

**ISLAND PARK UNION FREE SCHOOL DISTRICT**

**99 Radcliffe Road  
Island Park, NY 11558**

*Island Park*

*School District*



*Together We Are Better!*

**SEALED PROPOSAL FOR  
TRANSPORTATION OF STUDENTS**

**IN DISTRICT AND OUT OF DISTRICT  
IN DISTRICT SUMMER SCHOOL  
OUT OF DISTRICT SPECIAL EDUCATION  
SUMMER SCHOOL, FIELD TRIPS,  
BAND TRIPS, Etc.**

**PROPOSALS WILL BE RECEIVED UNTIL**

**11:00 A.M., MAY 10, 2024**

## PUBLIC NOTICE TO CONTRACTORS

The Board of Education of the Island Park Public Schools (hereinafter referred to as the "District") hereby invites the submission of Sealed Proposals for the following service:

### **REQUEST FOR PROPOSAL #2024-25/29-01 TRANSPORTATION OF STUDENTS FOR THE SCHOOL YEARS: 2024-2028**

The Board of Education of the Island Park Union Free School District, Town of Hempstead, Island Park, New York, in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed bids from reputable and qualified transport companies for the provision of services for the following contract in the School District:

#### **Bid # 2024-25/29-01: Transportation of Students**

Bids will be received by **Friday, May 10, at 11:00 a.m.** at the Administrative Offices, 99 Radcliffe Road, Island Park, NY, at which time and place all bids will be publicly opened. Specifications and bid forms may be obtained on the District website, <https://www.ips.k12.ny.us>, in person or by written request made to the Business Office, at (516) 434-2600 between the hours of 9:00 a.m. and 4:00 p.m.

Bids must be presented on the standard proposal form in the manner designated therein and as required by the specifications. All bids must be enclosed in sealed envelopes which are clearly marked on the outside: "Bid #2024-25/29-01– Transportation of Students" MAY 10, 2024 at 11:00 a.m.". Bids shall remain firm for a period of sixty (60) days following the date of the bid opening.

The Board of Education reserves the right to waive any informalities in or to reject any or all bids, or to accept that bid which, in the Board of Education's judgment, is in the best interest of the School District. The Board of Education reserves the right to consider experience, service and reputation in the above-referenced fields. In addition, the Board of Education reserves the right to consider the financial responsibility and specific qualifications, as set out herein, of the prospective bidder in its evaluation of the bids and award of the contracts.

By order of: Board of Education  
Island Park Union Free School District  
Town of Hempstead, Nassau County, NY  
Cindy Pastore, District Clerk

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ISLAND PARK UNION FREE SCHOOL DISTRICT  
99 Radcliffe Road  
Island Park, NY 11558

## INFORMATION FOR PROPOSALS

### GENERAL STATEMENT:

The Island Park UFSD (“District”) is requesting proposals for the provision of pupil transportation herein described. This “Information for Proposals” describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of the proposal. All proposals must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations in the Range and Scope, Form of Proposal and all addenda issued prior to the bid opening.

### PROPOSALS:

- In-District School Year Transportation
- Out of District School Year Transportation, including Special Education
- Field Trip School Year Transportation, including Special Education
- Athletic School Year Transportation
- In-District Summer Transportation, including Special Education
- Out of-District Summer Transportation

Year 1	2024-2025
Year 2	2025-2026
Year 3	2026-2027
Year 4	2027-2028
Year 5	2028-2029
Summer	2024,2025,2026,2027,2028

All proposals must be submitted in sealed envelopes, bearing on the outside the name and address of the Contractor.

All prices and information required must be legible. Illegible or vague proposals may be rejected. **Prices MUST be included with TYPEWRITER OR INK. Entries with WHITE-OUT, CROSS-OUTS OR LIFT-OFF TAPE MUST BE INITIALED or that entry will be disqualified.**

All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.

All proposals shall be signed in ink, in longhand (by the principal officer, if a corporation; or if an individual owner, by that person). Proposals that are incomplete, conditional, vague or unclear may be rejected as not being formal proposal.

No oral or telephone proposals will be considered.

Proposals shall be viable for a period of sixty (60) days from the date of opening.

All sealed proposals on the proposal form and in envelopes marked as instructed above are to be in the hands of Salvatore Carambia, Island Park Schools Business Administrator, 99 Radcliffe Road, Island Park, NY

11558, no later than 11:00 A.M. on MAY 10, 2024, at which time they will be publicly opened. It is understood that upon award, all prices, bid terms and conditions are represented in the Public Sealed Proposal and all addenda thereto shall become a part and parcel of the awarded contract.

To be considered for award, a proposal must comply in all material respects with all terms, conditions, and provisions as listed in the proposal plus all attachments and amendments. In order to arrive to an equitable evaluation of proposals received, all Contractors must stand on equal footing. Contractors who choose to enter qualifying statements or paragraphs contrary to the terms of this bid or Island Park School District (ISLAND PARK UFSD) policy are cautioned that their proposal might be rejected as non-responsive.

As stated in this notice, proposals will be publicly opened and read in the Business Office situated in the District Offices, 99 Radcliffe Road, Island Park, NY 11558 on Friday, MAY 10, 2024 at 11:00 a.m.

Name of Proposer: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax : \_\_\_\_\_

Email address: \_\_\_\_\_

DELIVER ALL PROPOSALS TO:  
Island Park Union Free School District  
Business Office  
99 RADCLIFFE ROAD ISLAND PARK, NY 11558

MARK ENVELOPE:  
Sealed Proposal Opening- MAY 10, 2024, at 11:00 a.m.  
PROPOSAL #2024-25/29-01- TRANSPORTATION OF STUDENTS  
FOR THE SCHOOL YEARS: 2024-2028 AND SUMMERS 2024-2028

## **I. SPECIFICATIONS**

This information for Contractors describes the conditions and specifications which must be met by any person or firm receiving a contract as a result of this proposal. All responders must be prepared to comply with all instructions, conditions, stipulations, specifications, and regulations as listed in the Contractor Service Agreement.

The Board of Education is looking for a contractor ("Contractor") that will be a team player partnering with the School District. For the purpose of this Request for Proposal, the term "Contractor" shall have the same definition as, "proposer," "Contractor," i.e. the entity identified in the proposal as the contractor who will be providing services pursuant to the contract with the School District; the School District is not required to consider the qualifications of a parent company, holding company, affiliated company, or other controlling entity in rating the proposal, but the School District may do so if it deems such consideration to be appropriate.

These specifications are intended to provide for school bus services for the transportation of students for the Island Park UFSD. The Transportation programs of said School District are defined and described in the appendices and proposal forms annexed to these specifications. Each proposer must inform itself fully as to the conditions relative to the fulfillment of the contract(s). In that regard, all proposers are invited and urged to review, among other things, the routing schedules used in the 2023-2024 school year which are on file with the District's Transportation Department and shall be made available upon request.

The Contractor needs to strive for a 95% or better school bus inspection rate. If the Contractor's bus inspection (NYSDOT) profile falls below 90%, the Board of Education reserves the right to terminate the contract.

The Contractor's safety program will be based on trained staff and safety meetings. The Contractor shall provide a dispatcher at a designated telephone number at the main fleet depot to answer calls concerning daily service, including missed service and late pickups or drop-offs. The dispatcher shall be on duty from no less than ½ hour prior to the time the first bus run begins, until one half hour from the time when the last bus run is completed. Said dispatcher will maintain contact with the District as necessary. The Contractor shall be responsible for maintaining services and facilities each day. The dispatcher must be thoroughly familiar with safety regulations, and all routes and operator's daily assignments. The dispatcher must be able to read and understand the logbook and be able to answer all reasonable questions on the day's operations. The dispatcher must be thoroughly familiar with the geography of the Island Park School District, prevailing traffic patterns and bus routing procedures in effect. The dispatcher shall further have the authority to send a substitute driver and bus to cover for any bus having mechanical difficulty and/or any type of accidents. The Contractor shall provide direct private line telephone equipment and service between the dispatch operations center and the School District's Transportation Office. The Contractor must at all times maintain and utilize the same radio frequency for all buses under this contract. These previously mentioned positions shall be separate and distinct from the following additional positions. Two (2) full time 19A certified road supervisor/trainer will be hired by the Contractor to ensure a safety program consistent with the expectations of the Board of Education.

There is no expressed or implied obligation for the District to reimburse responding Contractors for any expenses incurred in preparing proposals in response to this Proposal.

## **II. SUBMISSION OF PROPOSALS**

- A. Proposals must be submitted on proposal forms furnished by the District.
- B. Proposals must be signed wherever requested including, but not limited to:
  - 1. Proposal and Certification
  - 2. Non-Collusive Bidding Certification
  - 3. Proposer's Certification of Compliance with Iran divestment Act of 2012- OR-
  - 4. Declaration of Proposer's inability to Provide Certification of Compliance with the Iran Divestment Act
  - 5. Certification of Sexual Harassment training in the Workplace
- C. Proposals, which are incomplete, conditional, ambiguous, or not clear, may be rejected as not meeting proposal specifications. All proposal prices shall be written in ink or typed. Signatures shall be in ink and in longhand. No oral or telephone proposals will be considered.
- D. Questions regarding this proposal must be submitted via email no later than 5 business days prior to the due date of the proposal. Questions should be sent to: [scarambia@islandparkschools.org](mailto:scarambia@islandparkschools.org)
- E. Contractors should send three (3) copies of the completed proposal in a sealed envelope marked clearly on the outside of the envelope the name and address of the Proposer and the **title of the proposal to Sal Carambia, School Business Administrator**:

**PROPOSAL #2024-25/29-01 Transportation of Students for the  
School Years 2024-2028 AND  
SUMMERS 2024-2028**

**Island Park Union Free School District**  
Business Office  
99 RADCLIFFE ROAD  
ISLAND PARK, NY 11558

F. Any proposals received after the designated time will not be considered and will be returned to the proposer unopened. The proposer assumes responsibility for having the proposal submitted to the Business Office and assumes the risk of any delay in the mail or in the handling of the mail by employees of the Island Park Union Free School District.

## **III. QUALIFICATIONS**

For each of the contracts requested herein, the following minimum requirements must be met to qualify:

- A. The Contractor must possess and demonstrate facilities, knowledge, and capabilities to satisfy all New York State Department of Transportation rules, regulations, and vehicle inspection requirements. The District expects all Contractors to possess a profile that reflects an out-of-service (OOS) rate that is less than 10% for all locations. The School District reserves the right to reject any proposal from a Contractor that it deems is not performing adequate maintenance to its school bus fleet.
- B. The Contractor must possess and provide the School District with a copy of its Company Drug and Alcohol Testing Policy for School Bus Drivers and proof of compliance from its Medical Review

The Contractor must employ a full time Safety Supervisor(s) who is a New York State Department of Motor Vehicles-Certified Article 19-A Examiner and a State Education Department-certified School Bus Driver Instructor (SBDI). The Contractor must provide the School District with the names and respective certification numbers of all employees so certified. The Contractor must also employ two (2) full-time road supervisors/trainers as set forth in the specifications.

C. The Contractor must employ a full time Safety Supervisor(s) who is a New York State Department of Motor Vehicles-Certified Article 19-A Examiner and a State Education Department-certified School Bus Driver Instructor (SBDI). The Contractor must provide the School District with the names and respective certification numbers of all employees so certified. The Contractor must also employ two (2) full-time road supervisors/trainers as set forth in the specifications.

D. The Contractor shall provide the School District with a reference list which lists the names of all school districts serviced by it with a comparable program, including the names and telephone numbers of each business or transportation official Contractor collaborates with. This reference list shall include all school districts the Contractor has served during the past ten (10) school years. The Contractor must have held contracts with these school districts under the same company or corporation name. The Contractor must be financially responsible as demonstrated by:

1. The submission of audited or reviewed financial statements that, in the opinion of the School District, have been satisfactory for the last three (3) years.
2. The submission of a list of pending lawsuits or substantive outstanding judgments or liens, including any Federal or State tax liens. Said list must, in the opinion of the School District, not indicate any potential for future operating or financial problems which could negatively impact service to the School District.
3. The Contractor has not been denied a Performance Bond within the last seven (7) years. The cost of the Performance Bond will help determine the degree of financial responsibility. As such, the Contractor shall complete the cost of bond form attached hereto as an appendix. The cost of the bond shall be included in the cost of proposal submitted by each proposer.
4. A satisfactory credit history as demonstrated by a review that may be initiated by the School District.

E. The Board of Education reserves the right to investigate all references and information submitted by the Contractor pursuant to the requirements of these documents, including a copy of the drivers' contract with their union (if applicable). Upon investigation and evaluation, the Board of Education may choose to reject any proposal where it is found that the Contractor's qualifications are not consistent with the information presented.



#### **IV. EVALUATION PROCEDURES**

##### **A. Evaluation Committee**

Proposals submitted will be evaluated by the Assistant Superintendent and her appointed Evaluation Committee.

##### **B. Evaluation Criteria**

Proposals will be evaluated using 3 sets of criteria: Mandatory elements, technical quality, and Price. Proposer's meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualification and price. The following represents the principal selection criteria which will be considered during the evaluation process.

##### **C. Mandatory Elements**

1. The proposer has no conflict of interest with regard to any other work performed by the firm for the District.
2. The proposer adheres to the instructions in this Proposal on preparing and submitting their proposal.

##### **D. Technical Quality: Expertise and Experience**

1. Experience and performance with educational entities of comparable size.

##### **E. Price**

Cost will not be the primary factor in the selection.

##### **F. Final Selection**

The District will award a Contractor a contract based upon the recommendation of the Evaluation Committee, approval by the Board of Education and approval of funding for the contract in the district's budget by district voters. The award of the proposal will be made as soon as practicable.

##### **G. Right to Reject Proposals**

Proposals submitted should abide by the terms of the request which will be confirmed in the contract between the District and the successful proposer if awarded the contract. The District reserves the right without prejudice to reject any or all proposals. During the evaluation process, the District reserves the right, where it deems to serve the District's best interest, to request additional information and clarification from Contractors, or to allow corrections of errors or omissions.

##### **H. Oral or Telephone proposals will not be accepted.**

I. This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that Contractor will be an independent contractor, and not the District's employee, for all purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payment, Federal Insurance Contribution Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the New York State Revenue and Taxation Law, the New York State Workers' Compensation Law, and the New York State Unemployment Insurance Law. The contractor will retain sole and absolute discretion in the judgment of the manner and means of carrying out the service activities and responsibilities hereunder. Contractor agrees to be a separate and independent enterprise from the District. This agreement shall not be construed as creating any joint employment relationship between Contractor and the District, and the District will not be liable for any obligation incurred by the Contractor, if any, including but not limited to unpaid minimum wages and/or overtime premiums.

#### J. Freedom of Information Law

The New York State Freedom of Information Law as set forth in Public Officers law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this proposal may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Contractors who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, "THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW." The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

K. The ISLAND PARK School District is requesting proposals for the provision of transportation services herein described. The enclosed Specifications outline all the requirements and conditions for furnishing this service. Any aspects of the service not addressed by these specifications are left for the proposer to address. It is important for the proposer to state any assumptions on which its proposal rests. The contract will be awarded to the best proposer as determined by the District. It is appropriate to emphasize that the lowest proposer may not be the best. The District recognizes the complicated nature of delivering safe, reliable, efficient school transportation. In order to adequately measure the capabilities of the proposer, the District will evaluate and score each proposal in accordance with the categories presented below.

The maximum point allowance for each category is indicated. Proposals with a score of less than "75" will not be considered by the District. Total possible points are 100.

<u>Category</u>	<u>Points</u>
1. Previous experience of the proposer in transporting pupils.	10
2. Evaluation of management in the performance of contracts to District.	5
3. Safety programs implemented by the proposer. Include supporting documents in proposal.	10
4. Record of accidents in motor vehicles in Nassau and Suffolk Counties under the control of the proposer for the past three (3) years, by providing list of insurance runs and ratio of injury vs. physical damage. Also, any non-reported accidents must be provided on a separate list.	5
5. Driving history of employees of the company that drive in Nassau and Suffolk Counties and driving practices. Include abstracts and driving records.	5
6. Condition and location of maintenance and dispatch facilities.	5
7. NYS DOT BUSNET scores for the three (3) previous years and model year of all vehicles under the control of proposer must be included for local locations servicing this proposal.	5
8. Maintenance schedule of the motor vehicles under the control of the proposer. List programs and preventive maintenance programs implemented and followed.	5
9. Financial analysis of proposer (include financial statements)	5
10. Compliance with the state and local insurance and bonding requirements. Include insurance certificate.	5
11. Overall cost of proposal over the period of time requested. Points will be awarded as a percentage of all responders. With the lowest proposer receiving the maximum points allowed.	40
<i>Total:</i>	<i>100</i>

The District reserves the right to consider all relevant and reasonable criteria in selecting the successful proposer, which may or may not be expressed in this Specification description.

### Scoring Worksheet

III.K.1	PREVIOUS EXPERIENCE	
	The evaluator will rate the Contractors' previous experience in providing service to the District, and all other Districts of comparable size within the past 10 years. A list should be provided of all Districts serviced. Priority will be given to the level of service provided to the District. Safety, on time performance, problem solving, accessibility of management, and driver appearance are <i>tope</i> considered in evaluation of the proposer. Scores may range from a high of 10 points to a low of 0 points.	
III.K.2	OWNER & MANAGER	
	The evaluator will rate the interaction with managers & owners during the course of performance in all Districts served and companies owned or managed. If the proposer has not had previous experience with the District, the evaluator shall contact other District(s) where comparable service has been provided by the proposer. Scores may range from a high of 5 points to a low of 0 points.	
III.K.3	SAFETY PROGRAMS	
	The evaluator will rate the safety programs implemented by the proposer and compliance with all appropriate State Agencies. Yard safety evaluation from TSA in last 5 years and the score, evaluation of training programs, manuals, drug and alcohol testing, as well as mandated courses will be considered. GPS and camera access for the District is required. Participation in Nassau County's "School Bus Photo Violation Monitoring Program" is also required. Scores may range from a high of 10 points to a low of 0 points.	
III.K.4	ACCIDENTS	
	The evaluator will consider the number of accidents relative to the number of vehicles operated and total miles driven in Nassau and Suffolk Counties. The number of accidents involving injury shall be weighed more heavily than minor damage accidents. Scores may range from a high of 5 points to a low of 0 points.	
III.K.5	DRIVING HISTORY OF EMPLOYEES	
	The evaluator will review the driving records of the employees of the proposer in Nassau & Suffolk Counties including their 19A records, accident records, length of service, and medicals. Scores may range from a high of 5 points to a low of 0 points.	
III.K.6	LOCATION AND CONDITION OF MAINTENANCE AND DISPATCH FACILITIES	
	The evaluator will make a sight and safety inspection of all shops and offices to be used to service this contract. Shop location, equipment, lighting, heating, computer equipment will all be considered. Scores may range from high of 5 points to a low of 0 points.	

## Scoring Worksheet

III.K.7	INSPECTION RECORDS	
	The New York State DOT BUSNET ratings of the Proposer's facilities and for any entity/company the Proposer may have that operate on Long Island. Scores for this section will be determined by the BUSNET average ratings for the three most recent years as follows:	
	100-97% for all servicing terminals 5 Points	
	97-94% for all servicing terminals 3 Points	
	93-91% for all servicing terminals 2 Points	
	90-89% for all servicing terminals 1 Points	
	88% or lower for servicing terminals 0 Points	
III.K.8	VEHICLE MAINTENANCE	
	The evaluator will review the preventive maintenance of the proposer. Frequency of major repairs shall be noted as it relates to the age of the equipment and the down time of vehicles for repairs. Scores may range from a high of 5 points to a low of 0	
III.K.9	FINANCIAL ANALYSIS	
	The evaluator will review the financial documents submitted to determine the financial strength of the proposer. Added value will be given to Contractors submitting certified financial statements or in the case of publicly traded companies, their annual report. Scores may range from a high of 5 points to a low of 0 points.	
III.K. 10	INSURANCE	
	The evaluator will review all information submitted to ascertain that the District's requirements are fully met. Score will be 3 points for full compliance or 0 points for non-compliance. Greater points will be awarded to Contractors carrying insurance in excess of the required limits. Scores may range from a high of 5 points to a low of 0 points.	
III.K.11	OVERALL COST	
	The scores for total cost of the proposal will be scored as follows:	
	40 points for the lowest cost proposal- Points for overall cost will be awarded as based on a formula awarding 40 points to the lowest pricing proposer. Points will be deducted based upon the percentage difference between the lowest proposer and the other Contractors. For example, if the total cost difference between the lowest proposer and the next lowest proposer is 10%, then proposer two will have 4 points deducted from the maximum score of 40.	
	TOTAL SCORE	100

\_\_\_\_\_  
Reviewer

\_\_\_\_\_  
Date

The above-referenced scoring of the criteria will be used for each of the contracts (Home to School and School to Home) including In and Out-of-District Transportation for Public, Private, Parochial and Special Needs Programs, Athletic Trips, and Field Trips) for the term of the contract awarded under this Proposal for transportation service. In the best interest of the School District, the Board of Education intends to award a five (5) year contract in accordance with applicable law and subject to and conditioned upon the approval of the ISLAND PARK Union Free School District voters.

In the event, the voters do not approve a multi-year agreement, the District will entertain the award of a one-year contract. Notwithstanding the provisions of any general, special, or local law or charter, a board of education or a trustee of a district, pursuant to rules and regulations promulgated by the Commissioner, may award a contract for the transportation of pupils involving an annual expenditure in excess of the amount specified for purchase contracts in the RFP requirements of the General Municipal Law in compliance with the proposal law or subsequent to an evaluation of proposals submitted in response to a proposal prepared by or for the board of education or trustee of a district. The Commissioner, in addition to his/her existing statutory authority to approve or disapprove transportation contracts, may reject any award of a transportation contract that is based on an evaluation of proposals submitted in response to a proposal if he/she finds that (1) the contractor is not responsive to the proposals or (2) the proposal is not in the best interests of the district.

## **V. GENERAL INSTRUCTIONS**

A. The Board of Education, ISLAND PARK Union Free School District, reserves the right to waive any irregularities and/or noncompliance with the specifications for any proposal or proposals reject any or all proposals and re-advertise the submission of new proposals, or to accept the whole or part of any proposal from one or more responders, which in the Board's judgment is in the best interest of the School District. Also reserved is the right to reject any and all proposals and to exercise the use of any existing state or cooperative contract. The Board reserves the right to award route by route, item by item, destination by destination, vehicle by vehicle, or in aggregate. The award of the contract will be made as soon as practicable after the opening of PROPOSALS.

B. Each proposer must be familiar with Transfinder software and have the ability to access and transmit the District's Transfinder files to their routing system.

C. No proposal will be considered unless submitted on the standard forms hereinafter prescribed for that purpose and enclosed in sealed envelope marked "PROPOSAL #2024-25/29-01 Transportation of Students for the School Years 2024-2028 AND SUMMERS 2024-2028" (one original copy will be required) and bearing on the outside the name and address of the proposer, the phrase "Sealed Proposal Opening", properly marked as to the date and time of the proposal opening. The proposal must be submitted without change in phraseology, erasure, omission, addition, or substitution of qualifying condition.

D. All proposal prices shall be filled in ink or typed. Signatures shall be in ink and in longhand.

E. Questions for the district must be submitted via email no later than 5 business days prior to the due date of the proposal. Questions should be sent to [scarambia@islandparkschools.org](mailto:scarambia@islandparkschools.org)

F. All proposals must be presented in the Business Office by the time specified in the Notice to Proposers.

G. Proposals which are incomplete, conditional or obscure may be rejected as not meeting Proposal Specifications.

H. No proposal will be withdrawn pending award which, if made, will be within ninety (90) days after the last day for receipt of proposals. Before the contract is awarded the Board of Education reserves the right, and at its

discretion, to require the successful proposer to submit evidence in writing and satisfactory to the Board, of the Contractor's ability to supply the prescribed transportation.

I. A deposit of five percent (5%) of the total proposal, based on the number of designated units multiplied by unit cost, will be included with the response. This deposit will be in the form of a certified check of an authorized bank of the State of New York, or a bid bond issued by a legitimate surety company licensed to do business in the State of New York.

J. Simultaneously with their delivery of the executed Contract, each successful proposer may be required to deliver to the Owner a Performance Bond in the amount of one hundred percent (100%) of the accepted proposal for the faithful performance of the terms, covenants, and conditions of the contract. Each proposal must be accompanied by a written statement from a surety company that it will issue a performance bond in the amount of 100% of the accepted proposal to the successful proposer prior to execution of the contract, in the event the Board deems it necessary. Performance bonds shall be executed by a responsible surety, licensed in New York and listed in the latest issue of U.S. Treasury circular S70, with a Best's rating no less than A/XII.

1. The premium on all bonds shall be paid by the Contractor.
2. Each successful proposer, if required to submit a performance bond and upon failure or refusal to execute and deliver the Contract and bond required within eight (8) days after they have received a letter of award of their proposal, or a letter of intent to award their proposal, the requirement for the performance bond shall suffer to the Owner, as liquidated damages for such failure or refusal, their proposal security. The time to execute the contracts may, however, be extended by the Board of Education.
3. The Contractor shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.
4. Every Bond under this Paragraph must display the Surety's Bond Number. A rider including the following provisions shall be attached to each bond:
  - i. Surety hereby agrees that it consents to and waives notice of any addition, alteration, omission, change, or other modification of the Contract Documents. Such addition, alteration, change, extension of time, or other modification of the Contract Documents, or forbearance on the part of either the Owner or the Contractor to the other, shall not release the Surety of its obligations hereunder and notice to the Surety of such matter is hereby waived.
  - ii. Surety further agrees that in event of any default by the Owner in the performance of the Owner's obligations to the Contractor under the Contract, the Contractor or Surety shall cause written notice of such default (specifying said default in detail) to be given to the Owner, and the Owner shall have thirty (30) days from time after receipt of such notice within which to cure such default, or such additional reasonable period of time as may be required if the nature of such default is such that it cannot be cured within thirty (30) days. Such Notice of Default shall be sent by courier, certified mail or registered U.S. Mail, return receipt requested, first class postage prepaid to Lender and the Owner.
  - iii. Surety agrees that it is obligated under the bonds to any successor, grantee or assignee of the Owner.
  - iv. Surety shall be liable for the costs of litigation expenses, including but not limited to, reasonable attorney's fees, as well as reasonable litigation expenses incurred by the Owner in prosecuting a claim against, or defending a claim by, either the Contractor or the Surety.
- K. The checks or bonds of all except the successful Proposer will be returned after the signing of the contracts and the remaining checks or bid bonds will be returned when the contracts are executed.
- L. All vehicles must comply with the requirements of the New York State Department of Transportation, Department of Motor Vehicles and local school district. All vehicles must be school bus chrome yellow as required by law.

- M. All buses must be in good operating condition with working air conditioning and heating. In the event of a breakdown all standby buses used for transporting children must meet all the above requirements.
- N. All spare vehicles and drivers must, be readily available to avoid the possibility of an interruption in schedules due to a breakdown or any other unforeseen emergency.
- O. All buses, including spares, are required to be equipped with two-way radios which shall operate on FCC assigned frequency. The two-way radio must be capable of direct transmission to the base dispatcher from any point to and from the destination facility while operating under this contract and shall remain in contact with the dispatcher's office at all times when buses are in service. In addition, all buses must be equipped with video cameras and GPS systems.
- P. All buses must comply with Federal, State and Local laws regarding emissions standards.
- Q. Each proposal must be accompanied by a certified statement of the proposer, or in case of a corporation, its officers, showing the following:
1. A detailed financial statement showing assets, liabilities and net worth of the proposer. Such a statement be in the ordinary form as usually required by Banks for persons desiring a loan therefrom and showing financial conditions.
  2. The name of the bank as reference to the financial stability of the proposer.
  3. Names of school districts on Long Island previously or presently serviced.
  4. A list of all accidents in the past three years. Such lists shall be prepared on the stationery of the insurance carrier.
- R. The successful proposer shall and will be required to conform to the Labor Laws as amended, of the State and shall also comply with all rules, regulations and Labor Laws of the Federal Government, and the various acts amendatory and supplementary thereto, and all other laws, ordinances and legal requirements.
- S. The successful proposer shall defend, indemnify, and hold harmless the District from and against any and all liability, loss, damage, claim or action, to the extent permissible by law, arising out of operations performed or services provided by the contractor under the contract, including the transportation of students.
- T. All transportation contracts are subject to the approval of the appropriation of funds for transportation at the annual school district meeting.
- U. The successful proposer for each contract shall comply with all Rules and Regulations of the NYS Department of Transportation.
- V. No item of this contract may be subcontracted at any time without prior written consent of the District. If a contractor is found to be giving out a part, or parts of this contract they shall stand the risk of forfeiting their performance bond.
- W. The foregoing enumerated items contained in these instructions to responders and all other attached specifications shall be deemed to be part of any contract which may be awarded by the Board of Education.

## **VI. INSURANCE REQUIREMENTS**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the transportation contractor hereby agrees to effectuate the naming of Island Park UFSD (the District) as an Additional Insured on the transportation contractor's insurance policies, except for workers' compensation and N.Y. State Disability insurance.
2. The policy naming the Island Park UFSD as an Additional Insured shall:
  - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is required.
  - b. State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers with a waiver of subrogation in the favor of the District.
  - c. Additional insured status shall be provided by standard or other endorsements that extend coverage to the District (CG 20 26) or equivalent.
3. A complete copy of the endorsements must be attached to the Certificate of Insurance.
  - a. The Certificate of Insurance must describe the services provided by the transportation contractor that are covered by the liability policies.
  - b. At the District's request, the transportation contractor shall provide a copy of the declaration page of the liability and umbrella/excess policies with a list of endorsements and forms. If requested, the transportation contractor will provide a copy of the policy endorsements and forms.
4. The transportation contractor agrees to indemnify the District for applicable deductibles and self-insured retentions.



5. Minimum Required Insurance:

a. **Commercial General Liability Insurance**

\$5,000,000 per Occurrence/ \$5,000,000 Aggregate  
\$2,000,000 Products and Completed Operations  
\$1,000,000 Personal and Advertising Injury  
\$1,000,000 Sexual Misconduct and Assault  
\$100,000 Fire Damage  
\$10,000 Medical Expense

The policy must state that the commercial general liability policy **affirmatively** provides coverage for claims of negligent hiring, training and supervision, which may arise in the context of sexual molestation, abuse harassment, or similar sexual misconduct.

b. **Automobile Liability**

\$5,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles.

c. **Workers' Compensation and NYS Disability Insurance**

Statutory Workers' Compensation (C-105.2 or U-26.3); and-NYS Disability Insurance (DB-120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

d. **Excess Umbrella or Excess Liability**

coverage with a limit of \$5,000,000 per occurrence and aggregate is to be provided. Umbrella or Excess Liability coverage must be provided (at a minimum) on a following form basis over the primary Auto Liability, General Liability, and Employers Liability. These liability limits can be accompanied by a combination of primary and excess policies, if needed.

6. The Transportation contractor acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract. The transportation contractor is to provide the District with a certificate of insurance, verifying the above requirements have been met, prior to the commencement of work.

## **VII. LIQUIDATED DAMAGES**

In view of the difficulty the district will suffer by reason of defaults on the part of the Contractor, the following sums are hereby agreed upon and shall be deemed liquidated damages for breach of this contract and shall not be deemed to be penalty.

Three hundred dollars (\$300.00) per day, per bus will be deducted from the Contractor's subsequent payment for the following:

- A. Each time a driver operates a vehicle in service under this contract when he/she has not received the proper training, instructions, and/or as required by State and/or Federal regulations, for the specified time periods.
- B. Each time an accident involving a district-contracted vehicle is not reported to the District Transportation Supervisor **immediately**. Also, if an accident occurs after hours or on a weekend, an email should be sent, and a phone call should be made (to a number provided by the district) to the Supervisor of Transportation.
- C. Each time a driver is found guilty or pleads guilty to committing a moving violation of the New York State Vehicle and Traffic Law while transporting passengers under this contract.
- D. Each school day or portion thereof the Contractor provides contract services with a vehicle that does not have a two-way radio set, GPS and cameras in sound working order.
- E. Each daily occurrence when the Contractor transports an unauthorized rider without permission from the district (defined as someone who is not a resident student of the district) on an approved district route.
- F. Each school day or portion thereof the Contractor provides contract services with a vehicle that has an expired New York State Department of Transportation certificate, motor vehicle inspection sticker, New York State Department registration, or expired insurance.
- G. Each school day or portion thereof that the Contractor provides contract services with a vehicle that does not fully comply with all specifications and requirements of this contract and with all applicable laws, including structural and safety provisions, belts and tie-down specifications, and specialized equipment such as, but not limited to, air conditioning.
- H. Each occurrence, after a driver unloads students at a facility or home drop-off point, that said driver fails to check the bus and that a child has been left on the vehicle unauthorized.
- I. Each time a Contractor uses a driver/attendant in the performance of this contract who has not been approved by the Superintendent of Schools or her designee prior to the start of service.
- J. Each time a bus does not appear for its school pick-up or delivery within 30 minutes of its scheduled time without prior district approval.
- K. Each time a vehicle driver does not have on his or her person an appropriate operator's license.
- L. Each time a Contractor fails to provide attendant service as authorized.

- M. Each time a driver fails to turn on his/her radio, or does not respond when called, there is no reason to be away from the vehicle.
- N. Each time a driver fails to shut off the engine, set the brake, remove the keys, or turn the front wheels against the curb when he/she leaves the driver's seat.
- O. Each time a driver violates the operating requirements as detailed herein, particularly with such actions as smoking in the vehicle or around the immediate area of the bus or school property at any time by anyone, including drivers or attendants.
- P. Each time the identifying route number is not prominently displayed.
- Q. Each time a vehicle used to service this School District is not within direct radio communication with the depot from which the vehicle originates. At no time can a vehicle be considered "out of range" or unreachable.

FAILURE OF THE DISTRICT TO NOT ENFORCE ANY PROVISION OF THIS SECTION DOES NOT CONSTITUTE A WAIVER BY THE DISTRICT OF ITS RIGHTS TO ENFORCE SAID PROVISIONS IN THE FUTURE.

### **VIII. GENERAL TRANSPORTATION**

- A. Transportation will be provided for the school year of 180 days. The official school calendar will determine the exact number of days the buses will be in operation. However, if the number of school days falls below the minimum required by the Commissioner of Education, a pro rata adjustment will be made to the contract price.

It shall be the contractor's responsibility to obtain calendars of the appropriate schools and adhere to these calendars at all times. Any changes to a school calendar that is received by a Contractor from the District does not alleviate the Contractor's responsibility to obtain the current calendar in the future.

Bus service is to begin on the first day of school and end on the last day of school in each year as determined by the official school calendars. The contractor will be notified in writing if any changes in the school calendar are made by the Board of Education. (For example, but not limited to, the Board may hold school, to make up lost days during vacation days, holidays and/or June after school was previously scheduled to close.) Buses serving parochial or non-public schools shall run in accordance with calendars established by those schools and/or as required by the Board of Education.

In the event the district, in its own discretion, decides because of weather conditions or any other unforeseen emergency situations, to delay its AM pick up routes by a maximum of two hours, there shall be no extra charge by the Contractor. Emergency dismissal schedules, if needed, will be accommodated by the Contractor at no extra charge.

- B. Buses shall be provided for to and from school transportation as determined by the Board of Education.

- C. Vehicles and the drivers employed under this contract shall be available in the district not later than two (2) days prior to the opening day of school for the purpose of familiarization with assigned routes. All drivers must certify the performance of a dry run on each of their assigned routes. Changes to an assigned route that the successful proposer wishes to make must first be communicated to the district and approved.
- D. A designee may represent the Board of Education on all transportation matters.
- E. At all times an identifying bus route number, established by the Board of Education, shall be visible in each front window near the front seat on either side of the bus. Letters will be at least six inches high and at least three inches wide.
- F. In the event a strike by the Contractor's employees or other event causes interruption of services for more than 24 hours, the School District shall have the right to secure such other transportation as may be necessary and charge the cost of same to the account of the Contractor, even if it exceeds the Contractor's per day cost. If no other service is available, the contract price will be adjusted pro rata for each day after the first 24 hours for which service is not provided.
- G. An experienced Dispatcher who is familiar with the District's routes should be accessible by telephone at all times to promptly address District requests.
- H. All vehicles operated, and all drivers employed under the terms of each contract shall be the responsibility of and under the supervision of the Contractor. The Contractor shall appoint a Head Bus Driver to assist the Board's designee in the operation and supervision of the transportation program. The Head Driver must be available as needed to provide this assistance at no additional cost to the District.
- I. The contractor shall furnish a complete roster of drivers one week prior to the actual start of transportation of pupils.
- J. A duplicate copy of all personnel records of school bus drivers may need to be made available to the District. These records will be located in the Transportation Office of the school district. This file must contain all the information as outlined in the Commissioner's regulations for regular and substitute drivers.
- K. The contractor will pay for gasoline under all contracts.
- L. A name sign may, at the school district's option, be located in the front of each bus displaying the first and last name of the bus driver operating the bus at the time. This name sign is to be located at the inside stairwell.
- M. Any question relating to the interpretation of any of the requirements of these specifications shall be directed to the School Business Administrator of the Island Park Union Free School District in a written form prepared by the person making such request. All questions must be submitted NO LESS THAN FIVE business days prior to the due date for the proposal. Email: [scarambia@islandparkschools.org](mailto:scarambia@islandparkschools.org).

- N. No interpretation, direction, clarification, or other information relating to these specifications shall be relied upon unless in writing.
- O. In the event that the District discontinues transportation services for cause such as the failure to provide service, continual problematic service, inability to correct problems and complaints, etc., the District reserves the right to issue a request for a new proposal for all or in part of this service at any time.
- P. The district and successful proposer shall have safety meetings on a regular basis, at least every other month, to discuss any issues that may arise.
- Q. FORCE MAJEURE: In the event the District's performance of its obligations under this Agreement are rendered impossible or delayed by events beyond the control of the parties, including but not limited to, war, social unrest, labor disputes other than those disputes of the School District's work force or employees, acts of God, public health emergency, epidemic, pandemic, or regulations or restrictions imposed by any government or governmental agency, the School District shall not be liable to the successful proposer and the obligation of the successful proposer to perform all of the other covenants and agreements hereunder on the part of the successful proposer shall not be affected, impaired, or excused.

## **XI. ROUTING AND SCHEDULING**

- A. Each Contractor will receive a bus schedule of routes established by the Board of Education.
- B. Whenever the needs of the District require additional buses, the Contractor shall provide the additional buses at the same bus per year cost as stated in the basic proposal and shall be prorated to the extent utilized.
  - 1. Conversely, if District requirements decrease and one or more buses are no longer needed, the use of such bus or buses shall be deleted from the contract and costs shall be prorated accordingly.
  - 2. Upon request by the District, at any time during the school year, the contractor shall revise routes that have been contracted for sole use by the District. The Board of Education, or their designee, reserves the right to make changes, additions and deletions to those routes that would be in the best interest of the District. The Board of Education, or their designee, reserves the right to combine routes and destination schools where scheduling permits.
- C. A copy of each schedule of routes and stops must be kept in each bus. Said schedule of routes, maps and stops will be provided by the Board of Education.
- D. The bus schedule may include public and non-public schools inside and outside the District as designated by the Board of Education.
- E. Each Contractor must agree to cooperate with the Board's designated representative in preparing the details and finalized routes and stops for the transportation of students. Changes to an assigned route that the successful proposer wishes to make must first be communicated to the district and approved.

- F. Student travel time - The District expects that normal travel time for any student will not exceed 70 minutes from time of loading to time of unloading. Exceptions are not permitted without the express consent of the school district.
- G. The contractor must furnish the District with the mileage (to the nearest tenth) and a student count for each route when requested by the District.
- H. The District, or its designee, reserves the right to inspect and approve any and all of the contractor's individual school routes, bus trip sheets, bus schedules, and all other records which it deems advisable or necessary to assure the efficient operation and compliance of this contract.
- I. Additional students on existing routes shall be transported by the successful proposer within 2 (two) days of the time that they receive the student's name from the District.
- J. Additional students on new routes shall be transported by the successful proposer within 3 (three) days of the time that they receive the student's name from the District.
- K. In order to quickly facilitate necessary changes to routes, stops, or student lists, the Contractor must have available a working dedicated telephone line to the District. The District strongly suggests that the Contractor have a computerized email service in sound working order.
- L. All students must be seated.
- M. It is particularly important that pupils arrive at the school on time. The contractor will have the children at their destination no earlier than 15 minutes before classes begin and no later than 5 minutes before classes begin and will pick up at dismissal time and in no event later than 10 minutes after dismissal time. Any exception must have permission from the district.
- N. The number of late buses between any school and the District will be determined by the District.
- O. When a car seat or restraint device is required for a student, the contractor will provide one at no additional cost to the district.
- P. Buses to be provided at no additional cost to the District for the kindergarten orientation as needed prior to the start of school.

## **X. BUS DRIVERS AND ATTENDANTS**

- A. All drivers and attendants where applicable shall satisfy all requirements of Article 19A of the Vehicle and Traffic Law, Commissioner of Education Regulations and the Department of Transportation and shall be subject to the rules and regulations of the Board of Education.
- B. As prescribed in the Commissioner of Education of the State of New York Rules and Regulations, each Contractor must affirm to the Board of Education that each and every driver used for school buses has been given the requisite complete annual physical examination and that his/her moral character and conduct with children and parents is above and beyond any question or suspicion.

1. Drug and Alcohol Testing must be administered to all drivers and monitor/attendants on the following basis: Pre-employment, post-accident, reasonable cause and random. This certification must be submitted on a form from a qualified testing laboratory. These physicals shall be taken prior to the start of the school year. Results of examinations will be sent to and kept on file in the Transportation Office of the District. No driver will be permitted to operate a vehicle for District until he has passed a physical examination. It shall be the duty of the contractor to make sure this is accomplished.
  2. Should the Board or its representative find that a driver is unfit in the above-mentioned respects, it will be considered a serious enough violation of the specifications that the contract can be cancelled on thirty (30) days' notice.
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- C. A thorough character investigation shall be conducted by each company on all drivers and attendants to be assigned to this district. All costs involved in such investigations are to be paid by the Contractor. The Board of Education must be furnished with a report of such investigation prior to the driver's employment in this District.
  - D. Drivers and Attendants will be required to attend orientation meetings, emergency safety meetings and any other meetings requested by the district.
  - E. Drivers shall be responsible for the complete control of their respective buses. They must maintain pupil discipline and pupil management. No smoking will be permitted on or around the immediate area of the bus or school property at any time by anyone, including drivers or attendants.
  - F. It shall be the duty of the driver to notify the company dispatcher immediately of all accidents with students on board and all other unusual situations.
  - G. Drivers and attendants shall always present a neat personal appearance.
  - H. Drivers and attendants shall always have visible photo identification.
  - I. Drivers will continuously remind students of safety regulations. Each driver is responsible for enforcing the "ten-foot" crossing rule.
  - J. Driver will determine that bus attendants follow prescribed procedures. Drivers will have the ultimate responsibility for the safe operation of the vehicle and safety of the students on board, including but not limited to the post check of the vehicle at the end of each route.
  - K. The Board of Education reserves the right to have the Contractor remove any driver who, in its or its representative's opinion, is unsatisfactory for this job, or about whom an excessive number of complaints is received.
  - L. The regulations of the Commissioner of Education and any subsequent amendments or additions thereto shall be part of each proposal and any contract to be signed.

- M. Drivers shall be required to refer questions from parents/legal guardians on matters of routing, stops, etc. directly to the District.
- N. District reserves the right to request drivers and/or attendants for coverage of District-operated routes as needed.

## **XI. SAFETY**

- A. All traffic regulations must be observed at all times.
- B. Each driver is expected to remain on his/her bus at all times when children are on the bus. This clearly indicates that each driver will be on his/her bus supervising the loading and unloading of pupils at all times.
- C. All children riding on buses are to be picked up and dropped off **at their designated stops only**. Students may not be picked up or dropped off at another stop without prior written approval of the District.
- D. No child shall be denied transportation by the driver without the approval of the Board's Designee.
- E. All vehicles must be maintained in good working order and must be kept clean and safe.
- F. The proposer shall:
  - 1. Be in compliance with Section 720.21 and 721.21, which deal with maintenance of vehicles. The Proposer shall maintain a Department of Motor Vehicle profile rating of not greater than a 10% failure rate. Provide a copy of the immediate past two DOT BUSNET profiles preceding the date of your proposal.
  - 2. Provide adequate facilities for bus maintenance as per Department of Transportation Regulations. In the event of mechanical failure, standby buses meeting all the requirements mentioned above must be available within fifteen minutes. If the contractor shall fail to have a vehicle or vehicles available at the times specified or within a reasonable time thereafter, the Board of Education reserves the right to hire other equipment. The cost of hiring such equipment shall be borne by the contractor and be deducted from the next payment due under the contract.
  - 3. Properly maintain all equipment and keep same in good operating condition at all times.
  - 4. All buses shall be kept in a clean and sanitary condition and shall be cleaned on the interior daily, and the exterior washed at least once per week. Complete preventative maintenance and inspections of each vehicle shall be made regularly during the term of this contract and records of such inspections shall be furnished to the School District upon request.
  - 5. Due to the daily involvement and management requirements of a transportation system of this size, the Contractor must have a fully qualified staff necessary to carry out effectively the requirements of the contract, including safety and road supervisors/trainers and a dispatcher as specified in this RFP.
  - 6. The driver work force shall be maintained at a level large enough to support the daily operational needs, with spare drivers in sufficient numbers to handle any emergency situation and cover all necessary routes, trips and/or runs as required by the School District. The School District shall be notified daily of any driver, driver assistant, or bus matron absences on AM and/or PM runs.



- G. All seatbelts must be visible and available for use at the discretion of the students.
- H. All Contractors acknowledge that three annual emergency bus safety drills are required by law. These drills will occur at the times and places as designated by the school district.
1. The emergency drills on buses required by Section 3623 of the Education Law shall include practice and instruction in the location, use and operation of the emergency exits, fire extinguishers, first aid equipment, seat belts and windows as means of escape in case of fire or accident. Such instructions and the conduct of the drills shall be supervised by a member of the school district staff. In order to facilitate various bus emergency drills, the contractor shall supply, at NO additional cost, vehicles and drivers to be available at various school building locations.
  2. At least once a year at the District's request a bus will be supplied to conduct an emergency re certification drill at various school building locations at no additional cost to the District
- I. In the event of a vehicle accident with students on board, regardless of damage or injury, the contractor shall immediately notify the Police Dept. of the accident location.
1. The contractor shall notify the Office of the Transportation Supervisor or District Administrator with the nature of the emergency, the bus number and location of the bus and the status of all students.
  2. Under no circumstances shall the school bus driver leave the scene of a school bus accident, unless police on the scene have cleared the bus driver to leave.
  3. Accident reports completed by THE DRIVER will be hand-delivered to the School District within twenty-four hours. Accident reports completed by THE POLICE DEPARTMENT will be handed delivered as soon as possible after the occurrence.
- J. Under no circumstances may drivers change bus stops without written permission of the District. Students may not be picked up or dropped off at another stop without prior written approval of the District.
- K. The District reserves the right to inspect any vehicle used by the contractor to transport District pupils.
- L. All transportation vehicles operated under this contract must come to a **FULL STOP BEFORE CROSSING THE TRACKS OF ANY RAILROAD.**
- M. Drivers will ensure that ALL students disembarking their bus are visible to them and at least 15 feet clear of the bus. Drivers will check ALL mirrors prior to leaving any stop when picking up or dropping off children to ensure that no child has any clothing or objects caught on their bus.
- N. All vehicles used to service the School District must be within direct radio communication with the depot from which the vehicle originates. If a vehicle is beyond radio communication with its depot, it must also be equipped with a cellular telephone. At no time can a vehicle be considered "out of range" and unreachable. **No driver, however, is to use a cellular telephone while operating the vehicle.**
- O. At no time should a driver use earphones, air pods, etc. while operating the vehicles.
- P. **All** vehicles used to cover district routes must be accessible through GPS tracking. If a vehicle that is used to cover district routes is unable to be viewed on GPS, the contractor will contact the GPS

company, in a timely or reasonable time frame, to get the issue resolved.

- Q. The District shall have full access to all GPS tracking history as well as access to video recordings made on the bus.
- R. **All** vehicles used to cover District routes are to be no older than 12 years old, with an average fleet age of 9 years old.
- S. The proposer shall furnish on a form provided with the proposal, a list of equipment to be used in the performance of the contract (separately numbered) including spare vehicles, showing the make, year, and the Department of Transportation approved seating and standing capacities.
  - 1. The District reserves the right to inspect any transportation vehicle and to require, if necessary, the replacement thereof.
  - 2. In the event the proposer does not have the required number of buses at the time of submission of proposal, the Board of Education requires that the proposer supply satisfactory evidence that the proposer will have the required number of buses prior to the beginning of the contract period. Such evidence must be a certified statement from a bus manufacturer or dealer to the effect that they will furnish the required number of buses meeting the School District's specifications and shall be delivered to the contractor's local operating facility no later than August 31, 2024.
- T. Bus yard safety evaluations from the TSA may be requested by the District.
- U. District employees are permitted to ride on contractor's vehicles at any time.
- V. **All** vehicles used to cover district routes must have three (3) **working** cameras. One camera with entrance door view, one camera in front facing the rear of the bus and one camera in the rear facing front. Cameras must be of high definition. Quality and clarity of recording is of the utmost importance. If a camera is found to be not working, it must be repaired in a timely or reasonable time frame.

## **XII. PAYMENT OF BILLS**

- A. The contractor shall submit invoices once per month to the Board of Education in accordance with the requirements of the Business Office.
- B. Invoices shall be processed for payment within a reasonable and appropriate time after the completion of each month of service and after receipt of said invoices.
- C. The contractor is required to notify the district of any "no-shows" of more than two weeks and make required billing adjustments.
- D. All billing must be prorated to actual number of days of use when necessary.

## **XIII. SPECIAL INSTRUCTIONS FOR FIELD TRIPS AND ATHLETIC TRIPS**

- A. The Contractor must ensure that drivers assigned to Field Trips or Athletic trips requested by the District have written directions and maps to and from the locations. Drivers will be responsible for ensuring that they have familiarized themselves with said directions prior to pickup.

- B. Buses for Field Trips and Athletic Trips must arrive at the requested time.
- C. Buses for Field Trips must remain at the location unless exception is made by the District.
- D. Buses used for Field Trips and Athletic transportation must be clean, neat, and all seatbelts must be visible and available for use at the discretion of the group using the bus for the trip.
- E. On occasion, inclement weather might force last-minute cancellations of events. These occasions are beyond the control of the District. No Cancellation Charge should accrue if events must be cancelled due to inclement weather.
- F. The District will make every effort to request special transportation for Athletics and Field Trips in a timely manner. However, circumstances beyond our control occasionally force the District to try to secure transportation with less than 24 hours' notice. It is expected that the Contractor will make every effort to accommodate the District's requests in such situations.

#### **XIV. PROPOSAL AND CERTIFICATION FORM**

TO: ISLAND PARK UNION FREE SCHOOL DISTRICT  
99 RADCLIFFE ROAD,  
ISLAND PARK, NY 11558

We the undersigned, have carefully examined the instructions to our company and specifications by the Island Park UFSD, and will, if successful in this proposal, furnish and deliver at the proposal price and within the time stated, all the services, and/or labor for which this proposal is made, and that we consider the instruction to our company and general condition to be an integral part of our proposal.

The price quoted herein for:

- In-District School Year Transportation
- Out of District School Year Transportation, including Special Education
- Field Trip School Year Transportation, including Special Education
- Athletic School Year Transportation
- In-District Summer Transportation

Year 1	2024 - 2025
Year 2	2025 - 2026
Year 3	2026 - 2027
Year 4	2027 - 2028
Year 5	2028 - 2029
Summer	2024, 2025, 2026, 2027, 2028

are net and exclusive of all federal, state, and municipal sales and excise taxes. We understand that if it is in the best interest of the District, the Board of Education intends to award a five (5) year contract in accordance with applicable law and subject to and conditioned upon the approval of the Island Park Union Free School District voters.

Respectfully submitted,

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name/ Title

## **XV. ORDER OF SUBMISSION**

Documents to be submitted unbound and in this order. *(Documents must be kept in original form)*

Page 1:	Signed Proposal and Certification Form
Page 2:	Non-Collusive Certification
Page 3:	Signed & Notarized Proposer's Certification of Compliance with Iran Divestment Act of 2012 -OR - Signed & Notarized Declaration of Proposer's Inability to Provide Certification of Compliance with The Iran Divestment Act.
Page 4:	Signed and Notarized Certification of Sexual Harassment Prevention in the Workplace Policy and Annual Harassment Prevention Training
Page 5:	Statement from an insurance company that the required insurance will be issued.
Page 6:	All Pricing Worksheets: Contractor may submit alternative financial proposals with fuel and without (wet/dry)
Page 7:	References
Page 8:	Driver Roster
Page 9:	Make of chassis and body, the year, and seating capacity of buses.
Page 10:	Certified check for five percent or proposal bond in the amount of five percent.
Page 11:	A detailed financial statement as of December 31, 2023 or latest fiscal year end.
Page 12:	A list indicating transportation experience with all districts serviced in the past 10 years.
Page 13:	Identify the nature of any potential conflict of interest
Page 14:	Completed W-9 Form

## XVI. NON-COLLUSIVE PROPOSAL CERTIFICATION

Your proposal is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law which reads as follows:

“103-D. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the Contractor and affirmed by such Contractor as true under the penalties of perjury:

Non-collusive bidding certification.

(A) By submission of this proposal, each Contractor and each person signing on behalf of any Contractor 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 knowledge and belief:

1. The prices in this bid 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 bidder 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 Contractor and will not knowingly be disclosed by the Contractor prior to opening, directly or indirectly, to any other Contractor or to any competitor; and

3. No attempt has been made or will be made by the Contractor to induce any other 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 any case the Contractor cannot make the foregoing certification, the Contractor 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 head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

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

Any proposal hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local, and where such proposal contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the Board of Directors of the Contractor, 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.

COMPANY \_\_\_\_\_ SIGNED \_\_\_\_\_

ADDRESS \_\_\_\_\_ TITLE \_\_\_\_\_

## **XVII. IRANIAN ENERGY DIVESTMENT CERTIFICATION**

A. By submission of this bid/proposal, each bidder/proposer and each person signing on behalf of any bidder/proposer certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.

B. A Bid/Proposal shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the bidder/proposer cannot make the foregoing certification set forth in Paragraph A above, the bidder/proposer shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to which the bid/proposal is made, or his designee, may award a bid/proposal, on a case by case business under the following circumstances:

1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

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Print or Type Firm Name

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Authorized Signature

---

Print or Type Name

---

Print or Type Title

---

Date

**XVIII. DECLARATION OF PROPOSER'S INABILITY TO PROVIDE CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT**

*Proposers shall complete this form if they cannot certify that the proposer /contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.*

Name of the Proposer: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Has proposer been involved in investment activities in Iran? \_\_\_\_\_

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate) \_\_\_\_\_

If so, when did the first investment activity occur? \_\_\_\_\_

Have the investment activities ended? \_\_\_\_\_

If so, what was the date of the last investment activity? \_\_\_\_\_

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? \_\_\_\_\_

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. \_\_\_\_\_

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

\_\_\_\_\_  
\_\_\_\_\_

*I, \_\_\_\_\_ being duly sworn, deposes and says that he/she is  
the \_\_\_\_\_ of the \_\_\_\_\_*

*Corporation and I certify, under penalty and perjury, that the foregoing is  
true and accurate.*

\_\_\_\_\_  
*SIGNED*

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_

**XIX. CERTIFICATION OF SEXUAL HARASSMENT PREVENTION IN THE WORKPLACE  
POLICY AND ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING OF ALL  
EMPLOYEES PURSUANT TO NYS FINANCE LAW §139-1**

By submission of this proposal, each responder and each person signing on behalf of any responder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that the responder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all its employees. Such policy shall, at a minimum, meet the requirements of Section Two Hundred One-g of the Labor Law (NY Labor Law §201-g).

A proposal shall not be considered for award nor shall any award be made to a responder who has not complied with the certification requirement of NYS Finance Law §139-1(1); provided, however, that if the responder cannot make the foregoing certification, such responder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor.

Any proposal hereafter made by a corporate responder for work or services performed or to be performed or goods sold or to be sold, where such proposal contains the statement required by NYS Finance Law § 139-1(1), shall be deemed to have been authorized by the board of directors of such responder, and such authorization shall be deemed to include the signing and submission of such proposal and the inclusion therein of such statement as the act and deed of the corporation.

a) I Certified under penalty of perjury:

Signature: \_\_\_\_\_

b) *Print Name:* \_\_\_\_\_

Title: \_\_\_\_\_

SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public: \_\_\_\_\_



**XX. EQUIPMENT INFORMATION**

**CHASSIS, BODY, YEAR AND PUPIL SEATING CAPACITY**

Itemized list of equipment for July 2024- June 2028 to be furnished as set forth in specifications. This sheet indicates the details required for submission. A substitute for this form may be submitted as long as it includes these items. A description of all vehicles intended to be utilized should be provided. Provide quantity, make, model, year, size, number of passenger seats, and any special features such as ADA accessibility and alternate fuel/CNG, etc. Attach additional sheets as needed

PUPIL SEATING CHASSIS	BODY/ MAKE/ MODEL	SERIAL NO. BUS NUMBER	YEAR	PUPIL SEATING CAPACITY	FEATURES

**XXI. DRIVER / DISPATCHER/ SAFETY SUPERVISOR ROSTER**

Name	License #	Year Hired

Bidders’ initials\_\_\_\_\_

## XXII. REFERENCES

All bidders will be required to complete this form providing three (3) references of past performance. References should involve projects and/or service situations of similar size and scope to this bid. References must have had dealings with the Bidder within the last thirty-six (36) months. The Island Park Public Schools reserves the right to contact any or all of the references supplied for an evaluation of past performance in order to establish the responsibility of the Bidder before the actual award of the bid and/or contract. Completion of the reference form is required.

Company Name:	
Address:	
Contact Person:	
Telephone & email: Dates of Contract(s)	
Dates of Contract(s)	
Company Name:	
Address:	
Contact Person:	
Telephone & email: Dates of Contract(s)	
Dates of Contract(s)	
Company Name:	
Address:	
Contact Person:	
Telephone & email: Dates of Contract(s)	
Dates of Contract(s)	

### XXIII. PROPOSAL PRICING WORKSHEETS

Worksheets are attached for each of the following:

*Not all line items are required.*

- In-District School Year Transportation
- Out of District School Year Transportation, including Special Education
- Field Trip School Year Transportation, including Special Education
- Athletic School Year Transportation
- In-District Summer Transportation

Year 1	2024 - 2025
Year2	2025 - 2026
Year 3	2026 - 2027
Year4	2027 - 2028
Year 5	2028 - 2029
Summer	2024, 2025, 2026, 2027, 2028

#### **ALTERNATE PROPOSALS:**

Where required, Contractors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form.

**Proposer must submit pricing based on their Alternate Wet or Dry proposal, indicating with a check mark, on all worksheets.** The Island Park School District may accept or reject alternate proposals; whatever is most advantageous to the District.

- Wet proposals includes a comprehensive package of all necessary services, including maintenance, staffing, fuel and operational support.
- Dry proposals includes the core service and staffing without additional services.

# FORM OF PROPOSAL

## 66 PASSENGER BUSES

### 2024/25 ONE (1) YEAR PROPOSAL

Pursuant to the advertisement requesting bids for transporting pupils of the Island Park UFSD for the school year 2024 -2025 and successive years, I hereby propose to furnish the required transportation in accordance with the conditions and directions as outlined in the specifications.

I understand that, unless otherwise specified in the proposal, the determination of the best responsible proposal will be made. All prices are to be listed per vehicle per year: (Assume 180 school days per year)

Alternate Proposal: CHECK ONE ☐ Wet ☐ Dry

#### I. IN-DISTRICT SCHOOL YEAR TRANSPORTATION 2024-2025

<u>Type of Vehicle</u>	<u>Price Per Vehicle or Per Monitor Per Year</u>
Cost for four-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for six-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for eight-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for four-hour van (4 Wheelchair Capacity) Per Van	\$
Cost for overtime rate (per thirty minutes-bus or van) Per 30 Minutes	\$
Cost for Monitor/Attendant (four hours per day) per Monitor	\$
Cost for two-hour bus 60 -66 Passenger am OR pm only) Per bus	\$
Cost for four-hour 30 Passenger van with car seats Pre-K district provided Per van	\$

#### II. OUT OF DISTRICT SCHOOL YEAR TRANSPORTATION, INCLUDING SP. ED 2024-2025

<u>Type of Vehicle</u>	<u>Price Per Vehicle or Per Monitor Per Year</u>
Cost for four-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for six-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for eight-hour bus (60-66 Passenger Capacity) Per Bus	\$
Cost for four-hour van (4 Wheelchair Capacity) Per Van	\$
Cost for overtime rate (per thirty minutes-bus or van) Per 30Minutes	\$
Cost for Monitor/Attendant (four hours per day) Per Monitor	\$
Cost for two-hour bus 60 -66 Passenger am OR pm only) Per bus	\$
Cost for four-hour 30 Passenger van with car seats Pre-K district provided. Per van	\$

III. FIELD/ATHLETIC TRIP TRANSPORTATION 2024-2025

<u>Trip</u>	<u>Cost Per Trip</u>
Cost per trip four (3) hours maximum	
Cost per trip four (4) hours maximum	
Cost per trip five (5) hours maximum	
Cost per trip six (6) hours maximum	
Cost per trip seven (7) hours maximum	
Cost per trip eight (8) hours maximum	
Cost for overtime rate (per thirty minutes bus)	
Cost per drop or pick up of a field/athletic trip (2) hour minimum	
SUFFOLK COUNTY ADD'L +	
NEW YORK CITY ADD'L +	

IV. IN -DISTRICT SUMMER SCHOOL TRANSPORTATION 2024

<u>Trip</u>	<u>Cost per Day</u>
A. Cost per 60-66 passenger BUS, for 30-day session (July & August, dates to be announced)	
B. Cost per 16-30 passenger VAN, for 30-day session (July & August, dates to be announced)	
<u>Notes:</u>	

V. ADDITIONAL SUMMER RECREATION TRIPS:	2024
UNITED SKATES	\$
RVC BOWLING	\$
LI GAME FARM	\$
ADVENTURE LAND	\$
CHILDREN'S MUSEUM	\$

Bidder's Initials \_\_\_\_\_

## FORM OF PROPOSAL- 66 PASSENGER BUSES ALTERNATE THREE (3) YEAR PROPOSAL

This proposal is for a period of three (3) years commencing July 1, 2024 and terminating June 30, 2027. The contract may be extended according to law, however, a formal request for an extension must be made by the contractor prior to April 1st during the last year the contract is in effect.

**Alternate Proposal: CHECK ONE** ☐ **Wet** ☐ **Dry**

### I. IN-DISTRICT SCHOOL YEAR TRANSPORTATION 2024-2027

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<u>Type of Vehicle</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
Cost for four-hour bus (60-66 Passenger Capacity)	\$		
Cost for six-hour bus (60-66 Passenger Capacity)	\$		
Cost for eight-hour bus (60-66 Passenger Capacity)	\$		
Cost for four-hour van (4 Wheelchair Capacity)	\$		
Cost for overtime rate (per thirty minutes-bus or van)	\$		
Cost for Monitor/Attendant (four hours per day)	\$		
Cost for two-hour bus 60 -66 Passenger am OR pm only)	\$		
Cost for four-hour 30 Passenger van with car seats Pre K district provided	\$		

Additional Cost for full-time or part time buses in excess of hours described.

2024-2025

2025-2026

2026-2027

PER HOUR \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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II. OUT OF DISTRICT SCHOOL YEAR TRANSPORTATION, INCLUDING SP. ED 2024-2027

<u>Type of Vehicle</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
Cost for four-hour bus (60-66 Passenger Capacity)	\$		
Cost for six-hour bus (60-66 Passenger Capacity)	\$		
Cost for eight-hour bus (60-66 Passenger Capacity)	\$		
Cost for four-hour van (4 Wheelchair Capacity)	\$		
Cost for overtime rate (per thirty minutes-bus or van)	\$		
Cost for Monitor/Attendant (four hours per day)	\$		
Cost for two-hour bus 60 -66 Passenger am OR pm only)	\$		
Cost for four hour 30 Passenger van with car seats Pre K district provided	\$		

III. FIELD/ATHLETIC TRIP TRANSPORTATION 2024-2027

<u>Trip</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
Cost per trip four (3) hours maximum			
Cost per trip four (4) hours maximum			
Cost per trip five (5) hours maximum			
Cost per trip six (6) hours maximum			
Cost per trip seven (7) hours maximum			
Cost per trip eight (8) hours maximum			
Cost for overtime rate (per thirty minutes bus)			
Cost per drop or pick up of a field/athletic trip (2) hour minimum			
SUFFOLK COUNTY ADD'L +			
NEW YORK CITY ADD'L +			



IV. IN -DISTRICT SUMMER SCHOOL TRANSPORTATION 2024-2027

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<u>Cost per Day</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>
Cost per 60-66 passenger BUS, for 30-day session (July & August, dates to be announced)			
Cost per 16-30 passenger VAN, for 30-day session (July & August, dates to be announced)			
<u>Notes:</u>			

V. ADDITIONAL SUMMER RECREATION 2024-2027

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	2024	2025	2026
UNITED SKATES	\$	\$	\$
RVC BOWLING	\$	\$	\$
LI GAME FARM	\$	\$	\$
ADVENTURE LAND	\$	\$	\$
CHILDREN’S MUSEUM	\$	\$	\$

The contractor is responsible for all tolls and parking.

Bidder’s Initials\_\_\_\_\_

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## FORM OF PROPOSAL - 66 PASSENGER BUSES

### ALTERNATE FIVE (5) YEAR PROPOSAL:

This proposal is for a period of five (5) years commencing September 1, 2024 and terminating June 30, 2029. The contract may be extended according to law, however, formal request for an extension must be made by the contractor prior to April 1st during the last year the contract is in effect.

Alternate Proposal: CHECK ONE ☐ Wet ☐ Dry

#### I. IN-DISTRICT SCHOOL YEAR TRANSPORTATION 2024-2029

Type of Vehicle	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Cost for four-hour bus (60-66 Passenger Capacity)	\$				
Cost for six-hour bus (60-66 Passenger Capacity)	\$				
Cost for eight-hour bus (60-66 Passenger Capacity)	\$				
Cost for four-hour van (4 Wheelchair Capacity)	\$				
Cost for overtime rate (per thirty minutes-bus or van)	\$				
Cost for Monitor/Attendant (four hours per day)	\$				
Cost for two-hour bus 60 -66 Passenger (am OR pm only)	\$				
Cost for four-hour 30 Passenger van with car seats Pre K district provided	\$				

Additional Cost for full-time or part-time buses in excess of hours described.

2024-2025

2025-2026

2026-2027

2027-2028

2028-2029

PER HOUR \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

## II. OUT OF DISTRICT SCHOOL YEAR TRANSPORTATION, INCLUDING SP. ED 2024-2029

Type of Vehicle	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Cost for four-hour bus (60-66 Passenger Capacity)	\$				
Cost for six-hour bus (60-66 Passenger Capacity)	\$				
Cost for eight-hour bus (60-66 Passenger Capacity)	\$				
Cost for four-hour van (4 Wheelchair Capacity)	\$				
Cost for overtime rate (per thirty minutes-bus or van)	\$				
Cost for Monitor/Attendant (four hours per day)	\$				
Cost for two-hour bus 60 -66 Passenger am OR pm only)	\$				
Cost for four-hour 30 Passenger van with car seats Pre K district provided	\$				

## III. FIELD/ATHLETIC TRIP TRANSPORTATION 2024-2027

Trip	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
Cost per trip four (3) hours maximum	\$				
Cost per trip four (4) hours maximum	\$				
Cost per trip five (5) hours maximum	\$				
Cost per trip six (6) hours maximum	\$				
Cost per trip seven (7) hours maximum	\$				
Cost per trip eight (8) hours maximum	\$				
Cost for overtime rate (per thirty minutes bus)	\$				
Cost per drop or pick up of a field/athletic trip (2) hour minimum	\$				

SUFFOLK COUNTY ADD'L +	\$				
NEW YORK CITY ADD'L +	\$				

#### IV. IN -DISTRICT SUMMER SCHOOL TRANSPORTATION 2024-2029

<u>Cost per Day</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>2028/2029</u>
C. Cost per 60-66 passenger BUS, for 30-day session (July & August, dates to be announced)					
D. Cost per 16-30 passenger VAN, for 30-day session (July & August, dates to be announced)					
<u>Notes:</u>					

#### V. ADDITIONAL SUMMER RECREATION 2024-2029

	2024	2025	2026	2027	2028
UNITED SKATES	\$	\$	\$	\$	\$
RVC BOWLING	\$	\$	\$	\$	\$
LI GAME FARM	\$	\$	\$	\$	\$
ADVENTURE LAND	\$	\$	\$	\$	\$
CHILDREN'S MUSEUM	\$	\$	\$	\$	\$

The contractor is responsible for all tolls and parking.

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Bidder's Initials\_\_\_\_\_

# FORM OF PROPOSAL - 20 & 30 PASSENGER VANS

## 2024/25 ONE (1) YEAR PROPOSAL

The Board of Education, Island Park Union Free School District, County of Nassau, State of New York, are requesting sealed proposals for the following:

**Alternate Proposal: CHECK ONE** ☐ Wet ☐ Dry

ITEM 1:	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

ITEM 2:

Additional Cost for full time or part time vans in excess of hours described

PER 20 PASSENGER VAN

PER 30 PASSENGER VAN

\$ \_\_\_\_\_

\$ \_\_\_\_\_

ITEM 3:

**2024-2025**

Price per Matron \$ \_\_\_\_\_

ITEM 4:

PRICE PER WHEELCHAIR:

2 HOUR	\$
3 HOUR	\$
4 HOUR	\$
5 HOUR	\$
6 HOUR	\$
7 HOUR	\$
8 HOUR	\$

ITEM 5:

Additional Cost for full-time or part-time wheelchair vans in excess of hours described.

\$ \_\_\_\_\_ Bidder's Initials \_\_\_\_\_

## FORM OF PROPOSAL - 20 & 30 PASSENGER VANS

### ALTERNATE THREE (3) YEAR PROPOSAL

This proposal is for a period of three (3) years commencing July 1, 2024 and terminating June 30, 2027.  
The contract may be extended according to law, however, formal request for an extension must be made by the contractor prior to April 1<sup>st</sup> during the last year the contract is in effect.

**Alternate Proposal: CHECK ONE** ☐ **Wet** ☐ **Dry**

---

#### 2024-2025

ITEM 1:	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

#### 2025-2026

ITEM 1:	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

#### 2026 - 2027

ITEM 1:	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

ITEM2:

Additional Cost for full time or part time vans in excess of hours described

---

ITEM 3:

	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Price per Matron	\$ _____	\$ _____	\$ _____

---

ITEM 4:

PRICE PER WHEELCHAIR:

	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
2 HOUR	\$ _____	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____	\$ _____

---

ITEM5:

Additional Cost for full-time or part time wheelchair vans in excess of hours described.

	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
Add'L	\$ _____	\$ _____	\$ _____

Bidder's Initials \_\_\_\_\_

# FORM OF PROPOSAL - 20 & 30 PASSENGER VANS

## ALTERNATE FIVE (5) YEAR PROPOSAL

This proposal is for a period of five (5) years commencing July 1, 2024 and terminating June 30, 2029. The contract may be extended according to law, however, formal request for an extension must be made by the contractor prior to April 1<sup>ST</sup> during the last year the contract is in effect.

**Alternate Proposal: CHECK ONE** ☐ **Wet** ☐ **Dry**

ITEM 1:

**2024 - 2025**

	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

**2025-2026**

	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

**2026-2027**

	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____



**2027-2028**

	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

**2028-2029**

	PER 20 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

---

**ITEM 2:**

Additional Cost for full time or part time vans in excess of hours described

	2024- 2025	2025 - 2026	2026 – 2027	2027- 2028	2028-2029
PER HOUR	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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**ITEM 3:**

Price per Matron:

	2024- 2025	2025 - 2026	2026 – 2027	2027- 2028	2028-2029
PER HOUR	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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ITEM 4: SPECIAL NEEDS AND WHEELCHAIR  
ACCESSIBLE SCHOOL VAN

PRICE PER WHEELCHAIR: 2024 – 2025

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

PRICE PER WHEELCHAIR: 2027 – 2028

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

PRICE PER WHEELCHAIR: 2025 – 2026

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

PRICE PER WHEELCHAIR: 2028 – 2029

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

PRICE PER WHEELCHAIR: 2026 – 2027

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

ITEM 5:

Additional Cost for full time or part time wheelchair vans in excess of hours described.

	2024- 2025	2025 – 2026	2026 – 2027	2027- 2028	2028-2029
PER HOUR	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

# FORM OF PROPOSAL SUMMER - 16 & 30 PASSENGER VANS

## 2024/2025 ONE (1) YEAR PROPOSAL

The Board of Education, Island Park Union Free School District, County of Nassau, State of New York, are requesting sealed proposals for the following:

**Alternate Proposal: CHECK ONE** ☐ **Wet** ☐ **Dry**

---

### ITEM 1:

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

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### ITEM 2: Additional Cost for full time or part time vans in excess of hours described

PER 16 PASSENGER VAN \$ \_\_\_\_\_ PER 30 PASSENGER VAN \$ \_\_\_\_\_

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### ITEM 3: Price per Matron \$ \_\_\_\_\_

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### ITEM 4: PRICE PER SPECIAL NEEDS AND WHEELCHAIR ACCESSIBLE VAN:

2024-2025

2 HOUR	\$ _____	6 HOUR	\$ _____
3 HOUR	\$ _____	7 HOUR	\$ _____
4 HOUR	\$ _____	8 HOUR	\$ _____
5 HOUR	\$ _____		

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### ITEM 5:

Additional Cost for **full** time or part time wheelchair vans in excess of hours described

\$ \_\_\_\_\_ Bidder's Initials \_\_\_\_\_

## FORM OF PROPOSAL SUMMER -16 & 30 -PASSENGER VANS ALTERNATE THREE (3) YEAR PROPOSAL

This proposal is for a period of three (3) years commencing July 1, 2024 and terminating June 30, 2027.  
The contract may be extended according to law, however, formal request for an extension must be made  
by the contractor prior to April 1<sup>st</sup> during the last year the contract is in effect.

**Alternate Proposal: CHECK ONE ☐ Wet ☐ Dry**

---

ITEM 1:

### 2024-2025

ITEM 1:	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

### 2025-2026

ITEM 1:	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$

**2026 – 2027**

ITEM 1:

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$ _____	\$ _____
3 HOUR	\$ _____	\$ _____
4 HOUR	\$ _____	\$ _____
5 HOUR	\$ _____	\$ _____
6 HOUR	\$ _____	\$ _____
7 HOUR	\$ _____	\$ _____
8 HOUR	\$ _____	\$ _____

ITEM2: Additional Cost for full time or part time vans in excess of hours described

**2024 - 2025**

PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
\$ _____	\$ _____

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**2025 - 2026**

PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
\$ _____	\$ _____

---

**2026 - 2027**

PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
\$ _____	\$ _____

ITEM 3:

	2024-2025	2025-2026	2026-2027
Price per Matron	\$ _____	\$ _____	\$ _____

ITEM4: PRICE PER SPECIAL NEEDS AND WHEELCHAIR ACCESSIBLE SCHOOL VAN:

2024 - 2025			
2 HOUR	\$ _____	6 HOUR	\$ _____
3 HOUR	\$ _____	7 HOUR	\$ _____
4 HOUR	\$ _____	8 HOUR	\$ _____
5 HOUR	\$ _____		

PRICE PER SPECIAL NEEDS AND WHEELCHAIR ACCESSIBLE SCHOOL VAN:

2025-2026

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

PRICE PER SPECIAL NEEDS AND WHEELCHAIR ACCESSIBLE SCHOOL VAN:

2026-2027

2 HOUR	\$ _____
3 HOUR	\$ _____
4 HOUR	\$ _____
5 HOUR	\$ _____
6 HOUR	\$ _____
7 HOUR	\$ _____
8 HOUR	\$ _____

---

ITEM 5: Additional Cost for full-time or part time wheelchair van in excess of hours described.

2024-2025	2025-2026	2026-2027
\$ _____	\$ _____	\$ _____

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Bidder's Initials \_\_\_\_\_

## FORM OF PROPOSAL SUMMER -16 & 30 PASSENGER VANS

### ALTERNATE FIVE (5) YEAR PROPOSAL

This proposal is for a period of five (5) years commencing July 1, 2024 and terminating June 30, 2029. The contract may be extended according to law, however, formal request for an extension must be made by the contractor prior to April 1<sup>st</sup> during the last year the contract is in effect.

Alternate Proposal: CHECK ONE ☐ Wet ☐ Dry

---

#### 2024-2025

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$
ADD'L HOUR	\$	\$
PRICE PER MATRON	\$	\$
PRICE PER WHEELCHAIR	\$	\$

#### 2025-2026

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$
ADD'L HOUR	\$	\$
PRICE PER MATRON	\$	\$
PRICE PER WHEELCHAIR	\$	\$

**2026-2027**

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$
ADD'L HOUR	\$	\$
PRICE PER MATRON	\$	\$
PRICE PER WHEELCHAIR	\$	\$

**2027-2028**

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$
ADD'L HOUR	\$	\$
PRICE PER MATRON	\$	\$
PRICE PER WHEELCHAIR	\$	\$



**2028-2029**

	PER 16 PASSENGER VAN	PER 30 PASSENGER VAN
2 HOUR	\$	\$
3 HOUR	\$	\$
4 HOUR	\$	\$
5 HOUR	\$	\$
6 HOUR	\$	\$
7 HOUR	\$	\$
8 HOUR	\$	\$
ADD'L HOUR	\$	\$
PRICE PER MATRON	\$	\$
PRICE PER WHEELCHAIR	\$	\$

Bidder's Initials\_\_\_\_\_

**Request for Taxpayer  
Identification Number and Certification**

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶ .....

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			+		+			
or								
Employer identification number								
		+						

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign  
Here**

Signature of  
U.S. person ▶

Date ▶

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

# ISLAND PARK UNION FREE SCHOOL DISTRICT

**99 Radcliffe Road  
Island Park, NY 11558**

REQUEST FOR PROPOSAL #2024-25/29-01  
TRANSPORTATION OF STUDENTS FOR THE SCHOOL YEARS: 2024-2028  
May 10, 2024

## NON- PROPOSERS RESPONSE

The ISLAND PARK Union Free School District is interested in the reasons why prospective Proposers fail to submit Proposals. If you are NOT submitting a Proposal, please indicate the reason(s) below and return this form to the above address by fax to (516) 431-7550. Failure to do this may result in your firm being removed from advance notice lists of potential Proposals/Requests for Proposals compiled by the Island Park Union Free School District.

\_\_\_\_ Unable to submit a Proposal at this time but would like to receive information about future Proposals/Requests for Proposals.

\_\_\_\_ Contract too small/large for our firm (circle one).

\_\_\_\_ Lack of fleet to meet requirements.

\_\_\_\_ Lack of terminal to meet requirements.

\_\_\_\_ We are unable to meet Specifications. Provide detail: \_\_\_\_\_

\_\_\_\_ Insufficient time allowed for preparation and submission of Proposal.

Other reasons: \_\_\_\_\_

\_\_\_\_ You may remove our name from the Proposal submission list for:

\_\_\_\_ All Proposals/Requests for Proposals

\_\_\_\_ Remainder of this year

\_\_\_\_ This particular service

\_\_\_\_ Other:

\_\_\_\_  
Print Name of Officer

\_\_\_\_  
Company

\_\_\_\_  
Signature of Officer of Company

\_\_\_\_  
Date

\_\_\_\_  
Title

\_\_\_\_  
Telephone Number

\_\_\_\_  
Company Name

\_\_\_\_  
Fax Number

\_\_\_\_  
Street Address

\_\_\_\_  
E-Mail Address

\_\_\_\_  
City, State, Zip