedules caused by weather or traffic conditions beyond its control. The District and the Contractor will review route times of any delayed runs caused by length and traffic conditions of routes, or early runs that result from decisions made in conjunction with District personnel.

8.2.15.2 If the Contractor does not supply the necessary spare vehicles to operate the transportation program within the 20-minute reporting requirement, the District shall deduct from the monthly payment the pro-rata cost of the vehicle(s) for that day, plus $50.

8.2.15.3 This Contract envisions a quality, responsive transportation program that minimizes the District's involvement in the day-to-day operation of the program. Should operating problems occur which require the involvement of the District, the District reserves the right to officially notify the Contractor of such problems. Should similar operating problems reoccur within thirty (30) days, the District reserves the right to deduct $100 from the monthly payment for each such occurrence.

8.2.15.4 If at any time the Contractor uses a driver in the performance of this Contract who has not been approved by the District and/or does not meet the requirements of the Commonwealth of Massachusetts, the Contractor is liable for deductions of $250 per day from the monthly billing for service for each driver so employed.

8.2.15.5 In the event a strike or other occurrence causes an interruption of services for more than 24 hours, the Woburn School Department shall have the right to secure such other, transportation as may be necessary and charge the cost of same to the account of the Contractor. There will be no payment to Contractor for days no service is provided, and Contractor is responsible for financial liability to District.

8.2.15.6 Field trip transportation is an important element of the District's educational program. Therefore, it is expected that the Contractor will meet the Districts needs given that the District duly informs the Contractor of any trip at least 72 hours ahead of said trip. Failure by the Contractor to provide the necessary driver(s) will result in non-payment by the District for the trip, a $50 per missed trip penalty deduction from any payments due to the Contractor under this Contract, and a reimbursement to the District for any financial damages that the District may incur as a result of the missed trip (e.g., ticket costs, entrance fees, etc.). However, the District realizes that situations may occur, due to rescheduled events or other unplanned circumstances, where the Contractor has an insufficient number of vehicles or drivers to perform the requested field trip services. In this event, the Contractor must make every effort to secure the necessary. vehicles or drivers, and must notify the District at the earliest possible date/time of the potential shortage. No penalty would be charged in this situation. It must be understood that this clause only refers to vehicles. The Contractor is expected and required to have a sufficient staff to meet the District's needs.

8.2.15.7 The District requires that all buses that are utilized in the performance of this Contract have operating and active radios, or comparable communication devices (i.e. cell phones). Additionally, the District requires that all out-of-District buses be equipped with effective communications equipment. A $50 per day per bus penalty shall be assessed for any vehicle that does not comply with this requirement.

8.2.16 Insurance

The Contractor will name the District as the named insured on its or their comprehensive general liability insurance policy and liability protection will be provided for each bus operated

pursuant to each Contract in minimum amounts of $1,000,000 for bodily injury or death of any one person, $5,000,000 for bodily injury or death of two or more persons in any one occurrence and $500,000 property damage each occurrence, with excess indemnity coverage over the underlying insurance of $10,000,000 for each occurrence and $10,000,000 aggregate annual. The Contractor shall deposit with the District satisfactory evidence of insurance (including renewals) showing minimum coverage as required above with proof of premiums paid up-to-date. Said policy or policies shall be primary to any policies of insurance available to the District and shall provide that the District shall receive at least thirty (30) days written notice of cancellation or content change. The Contractor shall hold harmless, defend and indemnify the City of Woburn, the City of Woburn School Department, its agents, servants, and its employees from all claims for damages to property and bodily injury, including death, which may arise from operations under the Contract, including but not limited to claims brought against the District by third parties, employees of the District, or employees of the Contractor.

a) The automobile liability insurance shall also cover any liability arising out of the use of hired or non-owned vehicles as might be used incident to the completion of the contract.

b) The policy shall provide a minimum medical payment of $2,000 per person.

c) The limits as outlined herein are strictly minimum amounts. The District encourages the use of higher limits and assumes no liability in the event that claims are presented against the Contractor for amounts in excess of these minimum limits.

d) All insurance certificates shall state that the policy will not be canceled nor coverage thereunder be reduced or limited without thirty (30) days written notice to the District. It shall further state that a similar thirty (30) days written notice will be given to the District prior to the expiration of the policy if renewal coverage is to be refused or such coverage is to be reduced on renewal. Such certificates shall show the name and address of the insured Contractor, the policy number, the type of coverage, the inception and expiration dates, and it shall clearly state what, if any, coverage is excluded by endorsement or otherwise excepting such as appear in the standard printed policy form itself. The District reserves the right to make direct inquiry to the insurance carrier for an explanation of coverage and the Contractor agrees to assist in obtaining any such desired information.

No vehicle shall be used by the Contractor for this transportation unless insured and inspected as herein provided, and the termination of such policy or bond during the term of the contract shall be a breach thereof and shall forthwith terminate the contract. The Contractor shall notify the School Department of any changes he/she may desire to make in respect to the vehicles used and shall secure the written approval of the School Department before using any vehicle not listed on said certificate.

e) The insurance carrier providing coverage under this section must be licensed to provide insurance in Massachusetts, must be rated in A. M. Best's *Insurance Guide* as an "A" carrier or higher, and must be acceptable to the City of Woburn.

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

g) **At the time of the Bid,** the Bidder must submit a letter from the insurance company that meets the above criteria stating that the required insurance (including the stipulated coverage levels) will be issued.

h) All policies and certificates of insurance shall name the City of Woburn, the City of Woburn School Committee and the Woburn School Department, its agents, servants and employees, as additional named insured.

i) Renewal certificates shall be provided to the City of Woburn on an annual basis prior to the expiration of the current policy. Said certificates shall meet all requirements as provided for in these specifications. Failure to provide proper renewal certificates in a timely manner shall be considered a contract default consistent with Section IV.26.

8.2.17 Performance Bond

The Contractor shall furnish a performance bond equal to 100% of the Contract awarded to the faithful performance of such Contract. Such performance bond shall be maintained in full force and effect until the Contract has been fully performed. The surety company furnishing such performance bond shall be licensed to do business in the Commonwealth of Massachusetts and must be satisfactory to the attorney for the City of Woburn. The performance bond shall be furnished to the Purchasing Agent within 7 days of contract award. A renewal bond shall be provided to the District prior to each subsequent contract year. Failure to submit the required annual bond may result in termination of this Contract at the sole discretion of the District. **Proof of bond ability must be submitted with the bid.**

8.2.18 Period of Performance

The base contract period shall be from July 1, 2020 to June 30, 2023. The District reserves the right to unilaterally exercise two (2) option years. Notice of the District's intent to exercise an option shall be provided no later than March 1st of the final contract year or option year.

APPENDIX A
2019 – 2020 BUS RUNS

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 1

W.M.H.S. AM DROP BY 7:20	**W.M.H.S. PM P/U @ 1:50**
6:55 Revere Rd @ Independence Dr	Revere Rd @ Independence Dr
7:00 Revere Rd @ Crescent Rd	Revere Rd @ Crescent Rd
7:02 Russell St @ Stevin Dr	Russell St @ Stevin Dr
7:03 Russell St @ Duren Ave	Russell St @ Russell Ct
7:04 Russell St @ Hallmark Dr	Russell St @ Duren Ave
7:06 Russell St @ Cerqua St	Russell St @ Hallmark Dr
7:07 Russell St @ Dix Rd	Russell St @ Cerqua St
7:08 Russell St @ Silvermine Rd	Russell St @ Silvermine Rd
7:09 Russell St @ Brook Rd	Russell St @ Fuller Farm Ln

JOYCE MIDDLE/DROP @ 7:50	**JOYCE MIDDLE P/U @ 2:11**
7:34 Russell St @ Fuller Farm Ln	Russell St @ Fuller Farm Ln
7:35 Russell St @ Russell Ct	Russell St @ Russell Ct
7:36 Russell St @ Hallmark Dr	Russell St @ Hallmark Dr
7:37 Russell St @ Grant St	Russell St @ Grant St
7:37 Parliament Ln @ Hampshire Cir	Parliament Ln @ Hampshire Cir
7:38 Russell St @ Cerqua St	Russell St @ Cerqua St

REEVES ELEM/DROP @ 8:20	**REEVES ELEM P/U @ 2:40**
8:02 Russell St @ Fuller Farm Ln	Russell St @ Fuller Farm Ln
8:05 Russell St @ 3 Russell Ct	Russell St @ 3 Russell Ct
8:06 7 Russell Ct	7 Russell Ct
8:09 Stonewall Dr & Todd Rd	Stonewall Dr & Todd Rd
8:10 # 10 Gettysburg St	# 10 Gettysburg St
8:11 Burlwood Ln @ Circle	Burlwood Ln @ Circle
8:11 Burlwood Ln @ McDevitt Dr	Burlwood Ln @ McDevitt Dr
8:12 #8 Stonewall Dr	# 8 Stonewall Dr
8:12 # 4 Stonewall Dr	# 4 Stonewall Dr
8:13 Russell St @ Duren Ave (1&2)	Russell St @ Duren Ave (1&2)
8:14 Kensington Ave @ Hallmark Dr	Kensington Ave @ Hallmark Dr
8:15 Russell St @ Grant St	Russell St @ Grant St
8:16 Parliament Ln @ Hampshire Cir	Parliament Ln @ Hampshire Cir
8:17 Russell St @ Tanners Cir	Russell St @ Tanners Cir
8:17 Russell St @ Cerqua St	Russell St @ Cerqua St
8:18 Russell St @ Liana St	Russell St @ Liana St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 2

W.M.H.S. AM DROP BY 7:20	W.M.H.S. PM P/U @ 1:50
6:53 Bedford Rd @ Hurld School	Bedford Rd @ Hurld School
6:54 Bedford Rd @ Burlington St	Bedford Rd @ Burlington St
7:00 Lexington St @ Reeves School	Lexington St @ Reeves School
7:03 Carroll Rd @ Sachem Rd	Carroll Rd @ Sachem Rd
7:04 Robinson Rd @ Ryder Dr	Ryder Dr @ Robinson Rd
7:07 Waltham St @ Maura Dr	Waltham St @ Maura Dr

JOYCE MIDDE/DROP @ 7:50	JOYCE MIDDLE P/U @ 2:11
7:29 Lexington St @ Reeves School	Lexington St @ Reeves School
7:31 11 Samoset Rd	11 Samoset Rd
7:33 Sachem Rd & Carroll Rd	Sachem Rd & Carroll Rd
7:34 Lexington St. @ Exeter Dr.	Lexington St. @ Exeter Dr.
7:35 #8 Minchin Dr.	#8 Minchin Dr.
7:36 #4 Henderson Rd.	#4 Henderson Rd.
7:37 Grace Rd @ Waltham St. (at top)	Grace Rd @ Waltham St. (at top)
7:38 Pick up @ Maura Dr.	Pick up @ Maura Dr
7:40 276 Lexington St	276 Lexington St
7:42 Lexington St @ Parker St.	Lexington St @ Parker St

REEVES ELEM/DROP @ 8:20	REEVES ELEM P/U @ 2:40
7:55 11 Samoset Rd	11 Samoset Rd
7:57 Seneca Rd @ Squanto Rd	Seneca Rd @ Squanto Rd
7:59 Squanto Rd @ Samoset Rd.	Squanto Rd @ Samoset Rd
8:01 5 Sachem Road	5 Sachem Road
8:02 Carroll Rd @ Anna Rd	Carroll Rd @ Anna Rd
8:03 Carroll Rd @ Robinson Rd	Carroll Rd @ Robinson Rd
8:05 Canterbury Rd	Canterbury Rd
8:06 #8 Minchin Dr.	#8 Minchin Dr
8:07 #20 Henderson Road	#20 Henderson Road
8:08 #4 Henderson Road	#4 Henderson Road
8:10 #94 Waltham St	#94 Waltham St
8:11 Ridgewood Ln @ Heritage Dr	Ridgewood Ln @ Heritage Dr
8:12 #42 Waltham St	#42 Waltham St
8:13 Waltham St @ Maura Dr	Waltham St @ Maura Dr
8:14 Waltham St	Waltham St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 3

WOBURN HIGH SCHOOL 7:20 AM

7:05 111 Locust St (Tudor Glen Apts)
7:06 Locust St @ Joyce Middle School

7:07 Willow St @ Lexington St
7:08 Pleasant St @ Woburn Pkwy

WOBURN HIGH SCHOOL @ 1:50 PM

Prime Gas @ Woburn Pkwy
Lexington St @ Willow St
Cambridge St. @ Gately Dr
111 Locust St (Tudor Glen Apts)
Locust St @ Joyce Middle School (Crosswalk)

JOYCE MIDDLE/DROP @ 7:50

7:25 Mayflower Rd @ Larch Rd
7:26 #8 Day Circle
7:27 Cambridge Rd @ New Village Rd
7:28 #265 Cambridge Rd
7:29 Ledgewood Rd @ Fairway Drive
7:30 248 Cambridge Rd
7:30 Cambridge Rd @ Crawford Dr
7:35 Stevin Drive @ Belford Circle
7:36 Revere Rd @ 1st Crescent St.
7:37 Revere Rd @ Independence Drive

JOYCE MIDDE P/U @ 2:11

Revere Rd @ Independence Drive
Revere Rd @ 2nd Crescent St
Stevin Drive @ Belford Circle
Mayflower Rd @ Larch Rd
8 Day Circle
Cambridge Rd @ New Village Rd
265 Cambridge Rd
Ledgewood Dr @ Fairway Dr
248 Cambridge Rd
Cambridge Rd @ Crawford Dr

REEVES ELEM/DROP @ 8:20

7:55 Cambridge Rd @ Sylvanus Wood Ln
7:56 #29 Sylvanus Wood Ln
7:57 #46 Sylvanus Wood Ln
7:58 #20 Lafayette Pl
7:59 # Sylvanus Wood Ln @ Lafayette Pl
8:02 Revere Rd @ Independence Dr
8:05 Revere Rd @ Briscoe Circle
8:06 58 Revere Rd.
8:10 8 Stevin Dr
8:12 Russell St @ Dix Rd
8:13 255 Cambridge Rd
8:14 Ledgewood Rd @ Fairway Dr
8:17 Stop @ end.

REEVES ELEM P/U @ 2:40

255 Cambridge Rd
Cambridge Rd @ Crossman Rd
Ledgewood Rd @ Fairway Dr
133 Fairway Dr
Russell St @ Dix Rd
8 Stevin Dr
#58 Revere Rd
Revere Rd @ Briscoe Circle
Revere Rd @ 1st Crescent St
Revere Rd @ Independence Dr
Cambridge Rd @ Sylvanus Wood
#29 Sylvanus Wood Ln
Battlemarch Way @ Sylvanus Wood
20 Lafayette Pl
Sylvanus Wood Ln @ Lafayette Pl

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 4

KENNEDY MIDDLE/DROP @ 7:50	KENNEDY MIDDLE P/U @ 2:11
7:28 School St @ Lord Terrace	School St @ Lord Terrace
7:30 Elm St @ Linscott School	Elm St @ Linscott School
7:31 Elm St @ Perry Place	Elm St @ Perry Place
7:33 Alfred St @ Fletcher Rd	Alfred St @ Barbara Circle
7:34 Alfred St @ Barbara Circle	Alfred St @ Fletcher Rd
7:35 Forest Park Rd @ Boyd Rd	Forest Park Rd @ Boyd Rd
7:36 Rumford Park @ Cronin Way	Rumford Park @ Cronin Way

GOODYEAR SCHOOL@ 8:15	GOODYEAR SCHOOL 2:40
7:55 Washington St @ Washington Ave	Nashua St @ Tremont St
7:58 Erie St @ Central St	Tremont St @ Arnold St
8:03 Nashua St @ Tremont St	#85 Central Street
8:06 Tremont St @ Arnold St	Washington St @ Washington Ave
	Erie St @ Central St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP# 5

W.M.H.S. AM DROP BY 7:20

6:58 Bedford Rd @ Marlboro Rd
7:00 Cambridge Rd @ Sylvanus Wood Ln
7:03 Cambridge Rd @ Day Circle
7:04 Cambridge Rd @ New Village Rd
7:05 Cambridge Rd @ Crossman Rd
7:06 Country Club Heights

W.M.H.S. PM P/U @ 1:50

Bedford Rd @ Marlboro Rd
Cambridge Rd @ Sylvanus Wood Ln
Cambridge Rd @ Day Circle
Cambridge Rd @ New Village Rd
Cambridge Rd @ Crossman Rd
Country Club Heights

St. CHARLES ELEM/DROP @ 8:20 AM

7:47 21 Maura Dr
7:52 Glen Brook Apartments
7:58 140 Lexington St @ Totman Dr
8:03 Bedford Rd @ Banner Dr

ST. CHARLES ELEM P/U 2:30

Pleasant St @ Ellis St
Lexington St @ Willow St (Fire Station)
Cambridge Rd @ Crawford
#21 Maura Dr
30 Samoset Rd
Russell St @ Roman Rd
Russell St @ Stevin Dr
53 Revere Rd
Sylvanus Wood Ln @ Lafayette Pl
Locust St @ Kelley Dr
Bedford Rd @ Hammond Pl
1 Marlboro Rd (M-T-W ONLY)
81 Montvale Ave
144 Montvale Ave
Montvale Ave @ Theresa Rd

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 6

W.M.H.S. / Drop @ 7:20 AM	W.M.H.S. P/U @ 1:50 PM
7:09 Lake Ave. @ Kenney Court	Lake Ave. @ Kenney Court
7:10 Arlington Rd @ Buckman St	Arlington Rd @ Buckman St
7:11 Arlington Rd @ Hudson Rd (Clapp School)	Arlington Rd @ Hudson Rd (Clapp School)
7:12 Arlington Rd @ Sturgis St	Arlington Rd @ Sturgis St

JOYCE MIDDLE/DROP @ 7:50	JOYCE MIDDLE P/U @ 2:11
7:25 Spring Ct Ext @ Middle of speed bumps	Spring Ct Ext @ Middle of speed bumps
7:27 Spring Ct Ext @ Green St	Spring Ct Ext @ Green St
7:30 Blueberry Hill @ Leonard St	Blueberry Hill @ Leonard St
7:32 Blueberry Hill @ Garfield Ave	Blueberry Hill @ Garfield Ave

REEVES ELEM/DROP @ 8:20	REEVES ELEM P/U @ 2:40
8:00 Columbus Rd @ Surrey Rd	Day Circle @ Glen Rd
8:02 # 11 Surrey Rd	Mayflower Rd @ Larch Rd
8:03 123 Cambridge Rd	Totman Dr
8:05 Gately Dr @ Chapel Way	Cambridge Rd @ Gately Dr
8:10 Lexington St. @ Totman Dr.	11 Surrey Rd
8:12 Mayflower Rd @ Larch Rd	Surrey Rd @ Columbus Rd
8:13 Day Circle @ Glen Rd	Lutheran Church

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 7

W.M.H.S.AM DROP BY 7:20

7:00 Elm St @ Linscott School
7:01 Ward St. @ Pearl St
7:02 Pearl St @ West St
7:03 Pearl St @ Dickie Rd
7:04 Alfred St @ Fletcher Rd
7:06 Forest Park Rd @ Rumford Park Ave

W.M.H.S. PM P/U @ 1:50

Forest Park Rd @ Rumford Park Ave
Alfred St @ Fletcher Rd
Elm St @ Linscott School
Ward St. @ Pearl St
Pearl St @ West St
Pearl St @ Kimball Ct
Pearl St @ Dickie Rd

KENNEDY MIDDLE/DROP @ 7:50

7:25 Washington St. @ Washington Ave
7:26 Washington St. @ Erie St
7:28 Central St @ Pine St
7:30 Pine St @ Felton St
7:31 Pine St @ Bird St.

KENNEDY MIDDLE P/U @ 2:11 in back

Pine St @ Bird St
Pine St @ Felton St
Pine St @ Central St
Goodyear School
Central St. @ Erie St
Washington St. @ Washington Ave.
Washington St. @ Erie St

GOODYEAR SCHOOL @ 8:15AM

7:52 Lake Ave @ Lake Terrace
7:53 #5 Border
7:54 Main St. @ Cranes Ct
7:55 73 Main St
7:56 Stoddard St @ Main St
7:56 #13 Buckman St
7:57 Main St @ Vining Ct
7:57 Main St @ Conn St
7:58 Main St @ John St
7:59 Richardson St @ Main St
8:01 Richardson St @ Buck St
8:02 Sals Hair Salon
8:04 Fowle St @ Conn St
8:05 Carter St @ Arlington St
8:08 Arlington St @ Belmont St

GOODYEAR SCHOOL @ 2:40 PM

216 Main St (Apartments)
Richardson St @ Main St
Richardson @ Buck St
Lake Ave. @ Lake Terr.
#5 Border St
Main St @ Cranes Ct
73 Main St
Stoddard St @ Main St
13 Buckman St
Main St @ Vining Ct
Main St @ Conn St
Main St @ John St
Fowle St @ Conn St
Carter St @ Arlington St
Arlington St @ Belmont St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 8

W.H.S. AM DROP BY 7:20		W.H.S. PM P/U @ 1:50
7:00	Main St @ Nichols St. (across from fire station)	Main St @ Page Place @ Boys & Girls Club
7:01	Main St @ Dexter Ave	Main Street @ Capozzi Circle
7:02	Main St @ Ashburton Ave	Main St @ Nichols St.
7:03	Main St @ Wheeling St.	Main St @ Dexter Ave
7:04	Main St @ North Maple St.	Main St @ Ashburton Ave
7:09	Mountain St @ Winter Street	Main St @ Wheeling St.
7:09	Winter Street @ Poole Street	Main St @ North Maple St.
7:13	Main Street @ Capozzi Circle	Mountain St @ Winter Street
		Winter Street @ Poole Street

ST CHARLES ELEM DROP @ 8:20 NORTH		ST CHARLES ELEM P/U @ 2:30
7:29	Montvale Ave @ Union St	Garfield Ave @ Carter St
7:30	Eastern Ave @ Jefferson Ave	Jefferson Ave @ Auburn St
7:32	Spring Ct @ Green St	Montvale Ave @ Union St
7:33	Fieldstone Dr @ Nashua St	Montvale Ave @ Sherman Pl
7:34	Montvale Ave @ Sherman Pl	
7:34	Montvale Ave @ Tremont St.	Nashua St @ Fieldstone Dr
7:35	Central St @ Montvale Ave	Montvale Ave @ Tremont St
7:43	Mishawum Rd @ Main St	Central St @ Montvale Ave
7:46	Forest Park @ Thomas St	Beach St @ Mishawum Rd
7:50	Merrimac St @ Dartmouth St	Mishawum Rd @ Main St
7:54	Earl Stokes Cir @ Webster Ave	9 Sheridan St
7:54	Elm St @ Granny Smith Ln	36 Quimby Ave
7:55	Main St @ Middlesex Canal	Wyman St @ Murray Rd
7:58	Lowell St @ Sendick Rd	Wyman St @ Marion Ave
8:00	Wyman St @ Murray Ave	Sendick @ Lowell St
8:05	9 Sheridan St	Main St @ Middlesex Canal
		Elm St @ Granny Smith Ln
		Webster Ave @ Earl Stokes Cir
		Pearl St @ Kimball Ct
		Forest Park Rd @ Thomas St
		Merrimac St @ Dartmouth St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 9

W.M.H.S. AM DROP BY 7:20	W.M.H.S. PM P/U @1:45
7:04 Washington St @ Dewey Ave	Montvale Ave @ Nashua St
7:05 Salem Ave. @Salem St	Central St @ Montvale Ave
7:08 Schneider St @ Washington St	Central St @ Hawthorne St
7:09 Washington St @ Mill St	Washington St @ Mill St
7:10 Hawthorne St @ Central St	Washington St @ Schneider St
7:11 Central St @ Montvale Ave	Salem Ave @ Salem St
7:12 Montvale Ave @ Nashua St	Washington St @ Dewey Ave

KENNEDY MIDDLE DROP BY 7:50 AM	KENNEDY MIDDLE P/U @ 2:11 PM
7:26 Wood St @ Chandler St	Wood St @ Chandler St
7:27 Henry Avenue	1st House on right
7:28 Deb Rd @ Green Street	Ingalls St @ Montvale Ave
7:32 Nashua St @ Holton St	Henry St
7:33 Nashua St @ Tremont St	Deb Rd @ Green St
7:35 Nashua St @ Montvale Ave	Nashua St @ Holton St
7:43 Central St @ Utica St	Nashua St @ Tremont St
7:47 1st House on right	Nashua St @ Montvale Ave
7:48 Ingalls St @ Montvale Ave	Central St @ Goodyear School

GOODYEAR ELEM @ 8:15AM	GOODYEAR P/U @ 2:50
8:00 Hobson Ave @ Dewey Ave	Mill St before Washington St
8:02 Washington St @ Richard Cir	Washington St @ 1st Pernokas Dr
8:03 Washington St @ 1st Pernokas Dr	9 Pernokas Dr
8:04 Washington St @ 2nd Pernokas Dr	15 Pernokas Dr
8:06 Mill St @ Washington Cir	Pernokas Dr @ Washington St
	Washington St (2nd house on right)
	Dewey Ave @ Hobson Ave
	Washington St. @ Richard Cir.
	60 Forest Park Road(After school club)

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 10

JOYCE MIDDLE/DROP @ 7:50

7:28 Vernon St @ Harvard St
7:31 Eastern Ave @ Liberty Ave
7:32 Jefferson Ave @ Auburn St
7:34 Main Street @ Stoddard St.
7:35 Winn Street @ Franklin St
7:38 Winn Street @ Wright St (corner)
7:40 Winn Street @ Colonial Drive

JOYCE MIDDLE P/U @ 2:11

Winn Street @ Colonial Drive
Winn Street @ Bedford Rd
Winn Street @ Franklin St
Main Street @ Stoddard St
Jefferson Ave @ Auburn St
Eastern Ave @ Shamrock field
Vernon @ Harvard

WHITE ELEM/DROP @ 8: 20AM

7:50 Kilby St @ Cummings Ave
7:52 #39 Kilby Street
7:53 Kilby St @ Main St
7:54 Church St @ Church Ct
7:57 Franklin St @ Johnson St
8:00 Scott St @ Chestnut St
8:05 Campbell St @ Wade Ave
8:06 Wood Street @ Chandler St
8:06 Wood St @ Bear Hill Ave
8:07 #42 Wood Street

WHITE ELEM P/U @ 2:40PM

Campbell St @ Wade Ave
Main St @ Church St
Church St @ Church Ct
Kilby St Apartments
39 Kilby St
Kilby St @ Cummings Ave
Franklin St @ Park St
Franklin St @ Johnson St
39 Chestnut St
Wood St @ Chandler St
Wood St @ Bear Hill Ave
42 Wood St.

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 11

W.M.H.S. AM DROP BY 7:20AM

7:01 Lowell St @ Hart Place
7:03 Millyan Rd @ Francis Rd
7:05 Francis Rd @ Sendick Rd
7:05 Wyman St @ Hart Street
7:05 Wyman Rd @ Marion Ave
7:06 Wyman Rd @ Murray Rd
7:08 Winn St @ Thistle Rd
7:08 Winn St @ Sheridan
7:09 Winn St @ Elijah St
7:10 Winn St @ N. Warren Ave

W.M.H.S. PM P/U @ 1:50PM

Winn St @ North Warren Ave
Winn St @ Linden Ave
Winn St @ Sheridan
Wyman Rd @ Thistle Rd
Wyman Rd @ Murray Rd
Wyman Rd @ Marion Ave
Wyman Rd @ Hart St
Lowell St @ Hart Place
Millyan Rd @ Francis Rd
Francis Rd @ Sendick Rd

JOYCE MIDDLE /DROP @ 7:50AM

7:33 Main St. @ Fowle St.
7:35 Main St @ Ash St
7:37 Main St @ Lake
7:39 Arlington Rd @ Richardson St
7:41 Arlington Rd @ Lawrence St
7:43 Burlington St @ Catherine Circle

JOYCE MIDDLE P/U @ 2:11 PM

Burlington St @ Catherine Circle
Arlington Rd @ Lawrence St
Arlington Rd @ Richardson St
Lake St @ Main St
Main St @ Ash St
Main St @ Fowle St

HURLD ELEM/DROP @ 8:20 AM

8:00 34 Willow St
8:01 15 Willow St
8:02 2 Lexington St
8:04 18 Ellis St
8:06 Winn St @ Wright Ave
8:06 Winn St @ Catarina Ln
8:07 Winn St @ Linden Ave
8:08 Colonial Dr @ Lantern Ln (M & F ONLY)
8:10 Burlington St @ Quimby Ave
8:11 4 Cassidy Dr
8:11 Cassidy Dr @ Bamberg Dr
8:12 Bamberg Dr @ Sheridan St
8:13 154 Burlington Street
8:14 Bedford Rd @ Bruce St
8:15 #181 Bedford Road
8:16 Bedford Rd @ Hammond Pl
8:17 #200 Bedford Rd–Glen Brook Estates
@ Hydrant @ Vistor's Park lot
8:18 #1 Marlboro Road

HURLD ELEM P/U @ 2:40 PM

154 Burlington St
4 Cassidy
Cassidy @ Bamberg
Bamberg @ Sheridan
Burlington St @ Quimby
Thornton St @ Willow St (PM only)
79 Willow St (PM ONLY)
Bedford Rd @ Bruce St
181Bedford Rd
Bedford Rd @ Hammond Pl
200 Bedford Rd –Glen Brook Estates
@ Hydrant @ Visitor's Park
1 Marlboro Rd
24 Marlboro Rd
31 Marlboro Rd
43 Marlboro Rd
6 Princeton Rd
34 Willow St
15 Willow St

8:19 24 Marlboro Road
8:19 31 Marlboro Rd
8:20 43 Marlboro Rd
8:21 6 Princeton Rd

2 Lexington St
18 Ellis St
Winn St @ Wright Ave
Winn St @ Catarina Ln
Winn St @ Linden Ave
Colonial Dr @ Lantern Ln (Mon & Fri Only)

TRIP # 12

W.M.H.S. AM DROP BY 7:20AM

7:03 Merrimac St @ Tedesco Dr
7:04 Merrimac St @ Dartmouth St
7:04 School St @ Van Norden Rd
7:06 School St @ Lucia Terrace
7:07 School St @ Woodside Terrace
7:08 Mishawum Rd @ Jan St.
7:09 Mishawum Rd @ Pine Grove
7:10 Mishawum Rd @ Eaton Ave

W.M.H.S. PM P/U @ 1:45 PM

Mishawum Rd @ Eaton Ave
Mishawum Rd @ Pine Grove Ave
Mishawum Rd @ Jan St
Merrimac St @ Tedesco Dr
Merrimac St @ Dartmouth St
School St @ Van Norden Rd
School St @ Lucia Terrace
School St @ Woodside Terrace

KENNEDY MIDDLE/DROP @ 7:50AM

7:27 Mountain St @ Townsend St
7:28 Mountain St @ Winter St
7:29 Winter St @ Poole St
7:30 Poole St @ Webster Ave
7:34 School St @ Van Norden Rd
7:35 School St @ Lucia Terrace
7:35 School St @ Woodside Terrace
7:38 School St @ Ryan Road

KENNEDY MIDDLE P/U @ 2:11PM

School St @ Ryan Road
School St @ Woodside Terrace
School St @ Lucia Terrace
School St @ Van Norden Rd
Mountain St @ Townsend Street
Mountain St @ Winter St
Winster St @ Poole St
Poole St @ Webster Ave

LINSCOTT ELEM/DROP @ 8:20 AM

8:05 Merrimac St @ Tedesco Drive
8:06 Merrimac St @ Tyler
8:08 Fletcher Road @ Harold Ave
8:10 Forest Park Rd @ Ball Park
8:12 Rumford Park @ Cronin Way
8:14 Pine Grove Ave @ Highet Ave
8:16 Forest Park Rd @ Callahan Dr
8:18 Alfred St @ Barbara Circle
8:19 Alfred St @ Forest Glen

LINSCOTT ELEM P/U @ 2:40 PM

Alfred St @ Rear Alfred St
45 Alfred St
Lutheran Church Driveway
52 Forest Park
Drop off 2 kids
Rumford Park @ Cronin Way
Pine Grove Ave @ Highet Ave
Forest Park @ Thomas St.
Forest Park @ Callahan Dr
Alfred St @ Barbara Circle
Alfred St @ Forest Glen Rd
Fletcher Rd @ Harold Ave
Fletcher Rd @ Van Norden

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

Merrimac St @ Williams Ct
Merrimac St @ Tyler
Merrimac St Before Eight Rd
Eight Rd @ Third Rd
Third Rd @ First Rd
1 First Rd
Merrimac St @ Tedesco Dr.

TRIP # 13

KENNEDY MIDDLE/DROP @ 7:50AM

7:26 Main St @ Dexter Ave
7:27 Main St @ Ashburton Ave
7:28 Main St @ N. Maple St
7:29 #1024 Main Street
7:35 Francis Rd @ Sendick Rd
7:40 Marion Ave @ Wyman St

KENNEDY MIDDLE P/U @ 2:11PM

Marion Ave @ Wyman St
Francis Rd @ Sendick Rd
Main St @ Dexter Ave
Main St @ Ashburton Ave
Main St @ N. Maple St

ALTAVESTA ELEM/DROP @ 8:20AM

8:02 Alice St @ Jan St
8:05 School St @ Woodside Terrace
8:06 School St @ Candice Court
8:07 #92 School Street
8:08 #82 School Street
8:09 School St @ Danforth St.
8:12 Merrimac St @ Tyler St

ALTAVESTA ELEM P/U @ 2:40 PM

Merrimac St @ Tyler Street
School St @ Danforth St
School St @ Lucia Terrace
133 School Street (Gold House)
Forest Pk Rd @ Lutheran Church
Alice St @ Jan St

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 14

KENNEDY MIDDLE/DROP @ 7:50AM		KENNEDY MIDDLE P/U @ 2:11PM
7:34	Merrimac St @ Tedesco Dr	Merrimac St @ Tedesco Dr
7:35	Merrimac St @ Dartmouth St	Merrimac St @ Dartmouth St
7:38	Traverse St @ Pearl St	Traverse St @ Pearl St
7:39	Pearl St @ Kimball Ct	Pearl St @ Kimball Ct
7:40	Pearl St @ Dickie Rd	Pearl St @ Dickie Rd

HURLD ELEM/DROP @ 8:20AM		HURLD ELEM P/U @ 2:40PM
7:55	55 Pleasant St (3rd House after library)	Houghton St @ Harrison Ave
7:55	10 Burlington St	Harrison Ave @ Mawn Dr
8:01	25 Burlington St	Burlington St @ Old Farm Rd
8:04	Burlington St @ Old Farm Rd	South Bedford St. @ Jaycin Circle
8:08	S. Bedford St @ Jaycin Cir	11,16,18 Garden Street
8:09	11,16,18 Garden Street	Garden St @ Garden Heights Ave
8:09	Garden St @ Garden Heights	10&25 Burlington St
8:11	Harrison Ave @ Mawn Drive	Pleasant St @ Valley Rd
8:12	Harrison Ave @ Foley Dr	Valley Rd @ Millet St
8:13	Valley Rd & Millet St	Reed St @ Pleasant St
8:14	# 21 Reed Street	21 Reed Street
8:15	Munroe St @ N. Warren Ave	Munroe St @ North Warren Ave
8:16	North Warren St @ Foster St	North Warren Ave @ Foster St
8:17	North Warren St @ Harrison Ave	North Warren Ave @ Harrison Ave
8:18	51 Harrison Avenue	55 Pleasant Street

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 15

KENNEDY MIDDLE DROP BY 7:50 AM		KENNEDY MIDDLE P/U 2:11 PM
7:20	Washington St @ Dewey Ave	Washington St @ Dewey Ave
7:25	Cedar St @ Forbes Rd	Cedar St @ Forbes Rd
7:27	Salem St @ Lynn Street	Salem St @ Lynn Street
7:28	# 6 Pento Road	# 6 Pento Road
7:30	Salem St @ Salem St Ext	Salem St @ Salem St Ext
7:30	Salem St @ Salem Ave	Salem St @ Salem Ave
7:31	Robert Ave @ Schneider Ct	Robert Ave @ Schneider Ct
7:32	Washington St @ Schneider Ct	Washington St @ 1st Pernokas Dr
7:33	Washington St @ 1st Pernokas Dr	Washington St @ 2nd Pernokas Dr
7:34	Washington St @ 2nd Pernokas Dr	Washington St @ Schneider Ct
7:35	Washington St @ Marilyn Ct	Washington St @ Marilyn Ct
7:36	#33 Mill Street	#33 Mill Street
7:36	#1 Mill Street	#1 Mill Street
7:36	Washington St @ Mill St	Washington St @ Mill St

ALTAVESTA SCHOOL ELEM/DROP @ 8:20 am		ALTAVESTA P/U 2:40 PM
8:00	Pearl St @ Kimball Court	Pearl St @ Kimball Court
8:05	Pearl St @ Westgate Apts. (Linscott School Drop Off)	Pearl St @ Westgate Apts.

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP # 16

JOYCE MIDDLE /DROP @ 7:50 AM		JOYCE MIDDLE P/U @ 2:11
7:30	Montvale Ave @ Bowling Alley Lot	Harrison Ave @ Foley Rd
7:31	#35 Prospect St	Harrison Ave @ N. Warren St
7:32	Prospect St @ Green St	Montvale Ave @ Prospect St
7:33	Prospect St @ Fowle St	35 Prospect St
7:36	Myrtle @ Warren Ave	Prospect St @ Green St
7:39	North Warren St @ Harrison Ave	Prospect St @ Fowle St
7:40	Harrison Ave @ Bacon St	Myrtle @ Warren Ave
		Harvard St Ext. @ Montvale Ave

GOODYEAR DROP @ 8:25		GOODYEAR P/U @ 2:40
7:55	Salem St @ Wildwood St	Mill St @ Mill Terr
7:59	Mill St @ Mill Terrace	15 Mill Street
8:00	Mill St @ Washington Terr	Mill St @ Washington Terr
8:02	Entrance @ Mill St Apts (Stop @ 58,62,68)	Entrance @ Mill St Apt
8:03	Salem Ave @ Mill St	-(Stop @ 62 & 68)
8:04	17 George St	Salem Ave @ Mill St
8:05	Robert St @ Schnider St	17 George St
8:06	Washington St @ Salem St	Robert St @ Schnider St
8:09	Entrance to Cedar St Condo/Apt	Washington St @ Salem St
8:11	Entrance One	Entrance to Cedar St Condo/Apt
8:12	Entrance Two	Entrance One
8:14	305 Salem St	Entrance Two
		305 Salem St
		Wildwood St (After Green houses)

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP #17

W.M.H.S. DROP @ 7:20 AM		W.M.H.S. P/U @ 1:50 PM
6:50	Washington St @ Richard Circle	Washington St @ Richard Circle
7:00	Avalon Apts.	Avalon Apts.

KENNEDY MIDDLE DROP BY 7:50 AM		KENNEDY MIDDLE P/U 2:11 PM
7:20	Avalon Apts	Washington St @ Richards Circle
7:35	Washington St @ Dragon Ct	Washington St @ Dragon Ct Avalon Apts

ALTAVESTA ELEM/DROP @ 8:20 AM		ALTAVESTA P/U 2:40 PM
7:50	Dragon Ct Cir @ Florence Terr	Avalon Apts.
8:00	Avalon Apts	Dragon Ct @ Florence Terr

WOBURN PUBLIC SCHOOLS BUS ROUTES 2019-2020

TRIP #18

REEVES DROP @ 8:15		REEVES P/U @ 2:40
8:10	111 Locust St Apts.	Lexington St @ Totman Dr

WHITE DROP @ 8:15		WHITE P/U @ 2:40
7:50	Main St @ Myrtle St.	Main St @ Myrtle ST
7:53	Warren Ave @ Lawrence St	Warren Ave @ Lawrence
7:54	½ way down Hudson St	½ way down Hudson
7:55	Lawrence @ Arlington Rd	Arlington Rd @ Lawrence
7:59	Blue House on Right(Beacon St)	Blue House on Right(Beacon St)
8:00	Beacon @ Evans	Beacon @ Evans
8:01	Pleasant St @ Water St	Water @ Pleasant
8:02	Bennett St. @ Pleasant	Bennett St @ Pleasant
		Lutheran Church

APPENDIX B
VEHICLE LISTING

Pursuant to Specifications 9.B.2., I hereby certify that the following list is representative of those vehicles that will be utilized in the performance of this contract.

Bidder's Name:_____

Authorized Signature:_____

Make/Model	**Year (count)**	**Seating CapaDistrict**	**Fuel Type**

Attach additional sheets as required. This page may be copied for additional vehicle listings. If vehicles are not currently under the ownership of the Bidder, adequate documentation demonstrating the ability to obtain the required vehicles must be provided pursuant to the Specifications.

_____
Bidder's Initials

APPENDIX C
Woburn Public Schools
Monthly Transportation Activity Report

Month:_____, 20___

Full Operating Days (Year to Date):_____
Full Operating Days Remaining:_____

Home-to School Mileage	**Current Month**	**Year-to-Date**
Regular Runs		
St. Charles Runs		
Special Runs		
Late Runs		
Other Runs		
Totals:		

Field Trip Runs Mileage	**Current Month**	**Year-to-Date**
Trip		
Trip		
Trip		
Other		
Totals:		

Field Trip Runs Hours	**Current Month**	**Year-to-Date**
Trip		
Trip		
Trip		
Other		
Totals:		

Bidder's Initials _____

Safety and Training Activity:

Accident Information: (Describe any accidents and attach copy of accident reports filed. Explain impact upon operation.)

Operating events This Month: (New Employees, route changes, new procedures, vehicle inspections, etc.)

Date Prepared: _____ **Prepared by:** _____

Title: _____

Bidder's Initials _____

APPENDIX D
PREVAILING WAGE RATES

WEEKLY PAYROLL RECORDS REPORT
& STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form is available from the Department of Labor Standards (DLS) at www.mass.gov/dols/pw and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

On a weekly basis, every contractor and subcontractor is required to submit a certified copy of their weekly payroll records to the awarding authority; this includes the payroll forms and the Statement of Compliance form. The certified payroll records must be submitted either by regular mail or by e-mail to the awarding authority. Once collected, the awarding authority is required to preserve those records for three years from the date of completion of the project.

Each such contractor and subcontractor shall furnish weekly **and** within 15 days after completion of its portion of the work, to the awarding authority directly by first-class mail or e-mail, a statement, executed by the contractor, subcontractor or by any authorized officer thereof who supervised the payment of wages, this form, accompanied by their payroll:

STATEMENT OF COMPLIANCE

_____, 20_____

I,_____,_____
(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by _____ on the _____
(Contractor, subcontractor or public body) (Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature _____

Title _____

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H

ROSALIN ACOSTA
Secretary

MICHAEL FLANAGAN
Director

Awarding Authority: City of Woburn

Contract Number: IFB 20-08 **City/Town:** WOBURN

Description of Work: School Bus Transportation

Job Location: Various routes

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
- An Awarding Authority must request an updated wage schedule from the Department of Labor Standards ("DLS") if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker's rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F "rental of equipment" contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at http://www.mass.gov/dols/pw.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.

Issue Date: 06/09/2020 **Wage Request Number:** 20200609-028

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
School Bus						
Athletic/ Field Trips/ Extra-Curricular *SCHOOL BUS - 25/EASTERN-8751/Transdev*	09/01/2019	$18.13	$-	$0.00	$0.00	$18.13
	09/01/2020	$18.28	$-	$0.00	$0.00	$18.28
	09/01/2021	$18.48	$-	$0.00	$0.00	$18.48
School Bus Driver *SCHOOL BUS - 25/EASTERN-8751/Transdev*	09/01/2019	$26.41	$-	$0.00	$0.00	$26.41
	09/01/2020	$26.66	$-	$0.00	$0.00	$26.66
	09/01/2021	$26.96	$-	$0.00	$0.00	$26.96

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)
Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.
*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.
**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.

APPENDIX E
CERTIFICATIONS

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of _____
(Name of Corporation)

held on _____ it was VOTED that:
(Date)

_____ _____
(Name) (Officer)

of this corporation, be and he/she hereby is authorized to submit bids and proposals, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid
(Officer)
and binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

_____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is the duly elected _____ of
(Name) (Office)
said corporation, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

_____
(Clerk)

CORPORATE SEAL:

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.

Signature of individual submitting bid or proposal

Name of Business (please type or print)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Law Chapter 62C, Section 49A, the undersigned acting on behalf of the Contractor*, certify under penalties of perjury that to the best knowledge and belief, the Contractor* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employee and contractors, and withholding and remitting child support.

Individual

Signature Date

Name (please print or type) Social Security Number

Corporate

Corporate Name (please print or type)

Signature of Corporate Officer Date

Name of Corporate Officer (please print or type) Title

Taxpayer Identification Number

- As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

APPENDIX F
HOLD HARMLESS

HOLD HARMLESS AGREEMENT

It is hereby agreed and understood that the contractor agrees to hold harmless and indemnify Woburn Public Schools, Woburn School Committee, or any officer, agent, servant or employee of the Woburn Public Schools from any lawsuit, action, proceeding liability, judgment, claim, or demand which may arise out of:

(A) Any injury to person or property sustained by the contractor, its agent servants or employees or by any person, firm, or corporation employee directly or indirectly by them upon or in connection with their performance under the contract, however caused;

(B) Any injury to person or property sustained by any person, firm, of corporation, caused by any act, default, error or omission of the contractor, its agents, servants, or employees or of any person, firm, or corporation, directly or indirectly employed by them upon or in connection with performance under the contract.

The assumption of indemnity, liability and loss hereunder shall survive contractor's completion of service or other performance hereunder and any termination of this contract.

The contractor at its own expense and risk shall defend any legal proceedings that may be brought against the Woburn Public Schools, Woburn School Committee, or any officer, agent, servant, or employee of the Woburn Public Schools on any claim or demand, and shall satisfy any judgment that may be rendered against the Woburn Public Schools, Woburn School Committee, or any officer, agent, servant, or employee of the Woburn Public Schools.

This indemnification and Hold Harmless Agreement shall apply to any lawsuit, action, proceeding, liability, judgment, claim or demand, of whatever name or nature, notwithstanding that contractor may deem the same to be frivolous or without merit. It is intended that this agreement be interpreted in the broadest manner possible so as to insulate all, of the entities, parties and individuals named above from any liability, cost, or judgment, monetary or otherwise, as the same may relate to personnel and services provided by the contractor.

This Form must be signed, notarized and submitted with bid.

Signature:_____ Date:_____
Authorized Signor

Sworn to before me this ____ day of ____, 2010

_____
(Notary Public)

APPENDIX G
FORM OF BID

CLIN	Tiers	# of Runs	Year 1 2020-2021 Price	Year 2 2021-2022 Price	Year 3 2022-2023 Price	Option 1 2023-2024 Price	Option 2 2024-2025 Price	Year 1 2020-2021 Total Price	Year 2 2021-2022 Total Price	Year 3 2022-2023 Total Price	Option 1 2023-2024 Total Price	Option 2 2024-2025 Total Price
1	3 Tier	9										
2	2 Tier	8										
3	1 Tier	2										
4	Late Runs	120										
							Total Price					
							NPV					
							CLIN 1-4 for 3 Year Base Period					
5	Vocational	1										
6	Field Trips:											
6.1	per Hour											
6.2	per Mile											
6.3	Minimum											

All bids will be evaluated using a present value calculation. We will use an interest rate of 2.0%
in the calculation. The first three years of the contract will be the totals used for present value calculations.