

NOTICE TO BIDDERS

BID #S2017-04 **FURNISHING CHARTERED TRANSPORTATION SERVICES**

1. INVITATION:

The City of Somerville School Committee invites bids for furnishing Chartered Transportation Services for the Somerville Public Schools in accordance with the Specifications.

- 1.1 This contract work will be awarded to one Contractor, at the sole discretion of the School Department. (See Bid Price Proposal Page 29.)
- 1.2 For purposes of inviting bids, the contract work is to be bid for school buses with seating for seventy-seven (77) pupils (standard seating). One (1) bus must be handicapped accessible, equipped with a wheelchair lift and two (2) tie downs, and made available upon request of the Administrator at same price bid.
- 1.3 The children are to be picked up at designated school locations as requisitioned by the Administrator.
- 1.4 Numbers are estimated and subject to change. The City of Somerville School Department makes no guarantee of the number of Chartered Transportation Services required. All trips are subject to funding and budgetary restrictions.

2. PERIOD OF CONTRACT(S):

The successful bidder shall be required to enter a written contract for a period of three (3) years commencing August 29, 2017 through August 28, 2020.

3. STUDY FOR SPECIFICATIONS:

- 3.1 Before submitting a bid, each bidder shall fully inform itself in regard to all conditions pertaining to carrying out the contract for furnishing Chartered Transportation Services for the City of Somerville. The signature of the bidder on the proposal page shall certify that the bidder has fully examined all terms and Conditions of the bid contract documents and agrees to be bound thereby.
- 3.2 Certain information regarding the numbers, the locations and destination of the athletic events, music activities and/or school/program field trips, in effect will be available to bidders at the Office of the Finance Director, Somerville School Department, 8 Bonair Street, Somerville, MA 02145. Neither the City of Somerville nor any of its officers, agents or employees is responsible for the

accuracy of, or bound by, such examples or plans. The Bidder acknowledges that scheduling and routing information will change depending upon program needs and program locations for the duration of the contract.

4. **BID PRICE PROPOSALS:**

- 4.1 All bids shall be submitted on the “Bid Proposal” form attached herewith.
- 4.2 The types of transportation services to be furnished under this Specification and contract are described in Article 2 of the Specifications.
- 4.3 “Bid Proposal” form shall be filled out in full. Each bidder shall indicate the proposed price in both words and figures for each item of transportation services.

5. **BID SUBMISSION:**

- 5.1 The Bid shall be completely filled in and signed by the bidder or its authorized officer. The Bid shall be enclosed in a separate envelope, sealed and plainly marked **Bid # S2017-04, “Furnishing Chartered Transportation Services”, Time: 10:30 a.m. Date: Thursday, April 13, 2017.**
- 5.2 The Bid shall be filed with the Office of the Finance Director, 8 Bonair Street, Somerville, MA 02145 before the time designated in the Advertisement for the opening of bids. Bid shall be accompanied by a bid deposit in the form of a certificate of deposit, bid bond, certified check or a treasurer’s or cashier’s check with company name, issued by, a responsible bank or trust company, and payable to the City of Somerville, in the amount of five percent (5%) of the total price bid.
- 5.3 No bidder may withdraw its bid unless no award has been made at the expiration of twenty (20) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.
- 5.4 All bid deposits will be returned upon the execution and delivery of the contract or if no award is made, at the expiration of twenty (20) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.
- 5.5 If a bidder fails to perform its agreement to execute a contract and furnish a performance bond and payment bond as required by Article 8.1 of the “Notice to Bidders” within ten (10) calendar days after notice of the acceptance of its bid is given or mailed by the School Committee, its bid deposit shall become and be the property of the City and the bidder shall be liable to the City for the balance of the City’s damages.

6. EVIDENCE OF ABILITY TO PERFORM:

- 6.1 Each bidder shall furnish, with its Bid, evidence satisfactory to the School Committee that it has sufficient ability and experience in the transportation of students (see Reference Form); that it has available through ownership or lease duly licensed vehicles of the number, type, year, and passenger accommodations specified (see Vehicle Listing Form); and that it employs trained and duly licensed drivers to enable it to perform the work to the satisfaction of the Administrator (see Listing of Operators Form).
- 6.2 Each bidder shall completely fill out and submit the Bid, including documentation giving clear evidence of the bidder's commitment and ability to replace and update its school buses to comply with the Specifications throughout the period of the contract. If a bidder does not currently have available school buses which meet Specifications, it shall set forth, where indicated on the proposal form, evidence that it will be able to satisfy the requirements for school buses set forth in the contract documents by the time chartered school bus service is to commence.
- 6.3 The successful bidder shall deliver to the Finance Director a complete accident record for the previous three (3) years prepared by the bidder's insurance carrier within ten (10) calendar days after notice of acceptance of bid is given or mailed by the School Committee. The record should be accompanied by a statement regarding fleet size and operations for that period.
- 6.4 A statement outlining current fuel supply status; specifically, source of fuel supply required to fulfill existing contractual commitments, and plans being formulated to obtain the fuel necessary to execute the contract. (See Fuel Suppliers Form)

7. CONTRACT(S) AWARD:

The School Committee reserves the right to waive any minor informalities and to accept or reject any and all bids or to accept or reject any part of parts thereof, and to award the contract as the School Committee deems to be in the best interest of the City. Bids not conforming to Specifications will be rejected.

8. BONDS:

- 8.1 The penal sum of said performance bond and payment bond shall be 50% of the price bid for the contract.
 - 8.1.1 A performance bond and a payment bond, in the amount as stated above shall be from a surety company authorized to do business in Massachusetts and satisfactory to the Finance Director, will be required of each successful bidder for

the three (3) year term beginning with the date of notice of award of the contract and ending August 28, 2020.

- 8.2 The successful bidder(s) shall deliver the performance bond and payment bond, to the Finance Director within then (10) calendar days after notice of acceptance of bid is given or mailed by the School Committee to the successful bidder.

9. **INSURANCE:**

Each successful bidder shall deliver to the Finance Director within ten (10) calendar days, after notice of acceptance of Bid is given or mailed by the School Committee certificates prepared by the insurer to the effect that the insurance policies required by Article 5 of the Specifications have been issued to the bidder. The certificates shall be on a form satisfactory to the Finance Director.

10. **TAXES:**

The City is exempt from federal excise taxes and from the Massachusetts sales tax (Certificate No. M 046-001-414). Exemption certificates will be signed where necessary following award to the successful bidder.

11. **QUESTIONS:**

All questions as to the interpretation of the Specifications shall be addressed at the Pre-Bidders Conference or submitted in writing to the Finance Director at least five (5) calendar days prior to the time designated in the Advertisement for the opening of bids. Any answers to such questions will be sent or given by the Finance Director in writing to every person or firm on record as having taken a set of Bid Documents.

12. **ADDENDA:**

The School Committee reserves the right to amend the Bid Specifications by giving or mailing copies of addenda to each person who has received or picked up Bid Documents.

NOTE: THERE WILL BE A PRE-BIDDERS CONFERENCE ON WEDNESDAY, APRIL 5, 2017 AT 10:30 A.M. AT:

**SOMERVILLE PUBLIC SCHOOLS
8 BONAIR STREET, CONFERENCE ROOM
SOMERVILLE, MA 02145
Telephone: 617-629-5236 or 617-625-6600 x6010**

ALL BIDDERS ARE WELCOME AND URGED TO ATTEND. PLEASE BE ON TIME.

The job is a prevailing wage project. The bidder must comply with the prevailing wage rates set by the Department of Labor and Industries under G.L., c.149, § 27. Rates will be included in the specifications.

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____ TITLE: _____

DATE: _____ PHONE: _____

FAX: _____