

CITY OF PORTSMOUTH
NEW HAMPSHIRE
School Department

RFP # 49-11
REQUEST FOR PROPOSALS
SPECIAL NEEDS STUDENT TRANSPORTATION SERVICES
FOR THE
PORTSMOUTH SCHOOL DEPARTMENT

The City of Portsmouth, New Hampshire is seeking proposals from interested companies to provide special needs student transportation for the Portsmouth School Department.

Sealed Request for Proposals, **plainly marked “RFP # 49-11 Special Needs Student Transportation Services for the Portsmouth School Department “on the outside of the mailing envelope as well as the sealed envelope,** shall be addressed to:

Ms. Lori MacGinnis, Purchasing Coordinator
City of Portsmouth
1 Junkins Avenue,
Portsmouth, NH 03801

Proposals will be accepted until 2:00 p.m. on JUNE 22, 2011.

A pre-proposal meeting will be held at the Portsmouth School District office conference room, located at 50 Clough Drive, Portsmouth, NH 03801, beginning at 10:30 a.m., JUNE 9, 2011.

This Request for Proposals may be obtained from the Finance/Purchasing Department located on the third floor at City Hall, 1 Junkins Avenue, Portsmouth NH, 03801, by calling the Purchasing Coordinator at 603-610-7227 or from our website

<http://www.cityofportsmouth.com/finance/purchasing.htm>.

Addenda to this RFP document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to vendors.

The City reserves the right to reject any and all proposals, either in part or in total, and shall make an award in the best interest of the City.

**CITY OF PORTSMOUTH, NH
SCHOOL DEPARTMENT
RFP No. 49-11
REQUEST FOR PROPOSALS**

**SPECIAL NEEDS STUDENT TRANSPORTATION SERVICES
FOR THE PORTSMOUTH SCHOOL DEPARTMENT**

Sealed Proposals, plainly marked RFP # 48-11 “Special Needs Transportation Services for the Portsmouth School Department” on the outside of the mailing envelope as well as the sealed on the outside of the mailing envelope, addressed to:

Ms. Lori MacGinnis, Purchasing Coordinator
City of Portsmouth
1 Junkins Avenue,
Portsmouth, NH 03801

Proposals will be accepted until 2:00 p.m., **JUNE 22, 2011**. Four (4) copies of the proposal must be submitted.

*A pre-proposal meeting will be held at the District office conference room, 50 Clough Drive, Portsmouth, NH 03801, at 10:30 a.m., JUNE 9, 2011.

SUMMARY

The City is seeking proposals from interested companies to provide special needs transportation services for the Portsmouth School Department. Transportation must be provided for designated pre-school elementary, middle, and high school, students along with required athletic and co-curricular and out of district busing. Such routes and on such schedules as shall be designated and approved by the District. As used in the RFP, District shall refer to the City of Portsmouth of which the School Department is a part.

The term of the Contract is five (5) years commencing on July 1, 2011 and concluding June 30, 2016. The City and Contractor may agree on contract extensions not exceed a total of five years, subject to the negotiation of mutually agreed to terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term. The terms of the contract negotiated with the highest ranking firm is anticipated to include terms substantially similar to those found in the draft agreement included with the RFP document.

SPECIFICATIONS

Included with this RFP is a detailed list of specifications describing the scope and conditions of the proposed transportation services. These specifications should be reviewed carefully as they are anticipated to form part of the final contract with the selected firm. Also attached is the description of the 2010-2011 Transportation Program.

PROPOSAL REQUIREMENTS

Each proposal shall include the following components:

1. Cover letter
2. Brief description of the company
3. Experience statement identifying similar work (Experience statements shall identify the key personnel.)
4. Price Proposal Form
5. Fleet Listing
6. Non-Collusive Bidding Certification
7. General Bidder Certifications and Disclosures
8. Acknowledgment by Proposer

Four (4) copies of the proposal must be submitted. Proposers are encouraged to provide any additional information about their services, firm, customer service program, management structure, and capabilities as may assist the City in its review. **Proposers shall identify any components of the Specifications which Proposer is not prepared to meet or which Proposer seeks to put forth an alternative.**

PROPOSAL CONTENTS AND EVALUATION CRITERIA

All elements of the Proposal shall be reviewed and considered including, but not limited to, costs, fleet, driver training, demonstrated ability to provide required services, references, and such other features as solely determined by the School Department. The City reserves the right to interview Proposer(s) to discuss their submission.

Upon completion of the review and any interviews, the School Department will enter into negotiations with the highest ranked firm. If a contractor agreement cannot be reached, the City may proceed to the next highest ranked firm. The City may hire one contractor for all identified services or the City may award separate contracts for separate services if it is deemed to be in the best interest of the City.

The written contract shall be in a form acceptable to the District, including all the conditions and specifications of this Request for Proposal as well as any additional documents that may be issued by the School Department, or any documents that may be developed in conjunction with the Proposer.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

ADDITIONAL INFORMATION

Questions should be directed in writing to Mr. Steve Bartlett, Business Administrator, Portsmouth School Department, 50 Clough Drive, Portsmouth, NH 03801. 603-431-5080. sbartlett@portsmouth.k12.nh.us

SPECIFICATIONS

GENERAL CONDITIONS

- 1. TERM OF CONTRACT:** The term of the Contract is five (5) years commencing on July 1, 2011 and concluding June 30, 2016. The City and Contractor may agree on contract extensions not to exceed a total of five years, subject to the negotiation of mutually agreed to terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term.
- 2. NON-APPROPRIATION:** The contract shall include a non-appropriation clause which states, “in the event that sufficient funds are not appropriated for student and/or school transportation services during the ensuing fiscal year, the Portsmouth School District may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effectively immediately.”
- 3. PERFORMANCE BOND:** A performance bond in the total amount of the annual contract will be required. The superintendent may waive this requirement
- 4. PER VEHICLE CHARGES:** The District agrees to pay a price per day, per vehicle, based on the actual usage and vehicle features.

Bus usage shall be portal-to-portal based on the Contractor’s facility being located within the City of Portsmouth. The prices shall be provided by the Proposer on the Request for Proposal form attached hereto. The following chart defines the current program:

# vehicles	Vehicle Description
3	14 Passenger
1	27 Passenger
	Monitor, As Needed

- 5. MONITORS:** The Proposer shall submit a rate per hour for monitors with the length of day as determined by the District.

- 6. FIELD/ATHLETIC TRIPS AND OUT OF DISTRICT TRANSPORTATION:**
Field/Athletic/ & Out of District Transportation shall be provided at the Hourly Rate.

Trip times shall be based on the scheduled time of departure from the District to the time of return to the designated drop-off location in the District. The District and the Contractor will develop a trip log sheet and/or process that are acceptable to the District.

7. ADDING OR SUBTRACTING BUSES: This contract envisions the Contractor providing the District a per unit price for the necessary vehicles and services. Any additional buses required, or any buses eliminated from the fleet, shall be charged or credited at the per unit price on a per day basis.

If the District requests additional time frames or schools that the transportation system cannot accommodate, the Contractor and the District shall evaluate and work together to implement the most cost effective solution to meet the desired transportation needs, including outsourcing to other vendors. The District reserves the right to modify the length of day for any buses including changing bell times at one or more of the school districts.

8. SPARE VEHICLES: The Contractor shall maintain a sufficient number of spare vehicles to provide services to the District should a vehicle be removed from service for any reason. The spare vehicles shall be maintained by the Contractor at no incremental cost to the District. At a minimum the Contractor must have at least two (2) spare - passenger buses

9. SPECIAL SERVICES: In the event that the District requests services that were not envisioned in the pricing structure included in this Contract, the Contractor and the District shall negotiate an appropriate rate prior to the implementation of the service. It is the Contractor's responsibility to bring to the attention of the District any situation where services are requested but where pricing procedures are not in place. Failure to notify the District shall result in the District solely determining the price to be paid.

10. PAYMENT: The Contractor shall bill the District on a monthly basis September through June. Invoices shall be provided in a format acceptable to the District. At the initiation of the contract, the Contractor and the Districts shall meet to discuss invoicing requirement and timelines.

11. IDLING: The District will require the Contractor to follow it's no idling policy.

12. DIESEL FUEL: The District requires all diesel powered busses to use biodiesel fuel.

13. FUEL ESCALATION CLAUSE: Please provide a fuel fluctuation price for year 1. This amount will be subject to negotiation for succeeding contract years. For example, if the cost per gallon of fuel exceeds \$X.XX (net of taxes), the District shall be responsible for the cost that exceeds the \$X.XX threshold. Conversely, if the cost of fuel is less than \$X.XX per gallon, the Contractor shall provide the District a credit for the amount of fuel acquired at less than the \$X.XX price threshold. The amount of fuel shall be limited to that used in direct performance of this Contract based upon the following:

The District is exempt from taxes and the cost of fuel shall reflect the price as if purchased directly by the District. In order to ensure that the District controls its cost of fuel, the District shall not reimburse the Contractor for any fuel costs if the price per gallon exceeds the rate that could be purchased directly by the District.

14. EARLY DISMISSALS/CALENDARS/SERVICE CANCELLATIONS

- A. In the event of early dismissal or late start for students by the District or of any school serviced pursuant to this Contract, the Contractor agrees to provide the normal level of bus service for such early dismissal or late start, provided, however, that the District shall provide the Contractor with notification as to any such early dismissal or late start or other unique transportation needs.
- B. The Contractor shall follow the calendar for the District and all other calendars approved by the District.
- C. On days when weather creates a dangerous situation for travel, the Superintendent or his/her designee shall have the authority to determine if transportation shall be provided. The Contractor shall be notified no later than 6AM unless a unique situation prohibits notification. On days when service is delayed, all service shall commence at the end of the announced delay period.

15. INCREASE OR DECREASE OF BUSES

- A. The District reserves the right to increase or decrease the number of buses used in transportation of school children in order to conform to changes in student population, District appropriations, or changes in Board Policies. Such decreases shall become effective immediately and any increases shall become effective within three (3) days of written notice to the Contractor.
- B. In the event of such increase or decrease, the contractual obligations herein shall be modified accordance with the final schedule of fees as set forth in Attachment 4.

16. BUS IDENTIFICATION AND ROUTE NUMBER

- A. The Contractor shall provide the District with the Contractor's number designation for all buses and substitute buses to be used in performance of duties pursuant to this Contract prior to the beginning of each school year.
- B. Each bus must operate on its designated route unless an emergency situation exists or the District authorized a change in route. No route changes shall be made by the Contractor, or any of the Contractor's employees, without the prior approval of the District.
- C. All buses will be labeled Portsmouth School Department
- D. All vehicles shall be owned and/or leased and operated by the Contractor. The name of the owner/operator is to be clearly displayed on the outside of the vehicle. The Contractor shall maintain its vehicles in good running condition and adhere to the NH specifications for School Bus Transportation rules. All school buses supplied by the Contractor in the performance of this agreement shall meet or exceed the standards established by the law governing New Hampshire school bus transportation.

17. ROUTE JURISDICTION

- A. All routes, as well as opening and closing times, shall be approved by the Superintendent of Schools or his/her designee. All routes shall be developed by the

- Contractor and furnished to the District in sufficient time (no later than two weeks prior to the start of school) to allow the District to review and/or modify the routes. Route development shall be focused on meeting the operating needs and policies of the District at the lowest possible cost.
- B. All students shall arrive at their drop-off point no later than 60 minutes after dismissal from school with the exception of out-of-district transportation.
 - C. After the start of school, the District has the right to add in-district students to existing route structures without additional cost, providing the total number of students is within the parameters of this Contract and the requested change or addition can be handled within the capacity of the existing system and the assigned vehicle(s). Any necessary route changes that require additional cost for the system shall be discussed with and approved by the District prior to implementation. The Contractor shall be allowed three working days following the mutually agreed upon request to implement the requested change. When a route change is requested because extreme conditions exist which affect the welfare of a student or his/her family, the Contractor shall make an effort to accommodate the District-approved change in less than three days.
 - D. The District is responsible for providing a copy of the school calendar for each school location assigned to the Contractor. The District shall provide a complete list of students with correct addresses and their scheduled destination locations prior to the start of school.
 - E. The District reserves the right to assign District staff members to buses to assist students with special needs. The Contractor is required to cooperate with the District to assist in transporting these support staff employees.

18. MAINTENANCE

At the Contractor's sole expense, all buses shall be maintained in safe mechanical condition at all times, and shall be properly equipped, cleaned and painted in accordance with any applicable federal laws, New Hampshire Statutes and Rules and Regulations. The Contractor shall develop and maintain a preventive maintenance schedule for all buses. All records based on such maintenance shall be made available to the District upon request.

19. STORAGE OF BUSES

The Contractor's facility for dispatch and bus parking shall be located within the Portsmouth City limits. The Contractor is responsible for providing secure and adequate parking for all buses when not in service. The Contractor shall supply with its proposal the address of all locations that shall be utilized in the performance of this Contract. The District reserves the right to inspect these locations at any time during the term of the Contract.

The designated transportation facility must accommodate parking for the buses to be utilized under this contract (both route and spare), plus the facility must house the management personnel and drivers assigned to this contract.

The superintendent may waive this requirement provided the Contractor can meet all its contractual requirements including vehicle availability, route and time schedules.

20. DISTRICT'S RIGHT TO INSPECT BUSES

All buses must be available at the location agreed upon in Article 3 of this Contract and ready for inspection by the District on or before August 20th of each school year, as well as at any time thereafter during the school year as deemed necessary by the District. The District has the right to request maintenance on any bus it believes to be in need of service; however, the maintenance and care of the vehicles shall be the responsibility of the Contractor. The failure on the part of the District to request maintenance shall not exempt the Contractor from its duty to maintain the vehicles.

21. VEHICLE FEATURES

- A. The Contractor agrees to provide cost alternatives for integrated child seats.
- B. The Contractor agrees to provide cost alternatives for busses with Wheel chair lift-gates and ties downs.
- C. The Contractor agrees to have all vehicles equipped with both a two-way radio system and a cellular telephone that shall be maintained in working order. The Contractor agrees to inform and train the drivers on the appropriate use of any communication devices, and said device shall only be operated pursuant to State and Federal regulations. The radios must have a “switch” feature to allow directed transmission to interior or exterior speakers, and all buses must have exterior speakers.
- D. The District is requesting that the Contractor provide a price per year for the provision of a digital camera system. If the District selects this alternate, all vehicles will be equipped with two digital cameras. Cameras shall be operational at all times that the vehicle is in service to the District, and must be capable of having any audio features disabled. The Contractor shall provide in their proposal submittal a description of the specific digital camera system that will be utilized in the fleet serving the districts. In the event that the District requires audio recording, the District shall indemnify the Contractor for any claims arising from such recording and shall provide the required signs and notices. This is an alternate to the proposal and a separate cost per day per vehicle is requested.
- E. The District is requesting that the contractor provide prices for implementing computerized routing software, coupled with GPS technology on each bus.
- F. The District requires that the average age of the buses serving the District by the Contractor not exceed five and one-half years (5 1/2) years, and in no case will an individual vehicle providing services to the District exceed 10 years of age. Failure to maintain the stipulated age requirements during the contract life shall be considered grounds for default as defined under this specification document. Vehicle age is determined by subtracting the chassis year of the vehicle from the year of the contract (calculated on September 1st of each year). For example, a bus with a 2003

chassis year, at the beginning of this contract period (7/1/11) would be considered 8 years old. Vehicle ages will be calculated each contract year and the Contractor will provide the District with a detailed fleet listing by September 15th of each school year stipulating that they meet this age criteria.

- G. The Contractor shall work with the district throughout the term of the contract to explore future technology and vehicles that might assist the District or the residents.

22. COMPLIANCE WITH STATUTES, RULES AND REGULATIONS

The Contractor shall comply with all provisions of State and Federal laws and local school bus policies regarding school transportation motor vehicles, with all requirements issued in writing by the Commissioner of Motor Vehicles of the State of New Hampshire, and with all requirements of the State Board of Education affecting the transportation of school children, including any enacted or coming into effect during the term of this Contract.

In the event that the District or any governmental agency imposes additional equipment requirements other than those set forth herein, or in place at the time of this proposal, on Contractor's vehicles during the term of this contract which are specific requirements for the operation of this contract or immediate installation is required for continuing operation of the vehicles, the parties shall negotiate in good faith concerning price increases applicable to such equipment installation.

23. RESPONSIBILITY FOR STUDENTS

- A. The Contractor shall be fully responsible for the safety, welfare, conduct and control of students entering the bus, while on the bus,, exiting the bus and during the period of transportation. Students shall be considered under the jurisdiction of the District from the time they board a bus until the time they exit the bus.
- B. The Contractor has the right to request the suspension of services to students of the District when it deems that a dangerous situation exists which may cause an accident or injury if transportation is continued. In such cases the Contractor shall work with the District's representative and any other appropriate enforcement agency to resolve existing issues as quickly as possible. The Contractor shall enforce the reasonable rules and regulations of the District as they pertain to student transportation and shall abide by the provisions of NH RSA 189:9-a. In all cases the final decision relative to the provision of services rests with the District.
- C. The Contractor shall keep accurate records of passenger incidents. All incidents of a serious nature shall be recorded in writing on an incident report. The incident shall be reported to the Contractor's Operations Office as soon as possible and the incident report completed no later than the next business day. The Operations Office shall review the completed form and forward a copy of the incident report to the District Office and the Principal of the school which the student attends. The Contractor shall work with the District, school personnel, family, and any other appropriate party to assure that interruption of service is a last resort.

- D. The Contractor shall not overload any vehicle. Vehicles shall be modified with appropriate adaptive equipment to transport District students with disabilities. Any adaptive equipment other than standard equipment on the vehicle is the responsibility of the parent or District and must meet all Federal and State safety standards. Any equipment installed by the Contractor must meet all State and/or Federal regulations.

24. INSURANCE – LIABILITY AND PROPERTY DAMAGE

- A. The Contractor shall, at its sole expense, purchase and provide Comprehensive General Liability, automobile liability and excess or umbrella policies to protect it and the District from any and all claims, demands, actions and causes of actions, damages, costs, loss of service, expenses and compensation, including, but not limited to, any and all claims of personal injury, death and property damage, which may, in any way, arise from or out of the acts or omissions or operations of the Contractor pursuant to the terms of this Contract, whether such acts or omissions or operations be performed by the Contractor itself, or anyone directly or indirectly employed by it or any other person or company retained in any way by it to carry on all or a portion of the operations necessary to abide by the terms of this Contract.
- B. The Contractor agrees that the District and all officials, employees, volunteers and agents shall be named as an “additional insured” in any and all such insurance policies required by virtue of this Contract, and the District shall be entitled to written notice a minimum of thirty (30) days prior to the cancellation of any such policy.
- C. To the fullest extent permitted by law, the Contractor shall protect, indemnify, save, defend and hold harmless the District, including its officers, officials, employees, volunteers and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the District and/or its officers, officials, employees, volunteers and agents may become obligated by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly in connection with or under, or as a result of this agreement, but only to the extent caused in whole or in part by any negligent or wrongful act or omission of the Contractor and/or its officers, members, directors, volunteers, employees, subcontractors and/or agents.
- D. Certificates of any and all insurance shall be filed with the District prior to August 20th of each school year and the adequacy of such insurance shall be subject to approval by the District. Any and all such insurance shall have as a minimum liability coverage as follows:

25. GENERAL LIABILITY

Each occurrence: \$10,000,000

Damage to rented premises (each occurrence): \$1, 000, 00

Medical Expenses (any one person):\$50,000

Personal and Advertising Injury: \$10,000,000

General Aggregate: \$10,000,000

Products – Completed Operations Aggregate: \$10,000,000

Sexual misconduct and molestation: \$1,000,000

This can be either a separate policy or as an endorsement to the General Liability. If endorsed on the General Liability, it must be clearly stated that the Automobile exclusion on the General Liability policy does not apply to this coverage.

Automobile Liability - Combined Single Limit (each accident): \$10,000,000

Workers' Compensation - WC Statutory Limits

Employer's Liability - Each accident: \$5,000,000

Disease-each employee: \$5,000,000

Disease-policy limit: \$5,000,000

Limits may be provided as direct/per occurrence limits or as a combination of per occurrence and umbrella.

26. SCHOOL BUS DRIVERS AND MONITORS

- A. The Contractor shall, at all times, have available a sufficient number of qualified drivers and substitute drivers to fulfill its obligation under this Contract. No bus driver shall transport students until he or she has completed the State required driver-training course conducted by the Contractor. No bus driver shall be considered the employee of the District and the Contractor alone shall be responsible for the acts, omissions, conduct and control of any and all personnel in its employ. All bus drivers must be licensed by the State of New Hampshire to operate school buses in accordance with RSA 263:29 and have successfully completed the Criminal Records Check in accordance with RSA189:13a. The Contractor agrees to annually furnish the District with a complete list of all persons engaged in the operation of school buses, including substitute drivers. Additionally, the Contractor shall notify the District within 24 hours of any additions, deletions or changes to the driver assignment list.
- B. The Contractor shall, at its sole cost, conduct physical examinations of all drivers in compliance with New Hampshire Statutes Chapter SAF-C 1300, School Bus Transportation, Section 1304.02, and Physical Examination.
- C. The Contractor shall, at its sole cost, ensure that school bus driver candidates receive training in compliance with New Hampshire Statutes Chapter SAF-C 1300, School Bus Transportation, Section 1305.2, Pre-Service Instruction, sub-section (c) and that candidates are certified as satisfactorily completing the pre-service instruction program, in accordance with sub-section (d).
- D. During the course of their employment, regular ongoing training shall be provided to drivers and monitors with regards to behavior management, passenger assistance

techniques, First Aid and CPR, emergency procedures and other training programs. The District reserves the right to offer specialized training as solely determined by the District.

Bus drivers shall be neat in appearance, courteous to parents and children, and cooperative with teachers and school officials. No alcoholic beverages or 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, intoxicants, or prescription drugs. Additionally, smoking is not allowed on the buses, or on school property, by Contractor's employees 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. No alcoholic beverage or intoxicant shall be allowed at the bus terminals. The Districts have a "drug free zone" policy on school property.

The Contractor agrees that the District or its Superintendent of Schools shall have the right to direct the Contractor to remove from school bus operations any person who in his/her reasonable opinion shall detract from the safe and efficient operation of school buses and/or the safety of the students' thereon under the Contract, pending an investigation by the Contractor and the District into the conduct or actions alleged to cause such detraction. Upon a conclusion by the Contractor and District that such allegations are true and that the safe and efficient operation of school buses or the safety of students is impaired, the Contractor shall permanently reassign such person or take other action, as it deems necessary. In the event the Contractor and District are unable to agree as to whether the allegations are true or whether the safe and efficient operation of school buses or the safety of students is impaired, and the Contractor desires to return the person to school bus operations, the Contractor and District shall meet, confer, and seek to reach an agreement as to an assignment that shall not detract from the safe and efficient operation of school buses or the safety of students. However, if the Contractor and District are unable to promptly agree, the District may require the removal of the driver and the Contractor shall immediately comply with the District's decision.

The Contractor shall inquire of applicants or place a question on its job application concerning whether an applicant has ever been employed by the District, and shall notify the District in writing of any affirmative responses which it receives. If the District has any information or knows of any reason why the applicant may not be suitable for hire it shall inform the Contractor within twenty-four (24) hours of such notice; but in any event the Contractor is not obligated to obtain the consent of the District before it hires any individual.

- E. Monitors may be required on all designated vehicles as stipulated by the District. These monitors shall be employed by the Contractor, and it is the Contractor's responsibility to ensure that the monitors meet all regulatory requirements for the performance of the school bus monitor duties.

F. For the safety and security of the students, and the efficiency of the student transportation system, it is the District's desire that drivers be consistently assigned to routes beginning with the first day of school. The Contractor shall at all times maximize the consistency of driver assignment to routes so as to minimize impact on students.

27. REPORTING OF ACCIDENTS

The Contractor shall make immediate oral reports and detailed written reports in a format approved by the District, within 24 hours of any accident that involves a vehicle engaged in transportation of school children pursuant to this Contract. The District reserves the right to be an active participant in any accident review process.

28. AUTHORITY OF SUPERINTENDENT

All notices, reports, approvals, instructions, or other written communications required hereunder to be given to, or to be provided by the District, shall be deemed properly completed when given to, or provided by, the Superintendent of Schools, or his/her designee.

29. AVAILABILITY OF CONTRACTOR'S MANAGER

The Contractor agrees that a manager, or individual with responsibility to make decisions, shall be personally available to the District between the hours of 7:00 AM and 4:30 PM on school days, and available by phone at all other times, with whom arrangements may be made in the event of unique transportation needs, emergency situations or unforeseen circumstances including school cancellations. Cell telephone numbers of the Contractor's student transportation managers shall be provided to the District and the District shall provide the Contractor with the necessary home and cellular telephone numbers for its use. The Contractor shall maintain a "hot line" for the District's sole use, which shall be a separate line that is not in hunt rotation. The District shall provide to Contractor direct phone numbers to each school in the District, including direct phone numbers to the administrative offices. The Contractor shall provide the District with the email address of all management and dispatch personnel and said personnel shall check these email addresses periodically throughout the school day.

30. TRANSITION PLAN

Contractor shall submit a Transition Plan to the School District within ten (10) calendar days after being notified that it will be awarded the contract. Transition Plan must be approved by the District prior to any formal award of the contract. It must include, at a minimum, a plan for hiring of personnel; securing vehicles; appointing local management personnel; and the procedures and time line(s) for the continuation of the existing program. The Transition Plan will contain information of what will be completed, when and how it will be done, and performance indicators to ensure that everything will be completed fully and timely. While the School District will provide whatever assistance it can, the responsibility for the development and implementation of the Transition Plan will rest fully with the successful Proposer.

The District and Contractor agree there shall be one day of dry runs by the designated driver before each school year begins. These dry runs shall be operated at the times of operation in a normal school day, so as to reflect as closely as possible actual service to be operated at the opening of school.

2010-2011 TRANSPORTATION PROGRAM DESCRIPTION

SEE ATTACHED DATA SHEETS:

SCHOOL HOURS OF OPERATION (* PLEASE NOTE RELEASE TIME CHANGES)

CALENDAR 2011-2012

2010-2011 BUS ROUTES

BUS USAGE SURVEYS

DRAFT AGREEMENT

THIS AGREEMENT MADE THIS ____ day of _____, 2011 by and between the CITY OF PORTSMOUTH, a body politic and corporate located at 1 Junkins Avenue, Portsmouth, NH 03801 (“City” or “District”), and _____ (hereinafter referred to as "Contractor").

The City and Contractor do mutually agree as follows:

1. **DESCRIPTION OF SERVICES.** This Agreement establishes the scope of services, schedule of work and fees for student transportation services. Contractor agrees to provide the services described in the Specifications attached as Exhibit 1.

The City’s designated representative for this contract is the Superintendent of Schools or his/her designee.

2. **TERM OF THE CONTRACT AND RENEWAL.** The term of the Contract is five (5) years commencing on July 1, 2011 and concluding June 30, 2016. The City and Contractor may agree on contract extensions not to exceed a total of five years, subject to the negotiation of mutually agreed to terms and conditions. Any extension shall be finalized no later than six (6) months prior to the end of the Contract term.
3. **PAYMENT.** Fees will be paid in accord with the Price Proposal Form attached as Exhibit 2. Contractor shall submit invoices as described in the Specifications attached as Exhibit 1.
4. **NON-APPROPRIATION:** The contract shall include a non-appropriation clause which states, “in the event that sufficient funds are not appropriated for student and/or school transportation services during the ensuing fiscal year, the Portsmouth School District may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effectively immediately.”
5. **PERFORMANCE BOND:** A performance bond in the total amount of the annual contract will be required. The superintendent may waive this requirement.
6. **CONTRACT ASSIGNMENT.** Contractor 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 prior written consent of the District. A sale of stock in a corporation, a change in partners in a partnership, or a change in membership in a LLC, which results in a change in the controlling interest of the Contractor shall be an action that will be considered a contract assignment under this provision.
7. **ADVERTISING.** Vehicles used in performance of this Contract to transport pupils of the District shall not be used to display, either inside or outside of the vehicle, any advertisement (commercial, political, or other) without the prior written authorization of the District.

- 8. PUBLIC RELATIONS.** The Contractor shall cooperate with the School District in maintaining a quality public relations program with the parents, community and news media so that any pertinent items affecting the transportation program, or the patrons of the School District, can be brought to the attention of the public.
- 9. BOOKS AND RECORDS.**
- a. The Contractor consents 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, including but not limited to payroll records for drivers and monitors, may be examined at a mutually agreeable time by duly authorized representatives of the District, and all records shall be kept for a minimum of 3 years following expiration of the Contract.
 - b. The district actively seeks reimbursement for specialized transportation from the NH Medicaid to Schools Program. The Contractor is expected to comply with any and all requirements to ensure accurate, acceptable billing. Any and all other information that may be required for Medicaid billing shall be provided in a timely manner, at no additional charge to the District. This may include but not be limited to the following: trip logs, attendance sheets, transportation reports, etc.
- 10. DEFAULT.** If Contractor fails to furnish service on the date of commencement of the Contract, or should it default in meeting any obligation under this Contract during the duration of the Contract, or should Contractor, or be delinquent (as determined by the District), in its preparation of the procedures required in meeting the terms, conditions and provisions of the specifications in a timely fashion, the Contractor will be notified in writing by the District. If within ten (10) days after written notification by the District the Proposer has not taken such measures, as will, in the sole and reasonable opinion of the District, insure the satisfactory progress and performance of the service, then the District shall have the right to declare the Contractor in default and in addition to any other legal or equitable remedies available to it, take the following action:
- a. Withhold any funds due the Contractor under this Contract and have the right of set-off and/or recoupment and/or counterclaim against said funds for any claims for which the School District might have against the Contractor; and/or
 - b. Proceed with another contractor. The District may negotiate a new contract for transportation with one or more alternative bus company(ies), and Contractor shall be responsible to the District for costs incurred in obtaining a substitute Contractor for and during the term of this Contract.

In the event of the failure of the Contractor to provide the transportation services under this Contract the District shall have the right to secure other transportation as may be necessary, and charge the cost of same to the accounts due to the Contractor. Deductions shall be made from payments to the Contractor for each day of service not rendered due

to such interruption. The Contractor shall be entitled to written verification of such costs and payments.

The District may cancel the contract if the Contractor becomes insolvent, bankrupt or makes an assignment for the benefit of creditors.

In the event the Contractor is unable to provide the transportation services herein specified because of any act of God, civil disturbance, fire, flood, riot, war, oil or fuel shortage or embargo, governmental action or any condition or cause beyond the Contractor's control, the District shall excuse the Contractor from performance under this agreement, and the District shall have no further payment obligation under this Contract.

Contractor shall be responsible and obligated for all damages caused by the default and for all costs and damages suffered by the School District. Such damages are to include reasonable attorneys' fees incurred in enforcing any claim against the Contractor, as well as attorneys' fees incurred in contracting with another party.

11. INDEMNIFICATION. Contractor agrees to hold harmless and indemnify the City, its officers, agents, or employees from any lawsuit, action, proceeding, liability, judgment, claim, or demand which may arise out of:

- a. any injury to person or damage to property sustained by the contractor, its agents, servants or employees or by any person, firm, or corporation employed directly or indirectly by them upon or in connection with their performance under the contract, except for such injury or damage arising out of the negligence or willful misconduct of the City its officers, agents, or employees;
- b. any injury to person or damage to property sustained by any person, firm, or corporation, caused by any negligent 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 City its officers, agents, or employees and shall satisfy any judgment that may be rendered against the City its officers, agents, or employees.

12. PERFORMANCE. The Contractor and the District shall have a grace period of three (3) weeks from the start of school to work out route deficiencies due to unexpected, overcrowded or underutilized buses. The Contractor and District shall have time to combine, separate, or change routes due to inadequate time factors. In view of the difficulty the District shall 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:

- a. This Contract envisions a quality transportation program where the Contractor promptly acknowledges communication from the District and proposes solutions to operating problems in a timely fashion. When an operating problem is communicated by the District to the Contractor, the Contractor shall promptly acknowledge receipt of the communication. When the operating problem is within the sole and exclusive responsibility of the Contractor, the Contractor shall also promptly inform the District of the proposed solution and take any necessary corrective action.
 - b. The District requires that all buses that are utilized in the performance of this Contract have operating and active two-way radios and cellular telephones
 - c. The Contractor and/or drivers may not change any routes without prior District approval.
- 13. ENTIRE AGREEMENT** This agreement sets forth the entire agreement between the District and the Contractor concerning the subject matter herein. There are no representations, either oral or written, between the District and the Contractor other than those contained in this agreement.
- 14. AMENDMENT OF CONTRACT** This Contract may be amended by mutual consent of the parties hereto, but no amendment of this Contract shall be valid unless made in writing and signed by the parties.
- 15. WAIVER** The failure of either party to take action with respect to any breach of any term, covenant, or condition herein, by the other party shall not be deemed a waiver of such term, covenant, or condition, or any other term, covenant, or condition herein contained.
- 16. GOVERNING LAW** This Contract is made pursuant to the laws of the State of New Hampshire and shall in all respects be governed by and construed in accordance with the laws of the State of New Hampshire.
- All actions brought by either party under this Contract shall be instituted and maintained in courts having jurisdiction within the State of New Hampshire.
- 17. SEVERABILITY** In the event that any of the provisions of this Contract are or become invalid or illegal in any respect, the validity or legality of the remaining provisions contained herein shall not be in any way affected.
- 18. JOINT VENTURE** Nothing contained herein shall be deemed to create a joint venture or partnership between the parties hereto.

PORTSMOUTH SCHOOL DEPARTMENT

CONTRACTOR

BY

Ed McDonough, Superintendent of Schools

DATE:

DATE:

SUBMITTAL DOCUMENTS

PRICE PROPOSAL FORM TO BE SUBMITTED WITH PROPOSAL

Pursuant to the Specifications issued by the Portsmouth School Department, the undersigned proposes to provide the services as described herein at the following rates:

A. Home-to-School Transportation Services:

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Rate Per Bus 14 Passenger	\$	\$	\$	\$	\$
Rate Per Bus 27 Passenger					
Total for Buses (4)	\$	\$	\$	\$	\$
Rate Per Bus w/ H/C Lift-gate					
Rate per Integrated Child seats					

B. Monitors:

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Bus Monitor – Rate/hour	\$	\$	\$	\$	\$

C. Field and Athletic Trips And Late Buses:

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
77/78 Passenger Bus					
Field Trips					
Rate/hour	\$	\$	\$	\$	\$
Out of District					
Rate/hour	\$	\$	\$	\$	\$
Late Bus					
Rate/hour	\$	\$	\$	\$	\$

D. Digital Cameras:

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Rate per vehicle for two (2) – camera system					
Rate/year	\$	\$	\$	\$	\$

E. Routing Software/GPS

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Rate/year	\$	\$	\$	\$	\$

F. Fuel Adjustment Clause

	2011-2012
Lower Price	\$
Upper Price	

Submitted this _____ day of _____, 2011

Contractor: _____

Name: _____

Title: _____

FLEET LISTING

TO BE SUBMITTED WITH PROPOSAL

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

Proposer's Name: _____

Authorized Signature: _____

Make/Model	Year	Seating Capacity	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 Proposer, adequate documentation demonstrating the ability to obtain the required vehicles must be provided.

**NON-COLLUSIVE BIDDING CERTIFICATION TO BE SUBMITTED
WITH PROPOSAL**

Firm Name: _____

Business Address: _____

Telephone No.: _____

Date of Proposal: _____

A. GENERAL PROPOSAL CERTIFICATION

The Proposer certifies that he or she shall furnish, at the prices herein quoted, the materials, equipment, and/or services as proposed on this proposal.

B. NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, the Proposer certifies that:

- a. Each Proposer and each person signing on behalf of any Proposer certifies, and in the case of a joint Proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - 1) The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor;
 - 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the Proposer and shall not knowingly be disclosed by the Proposer prior to opening, directly or indirectly, to any other Proposer or to any competitor; and
 - 3) No attempt has been made or shall be made by the Proposer to induce another person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.
- b. A proposal shall not be considered for award nor shall any award be made where (a) - (1), (2), and (3) above have not been complied with, provided, however, that if in any case the Proposer cannot make the foregoing certification, the Proposer

shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a) - (1), (2), and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the School District determines that such disclosure was not made for the purpose of restricting competition.

The fact that a Proposer has (a) published price lists, rates or tariffs covering items being procured, (b) informed prospective customers of proposed or pending publication of new or revised price lists for such items or (c) sold the same items to other customers at the same prices being proposed, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal shall be deemed to have been authorized by the Board of Directors of the Proposer, and such authorization shall be deemed to include the signing and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature: _____

Title: _____

Company: _____

Date: _____

CERTIFICATIONS/ DISCLOSURES TO SUBMIT WITH PROPOSAL

Firm Name: _____

I. Criminal and Civil History. By submission of this proposal, the Proposer hereby certifies under oath that the Proposer, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes _____ No _____

If the answer is “no”, the Proposer shall disclose under oath the following:

A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the bidding Proposer, or the Proposer’s directors, partners, principal officers or key employees. The term “key employee” for each statement shall include, but is not limited to, any employee who has an ownership interest in the Proposer and any employee who shall have contact with the schools, including all delivery personnel. A “bidding crime” is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury or material misrepresentation. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Proposer or the Proposer’s directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Proposer, as well as the contractor’s/vendor’s directors, partners, principal officers or key employees. The term “key employee” includes, but is not limited to, any employee who has an ownership interest in the Proposer and any employee that shall have contact with the schools, including all transportation personnel. The Proposer shall not be required to disclose any conviction which has been annulled by a court.

II. Creditor Relationships and Business History. Proposer hereby certifies that it:

A. Has been in business for _____ years.

B. Is current on all undisputed business debts.

C. Has not filed for bankruptcy protection. In the alternative, Proposer filed for bankruptcy protection on _____.

III. Equal Opportunity Employer. Proposer hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes _____ No _____

IV. Safety and Licensure. Proposer certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide transportation services to the District and meets all applicable safety standards.

Yes _____ No _____

V. Insurances. Proposer holds all the insurances which shall be required by the District.

Yes _____ No _____

VI. Criminal Records and Training. Proposer complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes _____ No _____

VII Contract Performance. Proposer certifies that it has never had a contract terminated for nonperformance.

Yes _____ No _____

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

The District reserves the right, at its sole discretion, to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Proposer on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District.

Proposer's Name: _____

By: _____

Title: _____

Date: _____

ACKNOWLEDGMENT BY PROPOSER

STATE OF _____ }
COUNTY OF _____ } **SS.:**

On this _____ day of _____, 20 ____, before me personally appeared _____ to me known, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that the District rely upon said statements.

SUPPORTING DOCUMENTS

SCHOOL HOURS OF OPERATION (* PLEASE NOTE RELEASE TIME CHANGES)

SCHOOL	2010-2011		2011-2012	
	START	END	START	END
DONDERO *	8:55 AM	3:00 PM 6 HR 5 MIN	8:55 AM	3:15 PM 6 HR 20 MIN
LITTLE HARBOUR*	8:45 AM	2:50 PM 6 HR 5 MIN	8:45 AM	3:05 PM 6 HR 20 MIN
NEW FRANKLIN*	8:20 AM	2:25 PM 6 HR 5 MIN	8:20 AM	2:40 PM 6 HR 20 MIN
PMS*	7:30 AM	2:00 PM 6 HR 30 MIN	7:30 AM	2:20 PM 6 HR 50 MIN
PHS	7:30 AM	2:30 PM 7 HR	7:30 AM	2:30 PM 7 HR
RJLA	7:30 AM	1:45 PM 6 HR 15 MIN	7:30 AM	2:15PM 6 HR 45 MIN
PEEP at Community	8:30 AM	11:30 AM	8:30 AM	11:30 AM
Campus	9:00 AM	12:00 PM	9:00 AM	12:00 PM
	1:00 PM	1:00 PM	1:00 PM	1:00 PM

Portsmouth School Department 2011- 2012 School Calendar

	M	T	W	TH	F		M	T	W	TH	F
August 1 day	29 <small>First Day for Teachers</small>	30 <small>WS Day for Staff</small>	31 <small>First Day for grades 1-9</small>								
September 20 days				1 <small>Grades 1 - 12</small>	2 <small>Labor Day Break</small>	February 18 days			1	2	3
	5 <small>Labor Day Break</small>	6 <small>First Day for Kindergarten</small>	7	8	9		6	7	8	9	10
	12	13	14	15	16		13	14	15 <small>Delayed Opening</small>	16	17
	19	20	21 <small>Delayed Opening</small>	22	23		20	21	22	23	24
	26	27	28	29	30		27 <small>Winter Recess</small>	28 <small>Winter Recess</small>	29 <small>Winter Recess</small>		
October 19 days	3	4	5	6	7 <small>Teacher Convention Workshop Day</small>	March 19 days				1 <small>Winter Recess</small>	2 <small>Winter Recess</small>
	10 <small>Columbus Day</small>	11	12	13	14		5	6	7	8	9
	17	18	19 <small>Delayed Opening</small>	20	21		12	13	14	15	16 <small>March Workday</small>
	24	25	26	27	28		19	20	21 <small>Delayed Opening</small>	22	23
	31						26	27	28	29	30
November 19 days HS/MS 18 days Elem		1	2	3	4	April 16 days	2	3	4	5	6
	7	8	9	10 <small>Grades K-5 Teacher Workday</small>	11 <small>Veteran's Day</small>		9	10	11	12	13
	14	15	16 <small>Delayed Opening</small>	17	18		16	17	18 <small>Delayed Opening</small>	19	20
	21	22	23 <small>ERD</small>	24 <small>Thanksgiving Recess</small>	25 <small>Thanksgiving Recess</small>		23 <small>Spring Recess</small>	24 <small>Spring Recess</small>	25 <small>Spring Recess</small>	26 <small>Spring Recess</small>	27 <small>Spring Recess</small>
	28	29	30				30				
December 17 days				1	2	May 22 days		1	2	3	4
	5	6	7	8	9		7	8	9	10	11
	12	13	14	15	16		14	15	16 <small>Delayed Opening</small>	17	18
	19	20	21 <small>Delayed Opening</small>	22	23 <small>ERD</small>		21	22	23	24	25
	26 <small>Holiday Recess</small>	27 <small>Holiday Recess</small>	28 <small>Holiday Recess</small>	29 <small>Holiday Recess</small>	30 <small>Holiday Recess</small>		28 <small>Memorial Day</small>	29	30	31	
January 19 days HS/MS 20 days Elem	2 <small>Holiday Recess</small>	3	4	5	6	June 10 days					1
	9	10	11	12	13		4	5	6	7	8
	16 <small>MLK Day</small>	17	18 <small>Delayed Opening</small>	19	20		11	12	13	14 <small>Last day for students*</small>	15 <small>Teacher WS Day*</small>
	23	24 <small>Tentative Secondary 6-12 Teacher Workday (after 90 days)</small>	25	26	27		18 <small>Teacher WS Day*</small>	19	20	21	22
	30	31									

*With no snow days
ERD = Early Release Day 05-11-11

BUS USAGE SURVEYS and ROUTES

**PORTSMOUTH SCHOOL DEPARTMENT
BUS SURVEY
2010/2011 SCHOOL YEAR**

DATE: 12-10-11

BUS COMPANY: The PROVIDER ENTERPRISES
BUS NUMBER: 227 Rte # 331

DRIVER: _____

VEHICLE PLATE _____ EXEMPT: Y N

PASSENGER RATING _____ ADULTS 14
STUDENTS _____

MAKE: Ford TYPE: A1 DATE OF MANUFACTURE: 2004

DATE OF MOST RECENT STATE SCHOOL BUS SAFETY INSPECTION: Aug 2010

ROUTES AM (TO SCHOOL)

ROUTES PM (TO HOME)

A. RUN SCHOOL(S) 4
OF STUDENTS 9
MILES TRAVELED 19

A. RUN SCHOOL(S) 4
OF STUDENTS 9
MILES TRAVELED 19

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

ATTACH COPY OF:
ROUTES, STOPS, TIMES, ETC.

Monitor:
 Phone #
 Cell #
 Bus #
 Route # 331
 Weekly Hours:
 Weekly Mileage:
 Program Dates: 9/1
** All Routes are subject to change **

Student (special equip.)	Address	program	days
	45A Holiday Dr Portsmouth	Dondero	M-F
	53D Holiday Dr Portsmouth	Dondero	M-F
	183D Greenleaf Ave	Dondero	M-F
	10 Elwyn Rd Portsmouth	Dondero	M-F

8:30 D/O @ Dondero School 32 Van Buren Ave Portsmouth NH 603-436-2231

92 Cass St Portsmouth Birchtree M-Fri
9:00 D/O @ Birchtree School 2064 Woodbury Ave Bldg #2 Portsmouth NH 603-433-4192

11:30 P/U @ Community Campus 100 Campus Dr Portsmouth NH 603-422-8231
 37 Wedgewood Rd Headstart M-F
 e needs to be seated separate from the other students

12:00 P/U @ Community Campus 100 Campus Dr Portsmouth NH 603-422-8228
 C/S not integrated seat - 185 Middle Rd, Port Peep T, W, Th
 224 Bartlett St Portsmouth Peep Fri-Only

12:50 P/U @ Portsmouth High School 50 Alumni Circle Portsmouth NH 603-436-7100
 Mon - Fri

Delayed Openings: Student needs to be at school by 12:21 - Dates (3/16,4/20,5/18)

1:00 D/O @ Robert J Lister (Pass) 35 Sherburne Rd Portsmouth NH 603-427-2901

Delayed Openings: P/U @ 1:30

2:00 P/U @ Portsmouth Middle School 155 Parrott Ave Portsmouth NH 603-436-5781

	204 Wibird St, Portsmouth	PMS	M-F
	112 Ledge wood Dr #4	PMS	M-F

Dri

AVAILABILITY:

Phone #

Cell #

Bus #

Route # 331

Weekly Hours:

Weekly Mileage:

Program Dates: 9/1

**** All Routes are subject to change ****

Student (special equip.)	Address	program	days
--------------------------	---------	---------	------

3:00P/U@ Little Harbour School 50 Clough Dr Portsmouth NH 603-436-1708

1	104 Ledgewood Dr #6 Ports	Little Harbour	M-F
	118 Ledgewood Dr #7 Ports	Little Harbour	M-Th
	110 Ledgewood Dr #6 Ports	Little Harbour	Fri
	555 Sagamore Court #8, Ports	Little Harbour	M-F
	43 Osprey Drive, Ports	Little Harbour	M-F
	24 Suzanne Dr. Ports	Little Harbour	M-F

4:00P/U@ New Franklin School 1 Franklin Dr Portsmouth NH 603-436-0910

	142 So. Main St.,Seabrook	N.Franklin	Thursday
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**PORTSMOUTH SCHOOL DEPARTMENT
BUS SURVEY
2010/2011 SCHOOL YEAR**

DATE: 12-10-11

BUS COMPANY: The PROVIDER ENTERPRISES

BUS NUMBER: 360 ~~Route #~~ 332

DRIVER: _____

VEHICLE PLATE _____

EXEMPT: Y N

PASSENGER RATING _____

2.7

ADULTS
STUDENTS

MAKE: CHEVY

TYPE: A1

DATE OF MANUFACTURE: 2007

DATE OF MOST RECENT STATE SCHOOL BUS SAFETY INSPECTION: Aug 2010

ROUTES AM (TO SCHOOL)

ROUTES PM (TO HOME)

A. RUN SCHOOL(S) 3
OF STUDENTS 16
MILES TRAVELED 20

A. RUN SCHOOL(S) 3
OF STUDENTS 16
MILES TRAVELED 20

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

ATTACH COPY OF:
ROUTES, STOPS, TIMES, ETC.

Monitor:
 Phone #
 Cell #
 Bus # 360
 Route # 332
 Weekly Hours:
 Weekly Mileage:
 Program Dates: 9/1
** All Routes are subject to change **

Student (special equip.) P/U (6-50)	Address	program	days
	82 Mason Ave Portsmouth	PMS	M-F
7:05	210 Cabot St Portsmouth	PMS	M-F
7:15	112 Ledgewood Dr #4	PMS	M-F
<u>7:25 D/O @ Portsmouth Middle School 135 Parrott Ave Portsmouth NH 603-436-5781</u>			
8:00	109 Blue Heron Dr Portsmouth	Peep	M, W, F
8:10 -	1156 Woodbury Ave Ports	Peep	M, W, F
8:15 -	13 Winsor Rd Portsmouth	PHS	M-F
<u>8:30 D/O @ Portsmouth High School 50 Alumni Circle Portsmouth NH 603-436-7100</u>			
8:40 -	33A Holiday Drive, Ports	Peep	M-F
	136 Buckminster Way Ports	Peep	M, W, F
	240 Buckminster Way, Ports	Peeps	M-F
<u>9:00 D/O @ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8228</u>			
<u>12:00 P/U @ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8228</u>			
	104 Ledgewood Dr. #1, Ports	Peeps	T, Th
	3 Freedom Cir #21 Ports	Peep	M-F
	136 Buckminster Way Ports	Peep	M, W, F
	50 Coakley Rd Portsmouth	Peep	M,T,W&F
	D/O@ Discovery Childcare 30 Rye St		
ly	376 Coolidge Dr Portsmouth	Peep	M-F
	D/O@ Discovery Childcare 30 Rye St		
	Residence Inn 1 international Dr, Ports	Peep	M,W,F
	109 Blue Heron Dr Portsmouth	Peep	M, W, F
	1156 Woodbury Ave Ports	Peep	M, W, F
	Monday Only D/O@ Discovery Childcare 30 Rye St		
	1400 Woodbury Ave Ports	Peep	T & Th
<u>P/U@Pat Katkin-Daycare-1400 Woodbury Ave Port</u>		Peep	T & Th

Dri

Monitor:

Phone #

Cell #

Bus # 360

Route # 332

Weekly Hours:

Weekly Mileage:

Program Dates: 9/1

**** All Routes are subject to change ****

<u>Student (special equip.)</u>	<u>Address</u>	<u>program</u>	<u>days</u>
<u>2:00 P/U @ Portsmouth High School 50 Alumni Circle Portsmouth NH 603-436-7100</u>			
Pm Only Aide	90 Coakley Rd Portsmouth	PHS	M-F
	82 Mason Ave, Portsmouth	PHS	Wed & Th
<u>2:30 P/U @ Portsmouth High School 50 Alumni Circle Portsmouth NH 603-436-7100</u>			
	467 Post Rd Greenland	Portsmouth High	M, Th
D/O@ Greenleaf Rec Center Friends project			
Teacher @Portsmouth High Sue Gremlitz 436-7100 X 2137			
Please do not leave without before calling			
	13 Winsor Rd Portsmouth	PHS	M-F
<u>3:00 P/U @ Dondero School 32 Van Buren Ave Portsmouth NH 603-436-2231</u>			
	10 Elwyn Rd Portsmouth	Dondero	M-F
	45A Holiday Dr Portsmouth	Dondero	M-F
	53D Holiday Dr Portsmouth	Dondero	M-F
	183D Greenleaf Ave	Dondero	M-F

**PORTSMOUTH SCHOOL DEPARTMENT
BUS SURVEY
2010/2011 SCHOOL YEAR**

DATE: 12-10-11

BUS COMPANY: The PROVIDER ENTERPRISES
BUS NUMBER: ~~239~~ 1374 333

DRIVER: _____

VEHICLE PLATE _____ EXEMPT: Y N

PASSENGER RATING _____ ADULTS 14
STUDENTS _____

MAKE: CHEVY TYPE: A1 DATE OF MANUFACTURE: 2010

DATE OF MOST RECENT STATE SCHOOL BUS SAFETY INSPECTION: Aug 2010

ROUTES AM (TO SCHOOL)

ROUTES PM (TO HOME)

A. RUN SCHOOL(S) 3
OF STUDENTS 15
MILES TRAVELED 17

A. RUN SCHOOL(S) 3
OF STUDENTS 15
MILES TRAVELED 17

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

ATTACH COPY OF:
ROUTES, STOPS, TIMES, ETC.

Phone #

Cell #

Bus # 239

Route # 333

Weekly Hours:

Weekly Mileage:

Program Dates: 9/1

** All Routes are subject to change **

Student (special equip.)	Address	program	days
	6 Old English Vill, Dover	PMS (AM-Only)	M-F
	1 Freedom Circle #24	PMS	M-F

7:25D/O@ Portsmouth High School 50 Alumni Circle Portsmouth NH 603-436-71007:30 D/O @Portsmouth Middle School 155 Parrott Ave Portsmouth NH 603-436-5781

5 Weald Rd Portsmouth	New Franklin	M-F
44 Weald Rd Portsmouth	New Franklin	M-F
44 Weald Rd Portsmouth	New Franklin	M-F
20 Weald Rd Portsmouth	New Franklin	M-F
36 Wedgewood Rd Portsmouth	New Franklin	M-F

8:00D/O@ New Franklin School 1 Franklin Dr Portsmouth NH 603-436-0910

24 Suzanne Dr. Ports	Little Harbour	M-F
118 Ledgewood Dr #7 Ports	Little Harbour	M-Th
110 Ledgewood Dr #6 Ports		Fri
104 Ledgewood Dr #6 Ports	Little Harbour	M-F

8:30D/O@ Little Harbour School 50 Clough Dr Portsmouth NH 603-436-1708

3 Freedom Cir #21 Ports	Peeps	M, W, F
411 South St Portsmouth	Peeps	M-F
104 Ledgewood Dr. #1, Ports	Peeps	T, Th
185 Middle Rd, Ports	Peeps	T,W,Th

9:00D/O@ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8231

22 Wedgewood Rd Ports	Headstart	M-F
187 #C Greenleaf Ave Ports	Headstart	M-F
1005 White Cedar Blvd Ports	Headstart	M-F

12:30D/O@ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-82311:30P/U@ Portsmouth Middle School 155 Parrott Ave Portsmouth NH 603-436-5781 Mon Onl1:40D/O@Wild Irish Farm 408 Newington Rd Newington NH Mon Only

Phone #
 Cell #
 Bus # 239
 Route # 333
 Weekly Hours:
 Weekly Mileage:
 Program Dates: 9/i
** All Routes are subject to change **

Student (special equip.)	Address	program	days
<u>1:00 P/U@ Dondero School</u>	<u>32 Van Buren Ave Portsmouth NH 603-436-2231</u>		<u>Wednesday Only</u>
	Portsmouth City indoor Pool		

1:00P/U@ Portsmouth Middle School 155 Parrott Ave Portsmouth NH 603-436-5781 Fri Only

1:10D/O@Portsmouth Indoor Pool 48 Andrew Jarvis Dr Portsmouth NH Fri Only

2:00P/U@ Portsmouth Middle School 155 Parrott Ave Portsmouth NH 603-436-5781

210 Cabot St Portsmouth	PMS	M-F
1 Freedom Circle #24	PMS	M-F

2:25P/U@New Franklin School 1 Franklin Dr Portsmouth NH 603-436-0910

	36 Wedgewood Rd Portsmouth	New Franklin	M-F
	8 Wedgewood Rd Portsmouth	New Franklin	Friday Only
	8 Wedgewood Rd Portsmouth	New Franklin	Friday Only
or	20 Weald Rd Portsmouth	New Franklin	M-F
1	44 Weald Rd Portsmouth	New Franklin	M-F
	44 Weald Rd Portsmouth	New Franklin	M-F
	5 Weald Rd Portsmouth	New Franklin	M-F

3:05P/U@ Garrison Elementary School 50 Garrison Rd Dover NH 603-516-6752

103 Spring Brook Cir, Portsmouth	Garrison	M-F
103 Spring Brook Cir, Portsmouth	Garrison	M-F

**PORTSMOUTH SCHOOL DEPARTMENT
BUS SURVEY
2010/2011 SCHOOL YEAR**

DATE: 12-10-11

BUS COMPANY: The PROVIDER ENTERPRISES
BUS NUMBER: ~~230~~ Rt. # 341

DRIVER: _____

VEHICLE PLATE _____

EXEMPT: Y N

PASSENGER RATING _____

ADULTS _____
STUDENTS _____

MAKE: Ford TYPE: A1 DATE OF MANUFACTURE: 2004

DATE OF MOST RECENT STATE SCHOOL BUS SAFETY INSPECTION: Aug 2010

ROUTES AM (TO SCHOOL)

ROUTES PM (TO HOME)

A. RUN SCHOOL(S) 2
OF STUDENTS 13
MILES TRAVELED 36

A. RUN SCHOOL(S) 2
OF STUDENTS 13
MILES TRAVELED 36

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

B. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

C. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

D. RUN SCHOOL(S) _____
OF STUDENTS _____
MILES TRAVELED _____

ATTACH COPY OF:
ROUTES, STOPS, TIMES, ETC.

Dr

none
Cell

Bus # 230

Route #341

Weekly Hours:

Weekly Mileage:

Program Dates: 9/1

**** All Routes are subject to change ****

Student (special equip.)	Address	program	days	
7:00	r 18 Gosling Rd Portsmouth	Headstart	M-F	(
7:05	is 37 Wedgewood Rd Portsmouth	Headstart	M-F	(
	to be seated separate from the other students			
7:13	13 Winsor Rd Portsmouth	Headstart	M-F	(
7:25	104 Ledge wood #6 Portsmouth	Headstart	M-F	(
7:33	237 Holly Lane Portsmouth	Headstart	M-F	(
7:45	55A Holiday Dr Portsmouth	Headstart	M-F	(
<u>8:00D/O@Community Campus 100 Campus Dr Portsmouth NH 603-422-8231</u>				
	Single transport 26 Gosling Rd Portsmouth	Little Harbour	M-F	(
	requires a seatbelt lock			
<u>8:30 D/O@ Little Harbour School 50 Clough Dr Portsmouth NH 603-436-1708</u>				
	Residence Inn 1 international Dr, Ports	Peep	M,W,F	(
	50 Coakley Rd Portsmouth	Peep	M-F	(
	P/U@ Discovery Childcare 30 Rye St			
<u>9:00D/O@Community Campus 100 Campus Dr Portsmouth NH 603-422-8228</u>				
<u>11:30P/U@ Community Campus 100 Campus Dr Portsmouth NH 603-422-8231</u>				
11:40	104 Ledge wood #6 Portsmouth	Headstart	M-F	6
11:45	55A Holiday Dr Portsmouth	Headstart	M-F	(
11:55	237 Holly Lane Portsmouth	Headstart	M-F	6
12:20	109 Diamond Dr. Portsmouth	Headstart	M, W, Th, F	(
12:30	18 Gosling Rd Portsmouth	Headstart	M-F	(
12:34	13 Winsor Rd Portsmouth	Headstart	M-F	(

Phone
 Cell
 Bus # 230
 Route #341
 Weekly Hours:
 Weekly Mileage:
 Program Dates:9/1
** All Routes are subject to change **

Student (special equip.)	Address	program	days
<u>1:45P/U@ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8228</u>	240 Buckminster Way, Ports	Peeps	Tuesday Only

<u>2:00P/U@ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8228</u>	240 Buckminster Way, Ports	Peeps	W&TH
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3:00P/U@ Little Harbour School 50 Clough Dr Portsmouth NH 603-436-1708

Single transport	26 Gosling Rd Portsmouth	Little Harbour	M-F
ier requires a seatbelt lock			

3:45 - 4:00P/U@ Community Campus Peep 100 Campus Dr Portsmouth NH 603-422-8231

3:55	1005 White Cedar Blvd Ports	Headstart	M-F
4:05	187 #C Greenleaf Ave Ports	Headstart	M-F
4:10	33A Holiday Dr, Ports	PEEP	M-F
4:15	22 Wedgewood Rd Ports	Headstart	M-F