

**Newmarket School District
186A Main Street
Newmarket, NH 03857
603-659-5020**

Request for Proposals

School Bus Transportation Services

Sealed proposals marked “Sealed Transportation Proposal” must be submitted no later than Friday, March 26, 2021 at 3:00 pm to the SAU Office, 186A Main Street, Newmarket, NH 03857.

The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever, to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFP at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.

All bids are governmental records subject to public disclosure under the Right-to-Know Law. The District will not accept bids marked confidential in whole or in part.

Proposals will be publicly opened at the School Administration Office located at 186A Main Street, Newmarket, New Hampshire. The contents of all proposals will be open to inspection by interested parties at the time of opening or by appointment thereafter.

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**Newmarket School District
Request for Proposals**

The Newmarket School District (the “District”) is soliciting proposals from qualified Carriers to provide daily school bus transportation, and transportation for extracurricular activities, through a contract for services with an initial term of five years commencing on July 1, 2021.

The Newmarket School District is a K-12 public school system serving approximately 1,100 students with one Elementary School and one Junior Senior High School. Additionally, the District provides transportation for Newmarket students attending Seacoast School of Technology in Exeter, NH.

Background Information

The Carrier is responsible for establishing daily bus routes, times, and bus stops (in consultation with District Administration) and approving extracurricular trips. The District reserves the right to make changes in bus routes, scheduling, bus stops, and student pick-up lists when such changes are in the best interest of the District and its students. Any such changes must be properly authorized by the District.

At the end of the 2020-2021 school year the District will be completing a multi-year contract with First Student, a national school transportation firm.

The approximate number of pupils currently being carried on daily school bus routes, include the following:

Elementary School:	350
Junior High/High School:	265

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SPECIFICATIONS FOR PUPIL TRANSPORTATION

A. SPECIFIC PROVISIONS

1. GENERAL SCOPE

Pupil transportation services include, but are not limited to, furnishing vehicles, operators, fuel, insurance, repairs and service, and inspections and certificates. Services also include route planning and serving as a focal point in providing route and schedule information to school officials, families and pupils.

2. DAILY TRANSPORTATION SERVICES

Times shown below are for the 2020-2021 school year. The District reserves the right to change these times as necessary to meet educational needs. Pupil transportation shall be provided as follows, to and from:

- a. Newmarket Elementary School – grades K-5. Pupils shall be transported in the morning to arrive by 8:30 am. Pupils shall be transported from school in the afternoon. Buses shall be assembled and ready to load at 1:50 pm.
- b. Newmarket Junior Senior High School -grades 6-12. Pupils shall be transported in the morning to arrive by 7:30 am. Pupils shall be transported from school in the afternoon. Buses shall be assembled and ready to load at 1:40 pm.
- c. Seacoast School of Technology Students: Transportation from the NJHHS to SST in Exeter, NH. The transportation schedule varies based on the SST schedule and student participation, but typically requires a morning run, a mid-day run, and an afternoon run. On average, twenty-five (25) students attend classes at SST daily.

Transportation services as stated above shall be provided with a **maximum of (6) buses. The capacity for each bus shall be 77 passengers.** The objective is to transport pupils using no double runs. Alternatives to the “no double run” plan will be considered as long as it can be demonstrated that the majority of students are being transported using the “no double run” concept. The goal of the administration is to minimize the time pupils are spending on the school grounds prior to and after school.

3. SCHOOL YEAR

- a. The contract amount is based on providing pupil transportation for 180 days each school year. The per diem rate is the total cost of the services outlined in Paragraph 2 above, divided by 180.
- b. Administration may find it necessary to adjust the school schedule. Sometimes advance notice can be given as is the case with pre-planned early release days or lengthened school days. Other times no advance notice can be given as is the case with weather emergencies, heat outages or other emergencies which may from time to time occur. Adjustments for such emergencies typically consist of canceling school, delaying the starting time or closing school early as

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determined by the Superintendent of Schools or designee. The Carrier is responsible for changing the service on such days to meet school needs. No additional payment will be made due to adjusted daily schedules or for days canceled and added at the end of the school year. The Carrier shall only be paid for days that it transports the District's students.

4. EXTRACURRICULAR, FIELD AND/OR ATHLETIC TRIPS

The Carrier shall make every effort to meet all field trip and athletic event transportation needs of the District. In those instances where all Carrier's resources are fully committed, the District shall have the right to utilize the services of other transportation providers.

- a. Field Trips: Field trips are scheduled for the most part during school hours. There may be occasions when certain trips will run beyond the normal school day. Field trip scheduling shall be permitted by the Carrier in advance starting August 1st of each school year, on a first come, first served basis.
- b. Athletic Events: Athletic events are scheduled for the most part after school hours. There may be occasions when certain trips will run into the normal school day. Athletic trip scheduling shall be permitted by the Carrier in advance starting August 1st of each school year, on a first come, first served basis.
- c. Payment for these trips shall be in accordance with Schedule A, attached. The extra-curricular minimum charge applies only when the time of the extracurricular, field, or athletic trip overlaps the time buses are committed to daily "to and from" school runs.
- d. The District shall offer the Carrier the opportunity to provide transportation for all extracurricular, field and athletic trips when commercial services are required. The Carrier has the right of first refusal.

5. ROUTE PLANNING

The Carrier is responsible for establishing routes and bus stops in accordance with School Board policies.

- a. Routes will be assigned a regular driver. These route assignments will take precedence over assignments to charters and special assignments.
- b. Bus routes shall be constructed with the objective that no student will be required to ride longer than forty-five (45) minutes on any trip.
- c. The proposed schedule shall be submitted by the Carrier to the Superintendent's Office, or the Superintendent's designee, by mid-August 2021 and by mid-August in each successive year of the contract.
- d. The Carrier shall be flexible in adjusting routes to meet changing factors such as medically impaired pupils or changing demographics. The Carrier shall also be flexible in extending routes to accommodate new residential developments or to serve pupils moving into areas where pupils initially did not live.

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- e. Routes are to be planned taking into account the posted weight limits of the towns' bridges. No bus with pupils on board shall cross any bridge if its span exceeds the length of the bus and its load rating is lower than the weight of the loaded bus.
- f. Regular routes are to be planned so that all students are returned to their bus stops not later than forty-five minutes after being picked up at the close of the school day.

6. CARRIER-COMMUNITY INTERFACE

- a. The Carrier shall serve as focal point for directing, coordinating and controlling pupil transportation service. Calls from the public shall be directed to the Superintendent's Office and may be forwarded to the Carrier for response by the Carrier and appropriate action taken. The Carrier will maintain regular communication with the Superintendent's Office and building Principals as appropriate, and provide updates as needed.
- b. The Carrier shall operate a dispatch office and customer service office located in close proximity to Newmarket, New Hampshire. This office must be open at least from 7:00 am to 4:30 pm each school day and at least 2 hours each normal work day the rest of the year. The Carrier must have a qualified supervisor and a full-time dispatcher who is not a regularly scheduled driver on duty during those hours. The qualified supervisor or person answering the phone must have the ability to deal courteously, tactfully and responsibly with the public.
- c. The Carrier is responsible for communicating route schedules to the District. Whenever route changes or bus stop changes occur, the Carrier is responsible for notifying the District.
- d. Handling of complaints by parents shall be in accordance with School Board policies regarding transportation of pupils.

7. EQUIPMENT AND VEHICLE REQUIREMENTS

- a. The maximum age of any bus used to transport pupils under the Agreement shall be seven (7) years.
- b. All vehicles used shall be owned and operated by the successful bidder. The words, "Newmarket School District" are to be clearly displayed on the outside of each vehicle. This issue is negotiable.
- c. All vehicles will be numbered on the outside for easy and clear identification.
- d. A list of vehicles to be used for transporting Newmarket students will be submitted to the Business Administrator prior to the beginning of the 2021-2022 school year. This list will state the make, model, year of manufacture, mileage and seating capacity of each vehicle. The Carrier will notify the Business Administrator of any additions or deletions to this list as they occur over the term of the contract.
- e. The Carrier agrees that all buses will be equipped with functional heaters, proper ventilation, and kept clean at all times.
- f. The Carrier agrees that all laws of the State of New Hampshire relating to bonds, insurance, inspection by the Department of Motor Vehicles and that all requirements and laws of the State of New Hampshire concerning the safe transportation of children in existence at the

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- time of the Agreement or adopted or enacted during the Agreement term, shall be rigidly adhered to at the Carrier's sole cost. The Carrier agrees to furnish the Board with all reports of inspection made by the Department of Motor Vehicles as the Board shall order and/or in accordance with statutory requirements.
- g. All vehicles must be registered in the name of the Carrier.
 - h. All vehicles shall be stored at an area provided by the Carrier at his/her own expense. The Carrier will assume full responsibility and liability.
 - i. All vehicles must be inspected daily before starting out. Daily inspection must include, but not limited to, brakes, lights, tires, radiator, oil, fuel, heaters and all safety appliances and accessories. Records of such inspections shall be maintained and made available to the District on demand of its authorized employees(s) or agent(s). The District reserves the right, at the sole cost of the Carrier, to require inspection and certification of the condition of the buses at any time by the Division of Motor Vehicles of the New Hampshire Department of Safety. A vehicle not passing the daily inspection shall not be utilized to transport students until it will pass the daily inspection. A pass will be deemed to mean that all inspected items are in good working order.
 - j. A regular schedule for servicing all vehicles shall be maintained and shall include, but not limited to mufflers, oil, grease, tires, rims, batter, brakes, and all safety appliances and accessories. All contractual services, maintenance, management and operational labor, etc. shall be the responsibility of the Carrier. Records of such servicing shall be made available to the District on demand of its authorized employee or agent. All applicable Federal, State and Local laws and regulations in existence at the time of the Agreement or adopted or enacted during the Agreement term must be adhered to regarding the operation of all buses and maintenance thereof.
 - k. Buses shall not be operated at an excessive speed, but always in a prudent and reasonable manner, with due regard for the safety and welfare of the pupils transported and must at all times comply with Federal, State and Local laws and regulations.
 - l. When traveling on school grounds, buses shall follow the traffic patterns established by the School Board and/or Superintendent. All buses shall observe a "no idling" rule.

8. RADIO COMMUNICATION/CROSSING GATES/DIGITAL VIDEO/AUDIO CAMERAS

- a. All buses shall be equipped with a two way radio communication system, capable of transmitting on at least two frequencies, and linked to the dispatcher's office and Newmarket Schools. All buses shall be equipped with crossing gates. Each bus shall be equipped with a digital video camera with audio capabilities. Each bus shall be posted by the Carrier in accordance with RSA 570-A:2 (k)(1), informing passengers that audio recording is in progress. Each camera shall be locked and inaccessible to drivers. Each camera shall be checked before the first trip of the day to verify that the date and time settings are correct.
- b. At least one base station shall be manned at all times while the buses are operating upon regularly assigned routes. At least one manager or supervisor will be either at the station or

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on call while buses are operating for field trips, athletic events, late buses and other transportation provided beyond the regularly assigned routes.

- c. Any vehicle used for transporting students, before, during and after school should have a cell phone available for emergency use.

9. REPLACEMENT BUS AVAILABILITY

The Carrier shall have pre-planned arrangements to provide a replacement bus within twenty (20) minutes if a regular vehicle becomes disabled. The replacement vehicle must meet the conditions of Section 7 above.

10. PAYMENT

For performance of the services described in these specifications, the District shall pay the Carrier the amount provided for in Schedule A. Payment shall be made in ten (10) monthly installments annually, beginning on or before the fifteenth day of September and shall continue in similar fashion for the remaining nine (9) payments each school year. The final payment shall be made following receipt of an invoice by the Carrier which reflects any adjustments such as actual number of days, etc.

11. SHARED SAVINGS

The specifications do indicate a total maximum number of buses required for the Carrier's overall service to the Newmarket School District. If fewer than six (6) buses or a reduced capacity is needed, the Carrier shall reduce its compensation by the per bus daily rate.

12. PUPIL DISCIPLINE STANDARDS

The District reserves the right to set pupil standards which shall be enforced by the Carrier and each of its employees and agents. The Carrier will agree that during the entire time of transportation service he/she will be responsible for the safety and the welfare, conduct and control of the pupils transported.

B. GENERAL PROVISIONS

1. The Newmarket School District shall make a good faith effort to negotiate a contract incorporating the requirements of this RFP with the selected Carrier. If a contract cannot be reached to the District's satisfaction, the District reserves the right to terminate negotiations with no obligation to the apparently selected Carrier and to enter into a contract with any other Carrier of its choosing.
2. Awarding of the contract by the School Board will be within forty five (45) days from the proposal opening. No proposal shall be withdrawn for a period of forty five (45) days from date of opening.
3. All proposals must be submitted on the forms attached, sealed, labeled, "Sealed Transportation Proposal" and delivered to the SAU Office, 186A Main Street, Newmarket, NH 03857 on or before 3:00 pm, **Friday, March 26, 2021.**

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4. All proposers shall submit, with their proposals, evidence from an insurance or surety company, licensed to do business in the State of New Hampshire.
5. The Carrier shall submit financial statements from the previous fiscal year.
6. To the maximum extent permitted by law, the Carrier shall, at its own expense, defend, indemnify and hold harmless the Newmarket School District, School Board, SAU and their respective officials, agents, employees, and volunteers from any and all claims, but not limited to, any and claims for personal injury, debt and property damage which may, in any way, arise from or out of the operations of the Carrier pursuant to the terms of the Agreement, whether such operations be performed by the Carrier 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 the Agreement.
7. Certificates of insurance shall be filed with the SAU #31 Office prior to the effective date of the Agreement and shall be subject to approval by SAU #31 and its insurance carrier for adequacy of protection. The Carrier shall file updated insurance certificates on at least a yearly basis or as coverage becomes effective. Insurance shall not be cancelable without thirty (30) days prior written notice to the District. The District is to be named as an additional insured. The Carrier agrees to maintain insurance in the following **minimum** amounts:

Commercial Automobile Liability-Combined Single Limit (CSL)	\$5,000,000 per accident
General Liability	\$5,000,000 per occurrence
With no exclusion for sex abuse or molestation.	

During the term of the Agreement, the Carrier agrees to maintain Workmen's Compensation insurance on all employees engaged in the performance of the Agreement. A certificate of insurance and policy endorsements shall be filed with the SAU #31 Office prior to commencement of the contract.

8. The Carrier shall, at all times, employ and maintain adequate staff for consistent and efficient operation of services specified under the Agreement. The Carrier shall also provide sufficient backup in times of staff shortages due to vacations, illnesses and inclement weather.
9. The Carrier shall keep full and accurate records in connection with the services provided by it under the Agreement.
10. The Carrier shall at its sole expense furnish all fuel used in the buses.
11. The terms, conditions, representations, and warranties contained in the Agreement shall survive the termination or expiration of the Agreement.
12. Neither party may assign or subcontract any of its rights or obligations under the Agreement in whole or in part. Any attempted assignment under the Agreement shall be void and of no effect.
13. The Carrier agrees to comply with the following:
 - a. All applicable Federal and State laws and regulations pertaining to the operation of school buses in existence at the time of the Agreement or adopted or enacted during the Agreement

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- term including but not limited to laws and regulations for inspections, registrations, insurance, training and licensure of drivers.
- b. All vehicles must have at least thirteen (13) inches of allowable seating width per pupil and sufficient seats for each passenger. Under no circumstances will standees be allowed.
 - c. The Carrier will conduct one (1) emergency evacuation drill during each semester period. A written report shall be submitted to the Superintendent on such drills, no later than October 15 and May 1 of each school year.
14. The District reserves the right, at any time during the term of the Agreement, and after consultation with the Carrier, to cancel said Agreement when the terms of the Agreement have been violated or the vehicles provided by the Carrier are being operated in a condition or manner which imperils the safety of the passengers. The District shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default for any reason, the District shall have the right to terminate the Agreement. In the event of a contractual termination, the District reserves the right to employ another carrier to complete the term of the Agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the District. In that event, the Carrier will be required to indemnify the District for any loss that may be sustained.
 15. Any termination of the Agreement by the District shall be without cost or penalty to the District. The District shall be liable to pay the Carrier only such amounts as are due of the date of termination.
 16. The Agreement will include a liquidated damage provision in recognition of the expense and difficulties in proving the actual loss suffered by the District if the Carrier does not perform the services specified or comply with the conditions of the Agreement by, for example, not providing timely buses or the required number of buses and/or drivers. Accordingly, instead of requiring such proof, the Carrier will be required to pay the District the sum of the daily rate of the annual awarded contract for each violation of the contract. The liquidated damages shall be deducted from the District's next payment to the Carrier.
 17. Any notice required under the Agreement shall be in writing and may either be given by personal delivery or sent by certified mail.
 18. The Agreement, and all matter or issued collateral to it, shall be governed by, and construed in accordance with the law of the State of New Hampshire. If any provision of the Agreement, as applied to either party or to any circumstance, shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of the Agreement or the validity or enforceability of the Agreement.
 19. The Agreement shall terminate and become null and void commencing on the July 1st following the annual March School District Meeting if at said meeting monies are not appropriated and approved for the purpose of pupil transportation.
 20. In the event either party is unable to perform its obligations under the Agreement because of any act of God, civil disturbance, fire, riot, war, terrorism, governmental action, epidemic or any other

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emergency or condition or cause beyond the party's control (except strikes), the party's performance under the Agreement shall be excused.

C. STAFF

The Carrier shall be required to provide bus operators who possess the following qualifications prior to the appointment:

1. All bus operators shall have a New Hampshire School Bus Certificate. The School Board, Superintendent or designee shall have the right to require the removal of the driver.
2. All bus operators shall be minimum of twenty-one (21) years of age. A request for a waiver of this clause may be made, in writing, to the Superintendent of the District.
3. Bus operators shall undergo a physical examination annually and otherwise in keeping with RSA 200:37. Any fees incurred for completion of the medical examination for the employees will be the Carrier's sole responsibility.
4. The Carrier agrees to be fully compliant with RSA 189:13-a and RSA 189:13-b on background investigations. Any fees incurred for completion of the background investigation and criminal history records check for the employees will be the Carrier's sole responsibility.
5. The Carrier agrees to submit required information on all drivers to the Federal Motor Carrier Drug and Alcohol Clearinghouse, in accordance with mandatory reporting requirements. Proof of registration on the FMC Drug and Alcohol Clearinghouse shall be provided to the District annually, inclusive of all drivers used by the District. For all new hires, proof of registration shall be provided to the District in advance of transporting any Newmarket students.
6. The Carrier agrees to engage in random drug and alcohol testing of drivers as required by law and DOT requirements. In the event of a positive test, the Carrier agrees to remove the driver from its active roster immediately and shall take appropriate follow-up disciplinary or administrative action.
7. All bus operators shall be careful, courteous, of good health and reputable character, and must be capable of maintaining discipline and good public relations between the students and the public and between the School Board and the public.
8. All of the Carrier's employees furnishing services under the Agreement shall be deemed employees solely of the Carrier and shall not be deemed for any purposes whatsoever employees or agents of, acting for or on behalf of, the Board and/or District. Carrier shall perform all services as an independent contractor and shall discharge all its liabilities as such. Not acts performed or representations, whether oral or written, made by the Carrier with respect to third parties shall be binding with the Board.
9. If any employee of the Carrier shows evidence of intoxication or other unacceptable behavior, the Carrier shall immediately remove the employee from his or her duties and shall take appropriate follow-up disciplinary or administrative action.
10. The Carrier agrees that persons working for or on behalf of Carrier whose duties bring them upon the District's premises shall obey the rules and regulations that are established by the Board and shall comply with the reasonable directions of the Board's officers and/or agents.

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- (a) Carrier shall be responsible for the acts of its employees and agents during transportation of pupils. Accordingly, Carrier agrees to take all necessary measures to prevent injury and loss to persons or property during said transportation. Carrier shall be responsible for all damages to persons or specifications of the Board, any damage that it, or any of its employees or agents, may cause to the District premises or equipment; on Carrier's failure to do so, the Board may repair such damage and Carrier shall reimburse the District promptly for the cost of repairs at a reasonable and prudent cost.
 - (b) Carrier agrees that, in the event of an accident of any kind, Carrier will immediately notify the Newmarket Police Department, Superintendent's Office and the School Principal. An ambulance will be called for all accidents. A full written report of such accident will be submitted to the SAU Office within twenty-four (24) hours of the accident.
 - (c) Carrier shall perform the services contemplated in the Agreement without interfering in any way with the activities of the District's faculty, pupils, staff, or visitors.
 - (d) If the Carrier knows or should have known that a driver assigned by the Carrier to perform services under the Agreement is charged and/or convicted of any traffic violation or other crime, the Carrier shall notify the Superintendent in writing within twenty-four (24) hours of the charge and/or conviction and specify the name of the driver, date of violation or crime, and nature of the violation or crime.
11. The Carrier shall be required to furnish to the Superintendent or designee, prior to the annual opening of school, and thereafter before the employment of other operators of substitute operators, the following information:
 - a. Name of Operator
 - b. Residence Address
 - c. Telephone Number
 - d. Certificate of Physical Examination
 - e. Record or Previous Driving Experience
 - f. Date and Number of Current School Bus Certificate
 - g. Bus or Route Assignment
 - h. Evidence that Satisfactory References have been Received and verified
 - i. Evidence of Criminal Record Check including fingerprinting
 - j. Evidence of registration in the FMC Drug and Alcohol Clearinghouse.
12. No operator shall allow children to leave the bus except at scheduled stops unless authorized by the Superintendent or his designee.
13. Operators are to remain on the bus at all times when children are aboard unless relieved by authorization of the bus contractor or in the case of emergency. Drivers shall remain in the vicinity of their buses during the waiting period for all athletic, field and other extracurricular trips.
14. Drivers shall not use any tobacco or alcohol products or illegal substances while in a bus. Drivers shall not use electronic devices other than Carrier-provided two-way communication radios for making calls texting or any other use while in a bus, unless it is an emergency.
15. Drivers shall make certain that all children are seated before moving the bus after each bus stop.

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16. Bus drivers do not have the authority to refuse any child, who is eligible for transportation, the right to ride a bus and do not have the authority to remove any child from a bus, with the exception of instances when the safety and well-being of others are threatened.
17. All buses and operators must be available on one (1) hour notice for early closing or in emergencies and upon on (1) day notice for early closing of school for all staff workshops, in-service meetings, parent conferences, or other activities scheduled in advance.

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COVID-19 ADDENDUM

Until the NH Governor and/or Legislative authorities rescind the ongoing declared State of Emergency related to COVID-19, this addendum will remain in effect. As a result of heightened concerns and risks related to COVID-19, certain additional provisions are outlined as follows:

1. Carrier shall develop and communicate its policies related to masking to the Superintendent's Office and Building Principals prior to the beginning of each contract year. All drivers shall be required by the Carrier to follow these stated policies.
2. Carrier will continue disinfection services for all buses used to transport Newmarket School District students, using a long-lasting disinfectant approved by the District. Carrier shall only invoice for sanitation costs during months where disinfection services are required to address COVID-19 sanitation protocols.
3. Carrier shall ensure that buses are regularly disinfected in accordance with best industry practices.

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PUPIL TRANSPORTATION BID FORM

(This form becomes Schedule A upon signature of a contact)

The undersigned agrees to furnish Pupil Transportation as described in the Specifications for Pupil Transportation at the following Costs:

	Year	Year	Year	Year	Year
	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
1. Total cost for 6 Regular buses _____	_____	_____	_____	_____	_____
2. Amount per day to add buses based On 180 days.	_____	_____	_____	_____	_____
3. Costs of disinfection services (per month)	_____	_____	_____	_____	_____
4. Cost for extra-curricular and/or Athletic trips:					
a. Cost per mile including driver	_____	_____	_____	_____	_____
b. Cost per hour for driver waiting time	_____	_____	_____	_____	_____
c. Minimum charge per trip	_____	_____	_____	_____	_____
5. Please attach a list of buses including the make, year and capacity of buses to be used to fulfill the obligation of this contract.					

Name of Carrier: _____

Address: _____

Contact Person: _____

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Telephone: _____

Enclosed are:

- _____ Most Recent Certified Financial Statements
- _____ List of Contracts for Past 10 Years
- _____ List of Accidents for Past 10 Years
- _____ Business References (at least 5)
- _____ State of Current Minimum Wage and Benefits Package for Drivers

CARRIER: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

This Bid Form and the above stated Enclosures should be returned in a **sealed envelope**, addressed as follows:
Transportation Bid 2021, Newmarket School District SAU #31, 186A Main Street, Newmarket, NH 03857, on
or before Friday, March 26, 2021 at 3:00 p.m.