

# General Education Student Transportation Bid

October 2019

## ***Timeline***

Thursday, October 31, 2019	Advertisement Published in <i>The Northbrook Tower</i> and <i>The Glenview Lantern</i>
Thursday, November 7, 2019	Mandatory Pre-Bid Meeting at 10:00 AM
Thursday, November 21, 2019	Bid Opening at 10:00 AM
Tuesday, December 3, 2019	Bid Presented to the Finance Committee at 7:30 AM
Monday, December 9, 2019	Bid Presented to the Board of Education at 7:00 PM

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This document was last updated on October 30, 2019 at 1:42 PM.

## **Section 1 - Bid Overview**

### **Change in Agreement Structure**

Glenbrook High School District 225 is completing its third year of a three year joint student transportation contract with its feeder elementary districts: Northbrook School District 27, Northbrook School District 28, Northbrook/Glenview School District 30, and West Northfield School District 31.

In consideration of current and future service needs, the aforementioned school districts have decided not to pursue an extension for services as a group. Alternatively, each school district will be conducting an independent bid process for services beginning on July 1, 2020. The scope of this bid is for general education transportation services for Glenbrook High School District 225 only.

### **Invitation to Bid**

This is an invitation to bid on general education student bus transportation for pupils attending Glenbrook High School District 225, hereafter, the "District." It is the intention of the District to enter into an agreement for three (3) school years that will begin on July 1, 2020 and conclude on June 30, 2023 unless extended thereafter by mutual agreement of the parties and pursuant to 105 ILCS 5/29-6.1.

### **Inquiries Regarding Bid**

Interested parties that have questions regarding the bid documentation shall direct them to Dr. Kim Ptak, Director of Operations / CSBO in writing by email to [kptak@glenbrook225.org](mailto:kptak@glenbrook225.org). Questions and answers will be shared in writing with all participating bidders. If a bid is received after questions have been asked and answered, the District will disclose all previously-disclosed questions and answers to the new bidder as soon as practicable.

The District will make such investigation as it deems necessary to determine the ability of each bidder to fulfill requirements. The District reserves the right to inspect each bidder's facilities and other transportation operations under its management prior to any award of a bid at the expense of the bidder submitting the bid.

### **Alternate Bids**

Alternate bids shall not be considered unless requested by the District. An alternate bid shall not become part of the Contract unless approved by the District's Board of Education in writing upon award of the bid.

### **Contract**

A condition of being awarded this bid is the execution of the General Education Transportation Services Contract provided in Appendix D.

## **Section 2 - District Overview**

The District is comprised of two comprehensive high schools (Glenbrook North and Glenbrook South) and a therapeutic day school (Glenbrook Off Campus) with a total enrollment of 5,267.

### **Scope of Services**

The District has several general education transportation service needs, including:

- Daily to/from school routes to Glenbrook North, Glenbrook South, and Glenbrook Off Campus;
- Daily activity bus routes for students at Glenbrook North, Glenbrook South and Glenbrook Off Campus who attend after school athletics and activities;
- Daily shuttle service between Glenbrook North and Glenbrook South for the purpose of transporting students that participate in the Glenbrook Academy and daily shuttle service between Glenbrook Off Campus and Glenbrook North / Glenbrook South for the purpose of transporting students that receive educational services at their home school and the Off Campus program;

- Daily needs-based charter service for academic and student activity (e.g. athletics, fine arts, student organization) field trips

Context for each of the above stated service needs has been defined within this section.

### Daily To/From School Routes

The District coordinates a daily to/from school transportation system for those families needing bus services. Actual bus routes and stops are created using the addresses of students that purchase their bus pass by July 15th. Families seeking to purchase a bus pass after July 15th are assigned to an existing route only if there is space available.

Below is a summary of the routes that have been established for the 2019-20 school year (see Appendix B for current bus routes and Appendix C for a summary routing plan for Northfield Township.) NOTE: Information regarding the 2019-2020 school year is being provided as a guideline only, and is subject to change at any time at the sole discretion of the District.

Table 2.1: To/From Bus Route Parameters

High School (grades 9-12)	Start Time	Drop-Off Time Range	Dismissal Time	Pick-Up Time Range	Students with Bus Service	Current # of Routes
Glenbrook North 2300 Shermer Road Northbrook, IL 60062	8:00 AM	7:15 AM - 7:50 AM	3:15 PM	3:20 PM - 3:30 PM	296	9
Glenbrook South 4000 W. Lake Avenue Glenview, IL 60026	8:00 AM	7:15 AM - 7:50 AM	3:15 PM	3:20 PM - 3:30 PM	771	14
Glenbrook Off Campus 1835 Landwehr Road Glenview, IL 60026	8:45 AM	8:15 AM - 8:35 AM	2:30 PM	2:30 PM - 2:40 PM	20	5

### Daily Activity Bus Routes

In addition to regular student to/from school routes, the District's bus pass fee includes access to late activity bus service. This service is intended for students who stay after school (after the 3:30 PM buses depart the schools), for academics, athletics, clubs or other school related events. Ridership changes everyday and routes are dependent upon the riders.

The late activity buses travel primarily on the main arteries and do not enter subdivisions or neighborhoods. They are not a duplication of the regular to/from routes. When a student boards the bus they inform the driver of their address or cross streets near where they reside. The driver then routes the bus dependent on those addresses / cross streets.

Table 2.2 provides a summary of activity bus services in place for the 2019-20 school year.

Table 2.2: Activity Bus Parameters

School	Route 1			Route 2		
	Start Time	Number of Buses	Route Time	Start Time	Number of Buses	Route Time
Glenbrook North 2300 Shermer Road Northbrook, IL 60062	4:45 PM	1	30-60 Minutes	5:45 PM	1	30-60 Minutes
Glenbrook South 4000 W. Lake Avenue Glenview, IL 60026	4:45 PM	3	30-60 Minutes	5:45 PM	1	30-60 Minutes
Glenbrook Off Campus 1835 Landwehr Road Glenview, IL 60026	3:15 PM	1	30 Minutes	N/A	N/A	N/A

### Daily Shuttle Service

The District requires daily shuttle service to transport students between Glenbrook North and Glenbrook South for those enrolled in the Glenbrook Academy.

Below is a summary of the Daily Shuttle Service routes for the the 2019-20 school year.

Table 2.3: Shuttle Service Bus Parameters for Glenbrook Academy

Route	Route 1			Route 2		
	Pick-Up Time	Number of Buses	Route Time	Start Time	Number of Buses	Route Time
From Glenbrook North to Glenbrook South	7:45 AM	1	30 Minutes	10:45 AM	1	30 Minutes
From Glenbrook South to Glenbrook North	7:45 AM	1	30 Minutes	10:45 AM	1	30 Minutes

The District also requires daily shuttle service to transport students between Glenbrook Off Campus and Glenbrook North / Glenbrook South.

Below is a summary of the routes for the 2019-20 school year.

Table 2.4: Shuttle Service Bus Parameters for Glenbrook Off Campus

Route	Time Range	Number of Buses	Route Time
From Glenbrook Off Campus to Various Locations	8:00 AM - 3:15 PM	1	All Day

### **Charter Service for Academic and Student Activity Field Trips**

The District offers a substantial amount of academic and student activity opportunities to all students, as part of a comprehensive high school program. Critical to the success of our students traveling from school is the timely arrival of vehicles, and experienced/knowledgeable drivers that are able to navigate routes outside of the school district's boundaries.

Due to the nature of charter service needs, it is difficult to define the actual need for a given school or year.

- During the school day, charter services will be needed for academic field trips. Field trips tend to be planned at least two weeks in advance and, on average, there are 2-5 trips per week district-wide.
- After school charter trips are more difficult to plan for in advance as the athletic calendar is dependent upon IHSA scheduling and is subject to change at any time. The athletic charter needs follow a traditional high school athletic schedule with the fall and the spring being the busiest times of the year. During peak periods it is common for each school to need as many as five buses at 3:30 PM (with a departure of 3:35 PM).

**Section 3 - Instructions to Bidders**

- A. All bids shall be placed in a sealed envelope clearly marked “BID FOR GENERAL EDUCATION STUDENT TRANSPORTATION SERVICES FOR GLENBROOK HIGH SCHOOL DISTRICT 225” and addressed to Dr. Kimberly Ptak, Director of Operations / CSBO at Glenbrook High School District 225, 3801 W. Lake Ave, Suite 301, Glenview Illinois 60026 and must be received no later than **10:00 AM on Thursday, November 21, 2019** at which time all bids will be opened and read aloud. Bidders’ prices must be a delivered price for all services, as applicable, and must account for all requirements in these bid documents. The bid price must be firm for at least 120 calendar days after the latest date for submission of bids. No email, fax, Dropbox or other similar submittals will be accepted.
- B. A mandatory pre-bid meeting will take place on **Thursday, November 7, 2019 at 10:00 AM** at Glenbrook High School District 225, 3801 W. Lake Ave, Glenview Illinois 60026 in the Public Meeting Room.
- C. Each bid must be accompanied by a bid bond, certified check or bank draft made payable to the order of Glenbrook High School District 225 in the amount of \$100,000 as a guarantee that if the contract is awarded, the bidder will execute the contract, furnish the required performance bond on or before **Friday, December 20, 2019** and furnish the services specified. Certified checks or bid bond of all unsuccessful bidders will be returned promptly after the awarding of the bid to the successful Contractor. The bond shall be carried with a bonding company rated “A+ or better” by Best’s Key Rating Guide and licensed to do business in the State of Illinois. Failure to supply a bid bond at the time of the bid submission will automatically disqualify the bidder.
- D. On or before **Friday, December 20, 2019**, the successful bidder shall be required to furnish a performance bond executed by a surety company in an amount equal to 100% of the annual contract value. The performance bond shall be renewed annually for the term of the contract, and must be from a surety company with at least an “A+ or better” by Best’s Key Rating Guide.
- E. The bid will be awarded by first considering the bidder or bidders most able to provide safety and comfort for the pupils, stability of service and other factors regarding quality of service set forth herein, and then price. The District hereby reserves the right to accept or reject any or all bids in whole or in part for any reason or no reason, without recourse or to make the award in such a manner as the District may deem right and proper for the best interest of the District; the District reserves the right to waive any immaterial or inconsequential irregularities in the bid. The District reserves the right to award the contract to one bidder for all services or to split and award multiple contracts to multiple bidders, as described in the Scope of Services table in Section 3 of this document.
- F. Prior to the beginning of its services, the bidder shall become fully informed of the District’s transportation requirements including school district expectations of service and related equipment, school start and end times, current bus routes, pick-up and drop-off locations, mileage etc.
- G. All proposals must be submitted on the District’s General Education Student Transportation Bid Submission Form (Appendix A) along with a signed and duly notarized copies of Certificates that are included with this Invitation to Bid. Such Certificates include, but are not limited to:
- **Eligibility to Contract:** Each bid must be accompanied by a certificate regarding the Contractor’s eligibility to contract with units of State or local government, certifying that the Contractor is not barred, suspended, proposed for debarment, ineligible, or otherwise excluded from contracting with any unit of State or local government.
  - **Sexual Harassment:** Each bid must be accompanied by a certificate regarding a sexual harassment policy certifying that the Contractor has a written sexual harassment policy



that includes: information that sexual harassment is illegal; defines sexual harassment under Illinois law; describes sexual harassment using examples; has an internal complaint process including penalties; informs employees of their rights under the *Illinois Human Rights Act*, (775 ILCS 5/) and the complaint process available through the Illinois Department of Human Rights and Illinois Human Rights Commission; and, states that anyone filing a complaint will be protected against retaliation.

- **Ban on Tobacco:** Each bid must be accompanied by a certificate regarding the District's ban on tobacco certifying that the Contractor's employees and any sub-contractors will abide by the ban on tobacco set forth in District policy in all school buildings and on all school grounds and during the performance of any services under any contract awarded pursuant to this Bid.
- **Drug-Free Workplace:** Each bid from a Contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* (30 ILCS 580/) certifying that the Contractor shall provide a drug-free workplace for all employees engaged in the performance of work under the contract and that the Contractor is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*. Each proposal from an **Individual** must be accompanied by a Certificate of Compliance with the *Illinois Drug-Free Workplace Act* certifying that (he or she) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the *Illinois Drug-Free Workplace Act*.

No bid will be considered responsive, complete and in conformance with these Bid Documents unless accompanied by all of the certificates specified above, and all such certificates are properly completed and signed. The contract awarded shall be subject to suspension of payments and termination, or both, if it is determined that the Contractor has made a false certification, or that the Contractor has violated any of such certifications.

- H. Bidder's signature will be construed as acceptance of and willingness to comply with all applicable State, federal, municipal and District laws, regulations, ordinances and policies relating to, and including but not limited to, wages of laborers, preference to citizens of the United States and residents of the State of Illinois, transportation safety, insurance, and discrimination and intimidation of employees. Provisions of said laws, regulations, ordinances and policies are hereby incorporated by reference and become a part of this proposal and specifications. Proper execution of attached formal documents shall accompany bid.
- I. The District is not subject to Federal Excise Tax or Illinois Retailers Occupation Tax. Exemption Certificates will be furnished upon request.
- J. The successful bidder must invoice the District on a monthly basis. Invoices must detail the service, date of service and cost. Additionally, the successful bidder must be able to provide billing data in spreadsheet form with the following elements: Date of Service; Pick-Up Location; Drop-Off Destination; Total Cost of Route.
- K. The District reserves the absolute right to unilaterally terminate the transportation contract for any reason or no reason subsequent to the initial year of contract (July 1, 2020 - June 30, 2021) with written notice prior to April 1 annually.
- L. A copy of the Contractor's Annual Financial Report for the last two years must be included with the bid proposal.
- M. A list of five (5) references from public school districts in the State of Illinois.

**Section 4 - Bid Specifications****Contractor Responsibilities**

- A. Maintain facilities and bus fleet pursuant to a preventative maintenance program that is consistent with industry standards and in compliance with any applicable law(s). The maintenance facility shall be located within fifteen (15) mile radius of any District boundary or, should the maintenance facility be further than fifteen (15) miles, a plan must be established and documented to provide back-up busses in a timely manner.
- B. Recruit, hire, manage, train and compensate legally qualified bus drivers.
- C. Maintain and keep current on all Federal and State laws regarding student transportation, including but not limited to, at Contractor's expense, providing the District with completed, fingerprint-based Illinois State Police and FBI criminal background checks for all employees having contact with students. At Contractor's expense, Contractor is also required to provide District with the results of searches of the Statewide Sex Offender Database and Violent Offender Against Youth Database for all employees having contact with students.
- D. Investigate requests and complaints regarding student transportation services and make recommendations to the District's Assistant Superintendent for Business Services / CSBO or their appointed representative in an appropriate and timely matter.
- E. Administer bus conduct reports as specified by the school district and work with each individual school on student discipline. The District shall assist the Contractor on keeping a proper student atmosphere on the bus.
- F. Using information provided by the school district on a mutually agreed timeline, design and validate routes on a continuing basis based on the parameters and information provided by the school district and any changes to same that may occur throughout the Contractor's provision of services to the District.. Keep an up-to-date map of the District indicating student locations, bus stops and bus routes and supply the district with evening route completion times or information when requested. The school district shall also be provided with access to the routing system. Introductory training shall also be provided on an annual basis at a time/location mutually agreed upon by both parties.
- G. The District shall also be provided with access to a GPS technology service that provides the ability to monitor bus vehicle activity when serving a school district. Introductory training shall also be provided on an annual basis at a time and location mutually agreed upon by both parties. Additional training and support should be made available on an as-needed basis and/or at the request of the District.
- H. Whenever regular buses are in use, a responsible person shall be at the base with a telephone available. Whenever charter buses are on the road, a responsible person shall be accessible by telephone, and have access to communicate with all necessary personnel, including drivers.
- I. Provide radio system access to the school district at up to (4) locations, enabling the school district to communicate directly with drivers and the base. Introductory training shall also be provided on an annual basis at a time/location mutually agreed upon by both parties.
- J. Install, maintain, and provide access to the school district to a system that has the ability to track student ridership through the use of barcode or other identifying technology compatible with school district-printed identification cards. Introductory training shall also be provided on an annual basis at a time/location mutually agreed upon by both parties.

- K. Install, maintain, and provide access to a system that enables School bus GPS systems to provide optional parent and school tracking ability through the use of a website and mobile application. Introductory training shall also be provided on an annual basis at a time/location mutually agreed upon by both parties.
- L. Install, maintain, and provide access to bus video cameras, that are able to maintain a minimum of five (5) days of recorded content, and provide the ability to export sections of the recorded content in whole or in part. The school district shall be provided any necessary software and hardware to review previously recorded content. Introductory training shall also be provided on an annual basis at a time/location mutually agreed upon by both parties.
- M. Dispatch buses, check drivers, and be completely familiar with all bus routes, schedules, school locations, etc.
- N. Supply a sufficient number of regular and substitute drivers to be available and properly trained so that a full transportation service is provided. Substitute drivers shall have a working knowledge of the route they are handling and the same substitute driver will be used whenever possible to provide consistency on routes. Substitute drivers shall have a written description of the route, complete with student names and stops and shall have proper training and undergo all criminal background investigations required by the Illinois School Code.
- O. Secretarial duties, including but not limited to telephone coverage, filing, map maintenance, report documentation, bus conduct forms.
- P. Be aware and keep the District's administration advised on ideas for improvements on transportation services and cost savings.
- Q. Minimum phone call and radio coverage by the Contractor or terminal manager shall be from 5:30 AM to 7:30 PM on school days.

The number of full-time (or equivalent) and substitute employees to be used to perform the managerial, maintenance and clerical responsibilities shall at all times be sufficient to fulfill the above responsibilities and all other specifications and requirements within this Invitation to Bid.

### **School Buses**

- A. All school buses used in the performance of this contract shall be owned by the Contractor or, if not so owned, the Contractor shall furnish the District with a statement setting forth the name and address of the owner of each such school bus before placing said school bus in service. The Contractor shall present suitable (as determined by the District in its sole discretion) evidence prior to the award of the contract establishing that he will have ample units available and ready for use at the beginning of each school term. During the course of Contractor's provision of services to the District, if any equipment used by the Contractor is condemned or damaged in whole or in part, it is agreed that said unit shall be replaced by the Contractor without expense to the District and without any claim for adjustment. The District will have no responsibility for financing, holding title to, licensing, insuring, repairing or providing or paying for fuel for any bus used pursuant to the contract.
- B. All buses are to be equipped with an exclusive radio system or cell phone. All licenses, fees, etc. associated with the 2-way radio system shall be obtained by the Contractor at its expense.
- C. All buses are to be equipped with a GPS system that allows for the tracking of buses and routes as required by the Contractor's responsibilities listed in this Invitation to Bid.
- D. Buses must also be equipped with a system that enables parent and school tracking ability through the use of a website and mobile application.

- E. All buses are to be equipped with video cameras, accessible by school personnel upon request. Video camera systems must provide the ability to maintain a minimum of five (5) days of recorded content, and provide the ability to export sections of the recorded content in whole or in part.
- F. All buses are to be equipped with engine block heaters and electrical plug-ins for winter starting.
- G. If the Contractor does not have adequate equipment at the time of the award of the Contract, the Contractor shall present the District with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing that all necessary equipment will be supplied, and that all such equipment will be available on-site for use by the Contractor for performance of the Contract at least fourteen (14) days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within thirty (30) calendar days of the District's notification to the Contractor of the approval of each award of the Contract.
- H. No later than August 1 of each contract year, the Contractor shall provide the District with the following information on all vehicles to be used in the transportation of students (1) make, model, year, and serial number; (2) State license number, municipal vehicle sticker number, and safety inspection sticker number; (3) capacity of vehicle; (4) ownership of vehicle; (5) vehicle maintenance history and past safety inspections upon request. The Contractor shall provide the same information on any newly acquired buses, and shall update the information on state license, municipal vehicle, and safety inspection stickers whenever this information changes.
- I. A sufficient number of 71 and 84 passenger vehicles must be available to serve the needs of the District whenever necessary. Upon the District's request, the Contractor will provide smaller buses as deemed necessary for routes traveling in confined areas.
- J. At any time in the performance of this agreement no bus shall be more than twelve (12) years old. Unless approved by the Districts, no school bus will have more than 150,000 miles on the odometer. The average age of all buses shall be no more than eight (8) years of age. The only exception to the age requirement shall be with prior approval of the District. Annually, the Contractor shall supply the District with a listing of the buses used including age, vehicle capacity, current mileage and serial number of each bus.
- K. All 71 or 84 passenger buses shall be equipped with a minimum of three (3) push-out windows per side.
- L. The Contractor shall keep all school buses used in the performance of the transportation requirements in a good state of maintenance and repair. No bus will be placed in service if the Contractor has reason to believe that if inspected it would be declared unsatisfactory or unsafe. The passenger section shall be kept in a clean and sanitary condition. The Contractor shall cause each school bus to be inspected and maintained in accordance with the standards set forth by the State Board of Education and the Illinois Department of Transportation as well as all local, State and Federal standards, but under no circumstances shall there be less than two (2) inspections per year. All vehicles must carry a current school bus safety sticker at all times. The District reserves the right to inspect the fleet and/or equipment and has the authority to require the Contractor to make repairs, replace parts, or replace vehicles if each school so desires. No vehicle may be used in the transportation of students without first having completed these required inspections.
- M. All buses shall be inspected daily and checked carefully for defects. Any defects as may be found shall be remedied before using said vehicle. In addition, the Contractor shall maintain a sufficient number of approved standby buses in good operating condition to be used in the event any bus transporting students in accordance with this Agreement shall fail to function or otherwise be unable to operate. No daily charge shall be made for any standby bus.

- N. The Contractor will be required to keep thorough, up-to-date records (including: mileage, oil changes, tire replacement, brake inspections) of all operating data and maintenance work done, and the District shall have access to these files.
- O. The District may, during the duration of this contract, require buses with seat belts. If the District or any newly-enacted law requires the change to buses with seat belts, the Contractor will be notified in writing and said change will take place in no greater than 60 days or by any time prescribed by law. Should the District or applicable law require updates to vehicles, the District will cooperate with the Contractor to accomplish such updates. Any additional cost related to the District's request or applicable law shall be open for negotiation with the District, but may not be imposed unilaterally by Contractor.
- P. If the number of students to be transported shall increase so that the Contractor cannot provide adequate transportation with the existing buses initially assigned to the performance of this proposal so that it shall cause said buses to be occupied by more passengers than designated by the District, the Contractor shall furnish such additional buses as shall be necessary to provide the specified transportation for such students in such a manner that the school buses are not occupied by more than the number of passengers as designated by the District. Such buses are to be provided at the price per bus, per day, as is set forth hereinafter in the bid documents for similar runs.
- Q. If the number of students to be transported shall decrease so that one or more school buses are not needed to comply with the requirements of this proposal, the Contractor shall eliminate the unneeded buses and the price to be paid under this proposal shall be reduced by the price per bus, per day, as hereinafter set forth in the bid documents for similar runs. The Contractor shall add or withdraw buses from service under this paragraph no later than two (2) weeks after being advised to do so in writing by the District.
- R. The District retains the right to designate the maximum number of passengers per bus.

### **Personnel and Training**

- A. It is understood that the Contractor's Company, its officers, agents and employees shall be considered, at all times as acting in the capacity of an Independent Contractor and not as an employee of the District for any purpose, and shall not acquire either by contract or by operation of law any rights or benefits provided for employees of the District. All expenses of operation and maintenance shall be paid by the bus contractor.
- B. All buses shall be operated at all times by trained, competent and prudent drivers who shall meet the requirements for school bus drivers as set forth by federal law, the State of Illinois and the United States and Illinois Departments of Transportation. In addition, all drivers will be required to follow all District transportation policies and regulations. Bus drivers will at all times comply with the motor vehicle laws of any state, city, village and municipality in which the buses may be operated.
- C. The Contractor will provide qualified monitors for buses when requested by the District. Any additional cost related to the District's request for monitors shall be open for negotiation with the District but may not be unilaterally imposed by the Contractor.
- D. The Contractor is required to pay wages pursuant to applicable law.
- E. The Contractor shall establish and implement a screening, hiring and training program.
- F. The Contractor shall conduct a record check on the applicant's driving record. The Contractor shall not utilize any driver who has ever been convicted of a DUI, reckless driving, or any criminal offense involving children. The applicant's driving record, which is obtained from the State of Illinois, shall be available upon request to the Superintendent or their appointed representative.

The Contractor shall, as soon as practicable, notify the District if any driver is cited for any reckless driving offense, whether driving a bus or personal vehicle.

- G. Drivers shall not use indecent language, shall not use tobacco or nicotine products on the bus or on District property, nor permit students to use tobacco or nicotine products, or cause disturbances on a bus.
- H. Drivers shall wear ID badges that are clearly visible while performing work on Contractor vehicles and at District facilities. Contractor shall be responsible for any lost or misplaced ID badges for its personnel.
- I. Drivers shall not use or operate cell phones or electronic communication devices. Contractor provided radios are accepted, while transporting students or while in direct supervision of the students, including hands-free devices.
- J. Whenever a regular driver is not working because of a planned absence or sick leave of more than two days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver.
- K. Contractor must provide adequate pre-service training, including first-aid training, so that the driver has a thorough knowledge of the State of Illinois traffic laws and regulations. In addition, the Contractor must provide the necessary behind-the-wheel training with a qualified instructor before the driver takes his/her school bus road test with the Motor Vehicle Department.
- L. All drivers shall be required to take a Defensive Driving Class and evidence of satisfactory completion shall be furnished to the District.
- M. Applicant drivers must pass physical, written and road tests and obtain a minimum of a class "C" license and an Illinois School Bus Permit before transporting students.
- N. The Contractor must provide route training before the driver is given the responsibility of transporting students. This would include, but is not limited to a specific map of the route indicating exact locations and names for pick-ups and drop-offs. The Contractor is required to perform a 'practice run' of each route, for each individual district, prior to the start of school in the fall, on a date mutually agreed upon by District and Contractor.
- O. The Contractor must provide on-going in-service training programs for the bus drivers. Drivers shall be required to attend the meetings. A minimum of two in-service meetings shall be held each school year with a minimum length of 1/2 hour each. The meeting topics shall be geared to driver needs including safety, discipline, drills, etc. Failure to attend may, at the sole option of the Districts, result in replacement of the non-attending driver. The Superintendent of each School District or their appointed representative shall be informed in advance when these meetings take place.
- P. The District shall have the right to direct the removal, assignment, and/or reassignment of any driver or monitor being utilized by Contractor to fulfill this agreement.
- Q. The Contractor will be responsible for proper supervision over the drivers to insure the routes are being run correctly and on time. Also included in this supervision should be an annual written evaluation of all drivers in the areas of driving competency, understanding of laws, regulations, and District policies. Annually the District's personnel shall discuss these evaluations with the Contractor, and also give the Contractor an evaluation of its services by June 15 of any contract year.

- R. The Contractor shall furnish to the District, at the beginning of each school year, a listing of names, driver's license numbers and expiration dates of all regular and substitute drivers, along with the routes they will be driving. This listing shall be maintained current by the Contractor.
- S. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age and fully licensed as a school bus driver by the State of Illinois. All drivers shall maintain a courteous attitude and neat appearance. A uniform appearance is recommended. All drivers shall be required to speak fluent English when the employee is speaking about matters related to his or her duties.
- T. Each driver assigned to the performance of this agreement shall be free from any physical defect that inhibits the driver's ability to operate a vehicle safely, or perform the essential functions of his or her job duties.
- U. The District shall be furnished proof that each driver has satisfactorily met the physical examination requirements mandated by law. Thereafter, throughout the term of the agreement, each driver shall have a new physical examination each school year that is narrowly tailored to the requirements and business necessities of being a school bus driver. Each bus driver will undergo a drug test as part of his/her physical exam for each initial license and each license renewal. In addition to annual drug tests, the Contractor will have a drug testing program that requires testing of drivers for reasonable cause, as determined by either the District or the Contractor, and post-accident and random drug testing. A positive test will forever disqualify a driver from providing service to the District. All drug tests will be at the Contractor's expense. The District or its representative may at its discretion and in accordance with applicable law, demand such additional examinations of drivers that are narrowly-tailored to be job-related and consistent with business necessity. The costs of such additional examinations, including drug testing of drivers shall be paid for by the Contractor. Any driver who is found to be physically or mentally unfit to operate a school bus shall be removed immediately from performance of his/her transportation duties.
- V. The Contractor shall provide to all drivers a manual or handbook outlining all Contractor policies and procedures. Included therein must be a written policy covering procedures to follow in emergency situations and all steps to follow if the bus is involved in an accident of any kind. There should also be a procedure outlining the steps to follow if a bus breaks down. All drivers should be schooled and tested on these procedures to the extent that they will be prepared if an emergency does occur. The applicable Assistant Superintendent of Finance or appointed representative must be immediately notified by the Contractor when any accident has occurred or any driver has been stopped by the police and issued a citation.
- W. Each driver shall complete a Daily Pre-Trip Inspection Sheet as required by Illinois law and/or regulations and/or the District and maintain such records for the review of the District at least every six (6) months or as more frequently required by Illinois law and/or regulations.
- X. All vandalism damages to the Contractor's equipment, fleet or facilities will be the responsibility of the Contractor. The District will assist the Contractor in seeking restitution for malicious damage. The Contractor shall report to the District all known pertinent information regarding incidents of vandalism including date, route, and, if possible, name of the student.
- Y. While transporting students, drivers shall not leave the vehicle unattended.
- Z. Buses will not be fueled while students are on board.

**Routing**

- A. The District will provide the Contractor with the names and addresses of all students registered for transportation each school year by July 30th. Proposed routes will be provided to the District within (10) days of receiving the student address information of each year for District approval.
- B. All transportation will be in accordance with the District's calendar including provisions for holidays, institute days, early dismissal for in-service training, beginning time for the school day and ending time for the school day. By April 1st or soon thereafter of each year of the Contract, the District shall furnish the Contractor with a tentative calendar for the following year. Subsequent changes to the District's calendar will be furnished to the Contractor in a timely fashion.
- C. The arrival and dismissal times are set by the District and the District reserves the right to change both start and end times at the sole discretion of the District. The Contractor's pricing cannot change if the District changes its bell times.
- D. The Contractor, with cooperation from the School District, will be responsible for the establishment of all bus routes. These will be set up according to District policy for length of ride, location of bus stops, hazards as defined by law or regulation and walking distances. There shall need to be no more than two students per seat. The District's final approval must be given before the routes are used.
- E. The Contractor will be charged with the responsibility of maximizing efficiency through routing and scheduling. There must be a continuing effort to combine routes when ridership is low because of declining enrollment areas.
- F. In going to and returning from schools, the bus driver shall leave the point of origin for each route at a scheduled time and shall complete the route with a minimum variance of time. No bus shall be loaded with any passengers beyond the approved capacity of the bus.
- G. Bus routes shall be designed in a manner consistent with the drop-off and pick-up time ranges identified in this document. Additionally, no route shall exceed 40 minutes in duration.
- H. The Contractor shall provide the District with all information the District needs to prepare annual claims for reimbursement and the Pupil Transportation Report and any other reports as required by the State Board of Education or the District's Board of Education (i.e. Annual Mileage Reports).
- I. The Contractor shall organize all bus routes to the satisfaction and final approval of the District. The Contractor shall furnish to the District without additional charge:
  - a. 8 1/2" x 11" maps of each daily route and lists of students' names, location and time of pick-up by the number of days designated before school starts each year.
  - b. A large map, located at the bus terminal in a clean, dry location, locating all students by route which is maintained in an up-to-date status. The District shall furnish student additions, deletions or changes.
  - c. Only authorized students and school personnel will be permitted to ride on buses used for school purposes. All other riders including family members of school bus drivers are excluded from riding the bus without prior approval of the District or their appointed representatives.
  - d. Authorized students, as specified by the District, will not be refused a ride or evicted along the route by the Contractor or Contractor's employees or agents. Prohibitions to ride will be done according to the District's School Board's policies and procedures.



- e. In no case shall bus routes provide for transportation beyond the School District boundaries at District expense. The bus driver is responsible for only the discipline that is required to operate the bus. The name of the student that causes a disturbance or undesirable situation, or violates any school regulation on a bus, and a description of the occurrence will be reported to the student's school by the bus driver or his/her supervisor no later than noon of the next school day. All decisions regarding the discipline of students, including, but not limited to, suspension or termination of bus services or suspension or expulsion from school, will be made solely by the District. Any records concerning individual students, including each student's assigned route, is confidential student record information subject to the Illinois School Student Records Act ("ISSRA") and the Family Education Rights and Privacy Act ("FERPA"). The Contractor warrants and agrees that student information is not to be shared with anyone unless the school district agrees in writing to such.

### **Routes**

- A. To/From School Routes - Sufficient school buses shall be available for regular routes daily between the hours of 7:00 AM and 9:00 AM and the hours of 2:00 PM and 4:30 PM under good weather and traffic conditions. If weather and traffic conditions require extended time for the providing of regular bus service as delineated in this proposal, such extra time shall be provided at no extra cost to the District. The morning routes shall be from designated bus stops along regular routes to the schools. In the afternoon, transportation shall be from the schools along regular routes to designated bus stops.
- B. Special Routes - School buses shall be available for special routes as designated by the District and the Contractor shall have available on any one day the number of buses needed for the following school function. The District reserves the right to utilize other available transportation sources at any time.
- C. Shuttle - Transportation of students between schools within the District. The District reserves the right to utilize other available transportation sources at any time.
- D. Charter - School buses shall be made available by the Contractor for field trips, before and after school activities/athletics as needed by the District or their appointed representatives. If the Contractor assigns a regular school bus to do charter field trip duty during the middle of the school day, that charter bus must be at the individual school at the appropriate time for the afternoon school run. The District reserves the right to utilize internal and/or other available transportation sources without any need for prior approval from the contractor.

A sufficient number of buses to meet the needs of the District shall be made available by the Contractor when at least three (3) days advance notice provided to the Contractor.

### **Extreme Temperature Bus Operation Procedures**

The Contractor shall provide to the District a statement detailing procedures that are in place to ensure proper school bus operations when temperatures reach 10 degrees Fahrenheit or below.

### **Insurance**

- A. At its own expense, the Contractor shall obtain and maintain in full force and effect during the term of this proposed contract and pay the premium thereon a policy of public liability, property damage and bodily injury insurance insuring all passengers and parties at all times issued by an insurer authorized to transact business in this State and approved by the District's Board of Education. Such policy shall cover the Contractor, its officers, agents and employees, and the District's Board of Education and its officers, members, employees and agents, named as an additional insureds in the policy, (except for worker's compensation). A Certificate of Insurance must be filed annually, prior to the commencement of the school year, with the District stating the policy limits and showing the District as an additional insured. The Contractor's insurance must

be primary and non-contributory to any insurance held by the District and exhausted first before any District insurance covers any loss.

- B. Insurer providing coverage for the Contractor's insurance obligations under its contract with the District must have a current rating of "A" or better as provided by Best's Key Rating Guide. Coverage required is as follows:
- a. Workers Compensation  
 Coverage A Statutory  
 Coverage B Employee Liability  
 Each accident: \$1,000,000  
 Each employee: \$1,000,000  
 Policy Limit: \$1,000,000
  - b. Comprehensive Automobile Liability, including Hired and Non-Owned Vehicles, if any  
 Combined Single Limit \$5,000,000 per occurrence  
 Uninsured/Underinsured Motorist \$1,000,000
  - c. Commercial General Liability  
 Liability \$1,000,000 per occurrence  
 General Aggregate \$2,000,000
  - d. Umbrella Liability shall be provided at a limit of \$10,000,000 and must follow form over the Comprehensive General Liability, Automobile Liability and Employer's Liability.
  - e. Any other insurance coverages required by law.
- C. No insurance may be cancelled with the District receiving thirty (30) days advance written notice of any full or partial cancellation.
- D. A waiver of subrogation in favor of the District shall apply for workers compensation.

### **Indemnification**

- A. The Contractor is responsible for and shall hold harmless, indemnify and defend the District's Board of Education and its officers, members, agents, and employees from and against any and all loss, damage, injury, liability and claims or expenses by reason of any loss, personal injury, death or other damage that may be done to or suffered by any person, including employees of the Contractor, or the School District, arising in connection with the operations to be carried on by the Contractor.
- B. The Contractor agrees to save, keep, hold harmless, and fully indemnify and defend the District, its Board, officers or agents from all damages or claims for damages, costs, or expenses in law or equity that may at any time arise or be set up for an infringement of the patent rights, copyright, or trademark of any person or persons in consequence of the use in the performance of this contract of any article of which the Contractor is not the patentee or assignee or has not have the lawful right to use.

### **Emergencies**

In the event of an emergency situation at any one of the schools covered by this proposal, which necessitates removal of students from said school or schools, the Contractor shall provide the required transportation within 60 minutes of such request.

In cases of emergency which necessitates the cancellation of bus service on the part of either party, the District or the Contractor shall be notified as soon as it is apparent that school will be closed or that buses will not operate. Whether schools will be closed due to inclement weather will be decided by the District's

Superintendent. The District's Superintendent or their appointed representative will consult with the Contractor regarding driving conditions.

### **Non-Assignment**

The Contractor shall not assign or sell any rights to this contract to another party or parties without prior written approval from the District. Such action without approval from the District shall invalidate this contract.

### **Force Majeure**

The parties to the proposal understand that under certain circumstances the contractor may be unable to perform in the customary manner due to an act of God, fire, strike, loss of transportation facilities, lock-out or commandeering of materials, products, plants or facilities by the Government.

In the event that service is interrupted for any of the above reasons or any other event which prevents the Contractor from furnishing service, the District shall have the right to secure and substitute other transportation service. The Contractor agrees to pay the difference between its charges and the charges of the substitute bus company, plus any consequential damages related to the interruption in service.

### **Breach of Contract**

If the Contractor violates, breaches or fails to perform any of the terms or conditions herein contained, including the provisions of the statutes, rules and regulations referred to above, the contract shall be void and the said District shall be entitled to damages, including attorney fees, resulting from said breach or failure on the part of the Contractor. The partial or total failure of the Contractor to perform its services as a result of extreme weather conditions, impassable roads or acts of God shall not be judged a breach of the proposed contract. However, the Contractor shall not be paid for any lack of total performance.

If, in the opinion of the District, contract violations and/or non-performance occurs, the District shall be entitled to damages, costs and fees including, but not limited to reasonable attorney fees incurred in enforcing or correcting such breach. Contractor may be provided, but is not guaranteed, an opportunity to cure any material defects in servicing the contract prior to the District's termination of the contract for material breach.

### **Termination of Contract**

The District reserves the absolute right to unilaterally terminate the transportation contract for any reason or no reason subsequent to the initial year of contract (July 1, 2020 - June 30, 2021) with written notice prior to April 1 annually.

### **Penalties**

- A. The Contractor selected agrees that the highest standards of delivery service are expected to be provided to all Districts at all times during the term of this Contract.
- B. The District reserves the right to withhold certain payments in part or in whole based on the Contractor's performance under the terms of this Contract. By accepting this Contract, the Contractor agrees that in the event of the specific service violations listed herein, that sums listed under each occurrence may be withheld from the next subsequent payment due the Contractor.
- C. Conditions such as weather, traffic accidents that impede traffic, and construction that are outside of the Contractor's control will not result in the assessment of a penalty for applicable situations outlined below, provided that the Contractor provides reasonable notice to the School District's Superintendent or their appointed representative of the event and in his or her discretion, determines that the Contractor's reason for the service violation is valid. The District's Superintendent or their appointed representative will utilize current service expectations when assessing penalties.
- D. A **credit of 50% of the route rate** will be given to the District for each morning (AM) portion of a route which is completed more than fifteen minutes after the school starting time and for

each afternoon portion of a route or an activity route which started more than fifteen minutes after scheduled departure time, unless the District's Superintendent or designee determines Contractor's reason for such delay is valid pursuant to Subsection C, above.

- E. Late pickup or dropoff for activity bus routes (athletic; field trips; etc.) in excess of 15 minutes of scheduled departure or dropoff time, **\$100 per occurrence.**
- F. No service to or from a regularly scheduled route. **Daily rate per vehicle.**
- G. Leaving a child on a bus after the Contractor has completed the last stop, **\$10,000.00 per occurrence.**
- H. Camera system non-operational: **\$500 per occurrence.**
- I. There will be no deduction for mechanical breakdowns that are beyond Contractor's control, but the Contractor will be responsible for furnishing alternate equipment and for providing notice to the District as required by Subsection C, above..
- J. Contractor shall keep a record of departure and arrival time of each bus in its office available for inspection by the Districts. Contractor will furnish each District with a monthly exception report of late runs and a monthly summary of credits due each District.
- K. School Closings – A credit of 100% of the regular education and activity route rates will be given to the Districts for all regular education and activity routes cancelled due to school closings.

#### **Section 5 - Required Bid Documents**

The following documents are required in order for a bid to be considered complete:

- General Education Student Transportation Bid Submission Form (Appendix A)
- Bid Bond, Certified Check or Bank Draft
- Audited Financial Statements
- Certificates (Needing Signatures) Required in this Invitation to Bid
  - Certificate of Eligibility to Contract
  - Certificate Regarding Sexual Harassment Policy
  - Certificate Regarding Compliance with the Illinois Human Rights Act
  - Certificate Regarding Ban on Tobacco
  - Certificate of Compliance with Illinois Drug-Free Workplace Act
- Five References from Public School Districts
- Addendum Acknowledgement Form

**Certificate of Eligibility to Contract**

I, \_\_\_\_\_ (pursuant to Section 5/10-20.21 (b)  
of the School Code) hereby certify that neither I, nor any of my partners, or officers or owners of  
\_\_\_\_\_ (name of entity):

1. Have been convicted in the past five (5) years of the offense of bid-rigging under Section 33E of the Illinois Criminal Code of 1961, 720 ILCS 5/33 E-1 et seq. as amended;
2. Have ever been convicted of the offense of bid-rotating under Section 33E-4 of the Illinois Criminal Code of 1961, as amended;
3. Have ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois; or
4. Have made an admission of guilt of any of the above conduct which is a matter of record.

Furthermore, I certify that I, my partners, officers or owners of  
\_\_\_\_\_(name of entity), and its affiliates have and will  
continue to collect and remit Illinois Use Tax, to the extent required under the Illinois Use Tax Act, 35  
ILCS 105/1 *et seq.* In certifying to the above, I hereby acknowledge that the Board of Education may  
declare any contract awarded pursuant to this bid void if this certification is false.

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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

**Certificate Regarding Sexual Harassment Policy**

\_\_\_\_\_ (Contractor) does hereby certify (pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that (he, she, it) has adopted a written sexual harassment policy that includes at a minimum the following information (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under Illinois Law; (iii) a description of sexual harassment utilizing examples; (iv) internal compliant process including penalty; (v) the legal recourse, investigate and complaint process available through the Illinois Department of Human Rights and the Illinois Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided. Bidder further certifies that it will comply with the Illinois Human Rights Act implementing regulations required for all public contractors and included herein as Attachment to Form C.

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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

**Certificate Regarding Compliance with the Illinois Human Rights Act**

Contractor shall be required to comply with the following provisions only if and to the extent they are applicable under the law. The Contractor agrees to fully comply with the requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.*, including, but not limited to, the provision of sexual harassment policies and procedures pursuant to Section 2-105 of the Act. The Contractor further agrees to comply with all federal Equal Employment Opportunity Laws, including, but not limited to, the Americans With Disabilities Act, 42 U.S.C. Section 12101 *et seq.*, and rules and regulations promulgated thereunder. The following provisions are included in this contract pursuant to the requirements of the regulations of the Illinois Department of Human Rights, Title 44, Part 750, of the Illinois Administrative Code (see 44 Ill. Admin. Code 750.20). As required by Illinois law, in the event of the Lessor's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Contractor may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulations. During the performance of this contract, the Contractor agrees as follows:

- A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
- B. That, if it hires additional employees in order to perform this contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, sexual orientation, marital status, national origin or ancestry, age, citizenship status, physical or mental handicap or disability unrelated to ability, military status or an unfavorable discharge from military service, or arrest record status.
- D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Lessor's obligation under the Illinois Human Rights Act and the Department's Rules. If any such labor organization or representative fails or refuses to cooperate with the Contractor in its efforts to comply with such Act and Rules, the Contractor will promptly notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligation thereunder.
- E. That it will submit reports as required by the Department's Rules, furnish all relevant information as may, from time to time, be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules.
- F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules.
- G. That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that

such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this contract, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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



**Certificate Regarding Ban on Tobacco**

\_\_\_\_\_(Contractor), pursuant to the School Code, hereby certifies that (his, her, its) employees and any sub-contractors will abide by the ban on smoking in all school buildings and on all school grounds; and during the performance of any services under any contract awarded pursuant to this Bid and, that it will abide by a ban on the use of electronic cigarettes, e-cigarettes, similar devices, and tobacco products in all school buildings and on all school grounds, and during the performance of any services under any contract awarded pursuant to this Bid.

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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

**Certificate of Compliance with Illinois Drug-Free Workplace Act**

\_\_\_\_\_ (Contractor, having 25 or more employees),  
does hereby certify pursuant to Section 3 of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/3) that (he, she, it) shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et seq.), and further certifies that (he, she, it) is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*, as amended (30 ILCS 580/1 et seq.).

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2019.

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

References

Please provide reference information for five (5) public school districts:

Reference #1	
Client/Company Name	
Contact Person	
Address	
Phone	
Email	

Reference #2	
Client/Company Name	
Contact Person	
Address	
Phone	
Email	

Reference #3	
Client/Company Name	
Contact Person	
Address	
Phone	
Email	

Reference #4	
Client/Company Name	
Contact Person	
Address	
Phone	
Email	

Reference #5	
Client/Company Name	
Contact Person	
Address	
Phone	
Email	

**Addendum Acknowledgement Form**

\_\_\_\_\_ (Contractor), does hereby acknowledge and certify the receipt of the following addenda:

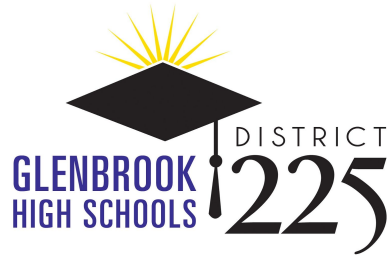
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_
- Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of

\_\_\_\_\_, 2019.

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



**General Education Transportation Services  
Bid Submission Form**

**Section 1 - Bidder Contact Information**

**Company Submitting Bid:**

---

**Contact Person Name:**

---

**Contact Person Phone Number:**

---

**Contact Person Email:**

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**Section 2 - Daily To/From School Routes**

	A	B	C	B+C=D	A*D=E	E*178
<b>2020-21 Rates:</b>	<b>Current # of Routes</b>	<b>AM Route Rate</b>	<b>PM Route Rate</b>	<b>Total Daily Route Rate</b>	<b>Extended Daily Cost</b>	<b>Cost for 178 Days</b>
Glenbrook North	9	\$	\$	\$	\$	\$
Glenbrook South	14	\$	\$	\$	\$	\$
Glenbrook Off Campus	5	\$	\$	\$	\$	\$
<b>Total 2020-21 Cost To/From School Routes</b>						\$

**Section 3 - Daily Activity Bus Routes**

2020-21 Rates:		Route 1		Route 2		Cost	
School	Pick-Up Time	Number of Buses	Pick-Up Time	Number of Buses	Daily Route Rate	Total Route Rate for 178 days	
Glenbrook North	Start Time: 4:45 PM  30-60 minutes	1	Start Time: 5:45 PM  30-60 minutes	1	\$	\$	
Glenbrook South	Start Time: 4:45 PM  30-60 minutes	3	Start Time: 5:45 PM  30-60 minutes	1	\$	\$	
Glenbrook Off Campus	Start Time: 3:15 PM  30 minutes	1	N/A	N/A	\$	\$	
<b>Total 2020-21 Cost To/From Activity Bus Routes</b>						\$	

**Section 4 - Daily Shuttle Service**

2020-21 Rates:		Route 1		Route 2		Cost	
Route	Pick-Up Time	Number of Buses	2nd Pick-Up Time	Number of Buses	Daily Route Rate	Total Route Rate for 178 days	
From Glenbrook North to Glenbrook South	7:45 AM  30 minutes	1	10:45 AM  30 minutes	1	\$	\$	
From Glenbrook South to Glenbrook North	7:45 AM  30 minutes	1	10:45 AM  30 minutes	1	\$	\$	
Based at Glenbrook Off Campus	8:00 AM - 3:15 PM  All day	1	n/a	n/a	\$	\$	
<b>Total 2020-21 Cost Shuttle Bus Routes</b>						\$	

**Section 5 - Total FY 2020-21 School Year Cost Summary**

	2020-21 School Year
<b>Total To/From School Routes (From Section 2)</b>	\$
<b>Total Activity Bus Routes (From Section 3)</b>	\$
<b>Total Shuttle Bus Routes (From Section 4)</b>	\$
<b>Total 2020-21 Cost To/From, Activity, Shuttle</b>	\$

**Section 6 - Charter Service for Academic and Student Activity Field Trips**

	Hourly Charter Service Cost	Minimum Number of Hours or "N/A"
<b>2020-21 Rates</b>	\$	

**Section 7 - Duration of Agreement Terms**

	2020-21 School Year	2021-22 School Year	2022-23 School Year
<b>Annual Increase (If Any)</b>	N/A As Defined in Sections 2-4	%	%

**Section 8 - Other Cost Savings for Daily To/From School Routes**

Please indicate the daily, per route (AM and PM) cost savings should the bus be able to perform another route with another district before or after the District route.

**Daily AM Route Savings Per Bus** \$ \_\_\_\_\_

**Daily PM Route Savings Per Bus** \$ \_\_\_\_\_

**Section 9 - Certificate of Pricing Submitted**

\_\_\_\_\_ (Contractor), does hereby submit the pricing model specified within this document.

By: \_\_\_\_\_  
Authorized Agent of Bidder

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

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



**2019/20 FINAL GLENBROOK NORTH BUS ROUTES**

<b>ROUTE 1N GBN</b>		<b>AM</b>	<b>ROUTE 2N GBN</b>		<b>AM</b>	<b>ROUTE 3N GBN</b>		<b>AM</b>
1	VOLTZ & GRANT	7:00	1	FOUNDERS & KENSINGTON	6:55	1	SHERMER RD & FARNSWORTH LN	7:00
2	EDGEWOOD & HOLLY	7:02	2	VOLTZ RD & DUNHILL CT	6:58	2	CHURCH ST & CHAPEL CT	7:03
3	GRANT & CHEWTON GLEN	7:03	3	SUZANN TERR & WINDY HILL DR	6:59	3	LINCOLN AVE & KEYSTONE AVE	7:05
4	SUNSET RIDGE RD & SOUTHGATE DR	7:07	4	VOLTZ RD & TRAILS EDGE	7:00	4	KEYSTONE & MILTON	7:05
5	SUNSET RIDGE RD & ROSEWOOD CT	7:08	5	WAUKEGAN RD & JEFFREY LN	7:03	5	KEYSTONE AVE & THORNWOOD LN	7:06
6	MIDWAY & WHITFIELD (S)	7:09	6	WAUKEGAN RD & CHAPEL CT	7:03	6	THORNWOOD LN & LAUREL RD	7:07
7	MIDWAY RD & GREGG RD	7:10	7	WAUKEGAN & SHERMER (SE corner)	7:04	7	BIG OAK LN & JUNIPER LN	7:08
8	MIDWAY RD & MARSHALL RD	7:10	8	WALNUT CIR & OAKWOOD RD	7:06	8	CEDAR LN & CRABTREE LN	7:10
9	LONGAKER & DELL	7:11	9	COTTONWOOD RD & OAKWOOD RD	7:07	9	BUTTERNUT LN & CRABTREE LN	7:10
10	770 SKOKIE BLVD	7:13	10	COTTONWOOD RD & WALNUT CR	7:08	10	CRABTREE LN & WOODBINE	7:11
11	DUNDEE & BALLANTRAE	7:15	11	AVON RD & AVON CT	7:10	11	CRABTREE LN & APPLETREE LN	7:13
12	LEE RD & FAIRWAY	7:19	12	LEE RD & WILLIAMSBURG DR	7:13	12	APPLETREE LN & APPLETREE CT	7:13
13	LEE RD & RIDGE RD	7:21	13	OLP POST & WILLIAMSBURG DR	7:14	13	APPLETREE LN & HUCKLEBERRY LN	7:14
14	LEE RD & GLEN OAK LN	7:23	14	LEE RD & CONDO ENTRANCE	7:16	14	HAWTHORN LN & APPLETREE LN	7:14
15	LEE & BUTTONWOOD	7:24	15	BIRCHWOOD RD & CHESTNUT RD	7:19	15	WESTERN & CENTER	7:17
16	RIDGE RD & HILLSIDE RD	7:26				16	CENTER & BRIARWOOD LN	7:18
17	SHERMER RD & TIMBER LN	7:27				17	CEDAR LN & OAK AVE	7:20
18	WAUKEGAN & WALTERS (SW CORNER)	7:28				18	ILLINOIS & PENFOLD PL	7:21
							sdfsd	

**NEW AM PICK UP TIMES EFFECTIVE  
SEPT 9, 2019**

<b>ROUTE 4N GBN</b>		<b>AM</b>	<b>ROUTE 5N GBN</b>		<b>AM</b>	<b>ROUTE 6N GBN</b>		<b>AM</b>
1	ASBURY & WESTERN	7:02	1	ALICE & MELVIN	7:00	1	DUNDEE & NORMANDY HILLS	7:00
2	ASBURY & FIELDWOOD	7:02	2	DUNDEE RD & WINCHESTER LN	7:02	2	SANDERS & BORDEAUX (SE CORNER)	7:02
3	BIRCH RD & MULBERRY LN	7:04	3	CRABTREE LN & CRIMSON CT	7:04	3	BRITTANY RD & BORDEAUX DR	7:03
4	SUNNYSIDE CIR & LARKDALE DR	7:04	4	PFINGSTEN RD & MARDEN CT	7:05	4	CHARLEMAGNE DR & BRITTANY RD	7:04
5	BIRCH RD & KOEPKE RD	7:06	5	PFINGSTEN RD & SHANNON RD	7:06	5	DAUPHINE AVE & LABURNUM DR	7:05
6	OAK AVE & MAPLE AVE	7:07	6	SHANNON RD & GALWAY CT	7:06	6	LABURNUM DR & BERNAY DR	7:06
7	OAK AVE & WESCOTT RD	7:08	7	DONEGAL LN & SHANNON RD	7:07	7	BORDEAUX DR & CHARLEMAGNE	7:08
8	WALTERS AVE & CRESTWOOD DR	7:09	8	CHERRY LN & ALLEGHANY LN	7:08	8	PICARDY DR & MICHELLINE LN	7:09
9	WALTERS & PFINGSTEN (NE Corner)	7:10	9	WALTERS AVE & COVENTRY	7:09	9	OAK KNOLL TERR & OAK KNOLL CT	7:11
10	WESTERN & PEACHTREE LN	7:13	10	ANCIENT TREE & CT of HARBINGER	7:11	10	LINDENWOOD LN & TRAILWOOD LN	7:12
11	DUNDEE RD & GREENWOOD RD	7:15	11	ANCIENT TREE & CT of COBBLESTONE	7:12	11	TRAILWOOD LN & TRAILWOOD CT	7:13
12	PFINGSTEN RD & WILSHIRE LN	7:16	12	CHERRY LN & CAYUGA DR	7:15	12	FAIRVIEW LN & PHYLLIS DR	7:14
13	PFINGSTEN RD & DUNSTEN CIRCLE	7:16	13	LANDWEHR RD & MOONHILL DR	7:16	13	LINDENWOOD LN & APPLEWOOD LN	7:15
14	DUNDEE RD & PFINGSTEN RD	7:18	14	PHEASANT CREEK & SPRING HILL (SW)	7:17	14	PHYLLIS & CONSTANCE	7:17
15	PFINGSTEN RD & BRINDLE CT	7:18	15	ANTELOPE SPRINGS & SUSSEX	7:18	15	101 POINTE DRIVE	7:21
			16	PHEASANT CREEK & SPRING HILL (N)	7:19	16	SANDERS & BORDEAUX (NW CORNER)	7:28

<b>ROUTE 7N GBN</b>		<b>AM</b>	<b>ROUTE 8N GBN</b>		<b>AM</b>	<b>ROUTE 9N GBN</b>		<b>AM</b>
1	WALTERS AVE & ESKIN DR	7:05	1	WILLOW RD & GREENWOOD RD	7:00	1	VALENCIA & SALCEDA	7:00
2	WALTERS AVE & SOUTHWIND DR	7:06	2	WILLOW RD & THE STRAND	7:01	2	PFINGSTEN RD & FLORAL DR	7:03
3	SOUTHWIND DR & CHARLES DR	7:07	3	QUAIL LN & BRIAN DR	7:02	3	MANOR DR & HAMPTON N	7:04
4	STRATFORD PL & RADCLIFFE DR	7:08	4	HIGHLAND & GAYLE CT	7:06	4	FLORAL & LANDWEHR	7:06
5	CHARLES DR & RUSSETT LN	7:09	5	WHITE OAK DR & OLD MILL RD	7:08	5	2550 WATERVIEW	7:10
6	RUSSETT LN & RADCLIFFE DR	7:10	6	TECHNY RD & DEERCREST LN	7:10	6	SANDERS RD & MISSION HILLS	7:12
7	RUTGERS LN & MEDFORD CIR	7:12	7	WHIRLAWAY DR & PENSIVE LN	7:10	7	LORI LYN & TERRI LYN LN @ TERRILYN	7:13
8	RUTGERS LN & SUTTON DR	7:12	8	GARDEN ST & CENTRAL AVE	7:13	8	LORI LYN LN & RIDGELAND LN	7:14
9	SUTTON DR & SUFFIELD TERR	7:13	9	CENTRAL AVE & MEADOW ST	7:13	9	WALTERS AVE & DANIEL CT	7:15
10	TORREY PINES PKY & PALM CANYON	7:14	10	LONGVALLEY & W.CHERYL (MEADOW)	7:13	10	MAPLE AVE & CUMBERLAND AVE	7:16
11	BERMUDA DUNES & PALM CANYON	7:16	11	SHAWNEE TRAIL & ROBINCREST	7:14	11	OAK AVE & CUMBERLAND AVE	7:17
			12	PALM & IVY	7:15	12	KEYSTONE RD & MILLER RD	7:20
			13	TECHNY RD & LAVIGNE LN	7:17			
			14	TECHNY RD & CLOVER RD	7:18			
			15	CLOVER RD & LILAC LN	7:19			
			16	LILAC LN & HEATHER LN	7:20			
			17	TECHNY RD & GREENVIEW RD	7:22			

**2 Late Activity Buses at  
4:45 PM & 5:45 PM  
No Extra Charge**

**Late Activity Bus Departs from  
Door "O", known as the  
Athletics/Fitness Center Door  
SouthWest Corner of Campus**

Download the FirstView App from the AppStore or Google Play  
To View Up-to-Date Information Regarding Your Student's Bus Route  
Select "Glenbrook" When Prompted to Select District in the App

**2019/2020 FINAL GLENBROOK SOUTH BUS ROUTES**

**ROUTE 1S GBS**

	AM
1 WAUKEGAN RD & MAPLEWOOD LN	7:00
2 PINE ST & PINE PT	7:02
3 PINE ST & TINKER WAY	7:03
4 GROVE ST & HUTCHINGS AVE	7:05
5 RALEIGH RD & GROVE ST	7:06
6 ELIZABETH LN & SANFORD LN	7:07
7 HAWTHORNE LN & BONNIE GLEN LN	7:08
8 SOMERSET DR & SHEFFIELD LN	7:10
9 WAGNER RD & GOLFVIEW RD	7:12
10 CENTRAL RD & WAGNER RD	7:13
11 CENTRAL RD & WOODLAND DR	7:14
12 GLENAYRE DR & WESTVIEW RD	7:16
13 GLENVIEW RD & CHATHAM RD	7:17
14 DRAKE RD & BAFFIN RD	7:19
15 RALEIGH RD & YORK RD	7:20
16 RALEIGH RD & BAFFIN RD	7:22

**ROUTE 2S GBS**

	AM
1 WAUKEGAN RD & PEBBLECREEK DR	7:00
2 SUNSET RIDGE RD & PENDLETON LN	7:02
3 SUNSET RIDGE RD & HOLLYWOOD	7:03
4 PLEASANT LN & SUNSET RIDGE RD	7:03
5 SUNSET RIDGE RD & BURR OAK DR	7:04
6 WINNETKA RD & MICKEY LN	7:06
7 WINNETKA RD & COVENTRY	7:07
8 WAGNER RD & QUEENS	7:08
9 WAGNER RD & LINDEN LN	7:09
10 WAGNER RD & KENILWORTH LN	7:10
11 WAGNER RD & WOODLAWN RD	7:10
12 DEL OGIER DR & WAGNER RD	7:10
13 WAGNER RD & WAGNER CT	7:11
14 E. LAKE AVE & BRANDON RD	7:12
15 WAUKEGAN RD & TOPP LN	7:14
16 WAUKEGAN RD & GLENWOOD	7:15

**ROUTE 3S GBS**

	AM
1 FRANKLIN & CRESCENT	7:00
2 MOHAWK & IROQUOIS	7:05
3 CHESTER & MILLER	7:07
4 CAROUSEL & BARBERRY	7:10
5 GREENWOOD RD & DOROTHY RD	7:13
6 GREENWOOD & MAPLELEAF	7:14
7 MARY KAY & DEBRA	7:15
8 CORAL LN & SAIPAN DR	7:21
9 SAIPAN DR & WILSON	7:22
10 W LAKE AVE & GREENWOOD RD	7:25

**ROUTE 4S GBS**

	AM
1 WAUKEGAN & MAIN (Sunset Village Office)	7:15

**ROUTE 5S GBS**

	AM
1 LEHIGH AVE & RUGEN RD	7:01
2 SPRUCE DR & ELM CT	7:02
3 SWAINWOOD DR & ROOSEVELT AVE	7:03
4 GLENVIEW RD & SPRUCE ST	7:05
5 DEWES ST & SPRUCE ST	7:06
6 HARLEM AVE & HENLEY ST	7:08
7 HARLEM AVE & LINNEMAN ST	7:08
8 GREENFIELD DR & FERNWOOD DR	7:12
9 HARRISON ST & GREENFIELD DR	7:13
10 FONTANA DR & BEL AIR DR & FLORA AV	7:14
11 BEL AIR DR & CLAVEY LN	7:15
12 SHERMER RD & ROBINCREST LN	7:17
13 SHERMER RD & FIR ST	7:18

**ROUTE 6S GBS**

	AM
1 WAUKEGAN RD & HENLEY ST	7:00
2 PALMGREN DR & SPRING RD	7:01
3 LONGVALLEY & ROLLWIND	7:02
4 OVERLOOK DR & CLYDE ST	7:04
5 BRIAR LN & DOVER	7:05
6 NOTTINGHAMAVE & COLFAX AVE	7:07
7 COLFAX AVE & NORA AVE	7:08
8 COLFAX & WASHINGTON ST	7:08
9 MACARTHUR DR & LINCOLN ST	7:10
10 MACARTHUR DR & ELM ST	7:10
11 COLFAX AVE & MONTGOMERY LN	7:11
12 HARRISON ST & SPRUCE ST	7:12
13 HARLEM AVE & HARRISON ST	7:14
14 CULVER LN & LEHIGH AVE (SE Corner)	7:15
15 CENTRAL RD & HARLEM	7:16
16 CENTRAL RD & ELM	7:17

**ROUTE 7S GBS**

	AM
1 GREENWOOD RD & BELLWOOD LN	7:03
2 KNOLLWOOD LN & GLENDALE RD	7:05
3 KNOLLWOOD LN & HUBER LN	7:06
4 KNOLLWOOD LN & PRAIRIE LAWN RD	7:07
5 GLENVIEW RD & TERRACE LN	7:08
6 GLENVIEW RD & PRAIRIE LAWN RD	7:09
7 GLENDALE RD & LINNEMAN ST	7:11
8 CENTRAL & GLENSHIRE & GLENDALE	7:12
9 CENTRAL RD & ELMDALE RD	7:12
10 CENTRAL RD & MEADOW DR	7:13
11 MILWAUKEE AVE & LINNEMAN ST	7:14
12 LINNEMAN ST & ROSEDALE RD	7:16
13 LINNEMAN ST & REVERE RD	7:17
14 REVERE RD & COUNTRYSIDE LN	7:17
15 GLENVIEW RD & ELMDALE RD	7:18

**ROUTE 8S GBS**

	AM
1 HIGHLAND LN & SPRINGDALE AVE	7:02
2 KNOLLWOOD LN & PFINGSTEN RD	7:04
3 PFINGSTEN RD & LINDENWOOD LN	7:05
4 SPRINGDALE & CASTLE	7:06
5 CASTLE & KNOLLWOOD	7:07
6 TAMER & GLENVIEW RD (SE CORNER)	7:09
7 MILWAUKEE & CASTILIAN CT (NE Corner)	7:10
8 CIRCLE BY GATE on IRONWOOD CT	7:11
9 MILWAUKEE & LILAC (NW CORNER)	7:13
10 LILAC & MAPLE	7:14
11 MAPLE & LINDEN	7:15
12 MAGNOLIA ST & LAUREL AVE	7:16
13 GREGORY DR & MERLE LN	7:18
14 GREGORY DR & CAROL LN	7:19

**ROUTE 9S GBS**

	AM
1 DEARLOVE & WILLIAMSBURG APTS	7:14
2 DEARLOVE & REGENCY APTS	7:16
3 DEARLOVE & ESSEX CT	7:17

**ROUTE 10S GBS**

	AM
1 TRIUMVERA / BUS SHELTER	7:12
2 CENTRAL AVE & DEE RD	7:14
3 DEARLOVE & REGENCY APTS	7:15

**ROUTE 11S GBS**

	AM
1 MICHAEL TODD TERRACE	7:12
2 DEARLOVE & COVE LN APTS	7:16

**ROUTE 12S GBS**

	AM
1 W LAKE AVE & VALOR DR	7:02
2 SEQUOIA TR & BLACKTHORN DR	7:07
3 SEQUOIA TR & BASSWOOD	7:08
4 BASSWOOD & REDBUD	7:09
5 INDEPENDENCE & CONSTITUTION DR	7:12
6 INDEPENDENCE AVE & THISTLE LN	7:13
7 PRIMROSE LN & THISTLE RD	7:13
8 THISTLE RD & BLUESTEM	7:14
9 FIELDING DR & BLUESTEM LN	7:15
10 FIELDING DR & ENTERPRISE DR	7:16
11 CONSTITUTION & NIMITZ @ WALKWAY	7:17
12 PATRIOT BLVD & CHESTNUT AVE	7:17

**ROUTE 13S GBS**

	AM
1 4350 W LAKE (BROOKVIEW VILLAGE)	7:12
2 SALEM WALK APTS - IN FRONT	7:15
3 SANDERS RD & GREENLEAF LN	7:16
4 SANDERS RD & CONCORD LN	7:16
5 3854 S PARKWAY*	7:17
*Center Building in 12 Oaks Apt Complex	

**ROUTE 14S GBS**

	AM
1 WAUKEGAN RD & AMMER RIDGE	7:00
2 SUMMIT DR & BRUSH HILL LN	7:03
3 WESTLEIGH DR & WESTLEIGH CT (S)	7:04
4 WAUKEGAN & MAIN (Sunset Village Office)	7:06
5 WAUKEGAN RD & WILDBERRY DR	7:08
6 JEFFERSON AVE & MONROE AVE	7:08
7 CHESTNUT AVE & TANGLEWOOD DR	7:09
8 WEST LAKE & LILY LN	7:12
9 WEST LAKE & GOLDENROD	7:13
10 INDEPENDENCE AVE & LANGLEY CIR	7:17
11 INDEPENDENCE AVE & PRAIRIE LAWN R	7:19
12 MONTEREY DR & KITTYHAWK LN	7:20

2 Late Activity Buses (Westbound) at 4:45 PM \*  
 1 Late Activity Bus (Eastbound) at 4:45 PM \*  
 1 Late Activity Bus (All Areas) at 5:45 PM \*

No Extra Charge  
 \* Subject to Change

September 12, 2019

Late Activity Bus Departs from  
 Door "OO"  
 Same as Drop off in the AM  
 North Side of (back of) Campus

Download the FirstView App from the  
 AppStore or Google Play to View Up-to-Date  
 Information Regarding Your Student's Bus  
 Route; Select "Glenbrook" When Prompted to  
 Select District in the App

## 2019-20 Northfield Township School Transportation System

*Updated: October 17, 2019*

	7:00	7:15	7:30	7:45	8:00	8:15	8:30	8:45	<----->	10:30	10:45	11:00	<----->	2:15	2:30	2:45	3:00	3:15	3:30	3:45	4:00	4:15	4:30	4:45	5:00	5:15	5:30	5:45	6:00	6:15
1	GBN - 1N				GBO - 1O										GBO - 1O				GBN - 1N					GBN Activity						
2	GBN - 2N				GBO - 2O										GBO - 2O				GBN - 2N											GBN Activity
3	GBN - 3N			Academy Shuttle			Academy Shuttle				Academy Shuttle								GBN - 3N											
4	GBN - 4N			Off-Campus Shuttle			Off-Campus Shuttle				Off-Campus Shuttle								GBN - 4N											
5	GBN - 5N																		GBN - 5N											
6	GBN - 6N																		GBN - 6N											
7	GBN - 7N																		GBN - 7N											
8	GBN - 8N																		GBN - 8N											
9	GBN - 9N																		GBN - 9N											
10	GBS - 1S																		GBS - 1S						GBS Activity				GBS Activity	
11	GBS - 2S																		GBS - 2S						GBS Activity					
12	GBS - 3S			Academy Shuttle			Academy Shuttle				Academy Shuttle								GBS - 3S						GBS Activity					
13	GBS - 4S			GBO Supportive Attendance			GBO Supportive Attendance				GBO Secondary Shuttle								GBS - 4S											
14	GBS - 5S																		GBS - 5S											
15	GBS - 6S																		GBS - 6S											
16	GBS - 7S																		GBS - 7S											
17	GBS - 8S																		GBS - 8S											
18	GBS - 9S																		GBS - 9S											
19	GBS - 10S																		GBS - 10S											
20	GBS - 11S																		GBS - 11S											
21	GBS - 12S																		GBS - 12S											
22	GBS - 13S																		GBS - 13S											
23	GBS - 14S																		GBS - 14S											

**Key**

Continuous Block of Time (Regardless of Color or Length) = 1 Run

**Glenbrook High School District 225**

- GBS Glenbrook South High School
- GBN Glenbrook North High School
- GBO Glenbrook Off Campus
- Shuttle Glenbrook Shuttles

## General Education Student Transportation Services Contract

### **Agreement**

THIS AGREEMENT by and between, \_\_\_\_\_ having a principal place of business at \_\_\_\_\_, (hereinafter referred to as “Contractor”) and the Board of Education of Northfield Township High School District 225, Cook County, Illinois (hereinafter referred to as the “Board”), is made as the latest execution date detailed below, and as follows:

1. Scope of Services

The Board retains Contractor to provide the transportation services and transportation equipment, as more fully described in the Invitation For Bids and Contract for Regular Education Transportation Services (which includes Instructions to Bidders, General Conditions and various bid forms and exhibits) for the 2020-2021, 2021-2022, and 2022-2023 school years. For the purposes of this Agreement, the Bid Documents shall constitute the aforementioned Invitation For Bids and Contract for Regular Education Transportation Services (which includes Instructions to Bidders, General Conditions and various bid forms and exhibits) and any related Bid Addenda, Contractor’s Bid submissions, together with all of their referenced documents, all of which are incorporated herein by reference, and this Agreement.

2. Status as Independent Contractor

Contractor and the Board are contractors, independent of one another and neither has the authority to bind the other to any third person or otherwise to act in any way as the representative of the other unless otherwise expressly agreed to in writing signed by both parties hereto. Contractor shall be responsible for payment of all taxes imposed in connection with its performance of services and receipt of fees under this Agreement.

3. Applicable Law and Venue

This Agreement shall be governed by the laws of the State of Illinois. The proper venue for any dispute regarding this Agreement is a court of law located in Cook County, Illinois. Contractor waives any right to claim that venue in a court of law located in Cook County, Illinois is an improper venue for any dispute regarding this Agreement.

4. Binding Effect of Agreement

This Agreement shall insure to the benefit of the Board, its agents, representatives, officers, directors, assigns and successors and shall bind Contractor, its agents, representatives, successors and assigns.

5. Assignment

Contractor agrees not to assign or sell any rights to this Agreement to a third party or parties without the prior agreement of the Board. Such action without approval shall authorize the Board to immediately terminate this Agreement and make a demand on Contractor’s Performance Bond.

6. Waiver.

Any waiver by the Board as to any incidence of nonperformance or breach by Contractor shall serve only as a waiver as to that specific incidence and not to any future incidence of nonperformance.

7. Extension  
The Board reserves the right to extend this Agreement for up to two additional years upon such terms and conditions which may be mutually agreed to by the Board and Contractor.
  
8. Complete Understanding  
This Agreement and the documents referenced and incorporated herein set forth all of the promises, agreements, conditions and understandings between the parties relative to the subject matter hereof, and there are no promises, agreements, or undertakings, either oral or written, expressed or implied, between them other than as herein set forth.
  
9. Amendments  
Except as otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless reduced to writing and duly authorized and signed by each of them.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that their respective signatories whose signatures appear below have been and are on the date of this Agreement duly authorized by all necessary and appropriate corporate action to execute this Agreement.

BOARD OF EDUCATION OF  
GLENBROOK HIGH SCHOOL DISTRICT 225

By: \_\_\_\_\_  
BRUCE DOUGHTY  
BOARD PRESIDENT

By: \_\_\_\_\_  
ROSANNE WILLIAMSON  
BOARD SECRETARY

Date: \_\_\_\_\_

Contractor:

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

By: \_\_\_\_\_

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