Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6723, fax (410) 313-6789

STUDENT TRANSPORTATION
BID #030.21.B3

To All Interested Bidders:

The Howard County Public School System invites your proposals to provide student transportation for regular and special needs bus routes, **Bid #030.21.B3**. Please see the attached summary of the routes and the respective zones.

Bid Documents may be obtained online, on or after **Friday**, **March 26, 2021** at the Howard County Public Schools, Purchasing Office website, https://purchasing.hcpss.org/business-opportunities. Printing of bid documents is the responsibility of the bidder.

A **Pre-bid teleconference** to be attended by all bidders will be held on **Tuesday, April 6, 2021 at 10:00 AM,** Directions to join conference are as follows; [redacted] Howard County Public School System staff will explain the scope of work and answer any questions about the bidding specifications that will assist in the preparation of bids. Attendance is not mandatory, however, it is highly recommended.

Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than **Tuesday, April 13, 2021 at 10:00 A.M.** to **BidsandProposals@hcpss.org.** Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file. To ensure delivery, if file size cumulatively exceed 75MB, it is recommended that bidders submit separate emails labeled No.1, No.2, etc.

Email subject lines, Folder names and File names shall include: "Bid Number, 030.21.B3 and Company Name". In the body of the email please include Bidder's contact person's email and cell phone number for contacting purposes if/when necessary.

It is the bidder's sole responsibility to regularly visit the HCPSS Purchasing web site listed above to download and acknowledge receipt of all Addenda. It is highly recommended that bidders ascertain if they have received all the addenda issued prior to submitting their proposal. Failure of any bidder to receive any such Addenda or interpretation may not relieve such bidder from obligation under his/her proposal as submitted.

All questions shall be directed in writing, no later than 12:00 P.M., Thursday, April 8, 2021, to Mr. Joe Veslany, Procurement Specialist, jveslany@hcpss.org. The Howard County Public School System is under no obligation to respond to any questions that are received after the cutoff date and time. Only answers provided via addenda issued by the HCPSS will be binding. Under no circumstances are bidders, including third party vendors or their staff, to contact any other HCPSS staff, employees or any related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. Bidders failing to comply with this requirement may be disqualified.

Certified Minority Business Enterprises are encouraged to respond to this solicitation notice.

Please return the attached NO BID REPLY FORM if your firm does not bid this project.

The Board reserves the right to waive any informality in, or to reject any or all bids.

Sincerely,

Joe Veslany
Procurement Specialist

Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6723, fax (410) 313-6789

NO BID REPLY FORM

Sealed Bid For: **Student Transportation**

Bid Number: **030.21.B3**

Bidder: _____

To assist us in obtaining good competition on our Request for Bids, we ask that each firm that has received an invitation, but does not wish to bid, state their reason(s) below. This information will not preclude receipt of future invitations unless you request removal from the Bidders' List by so indicating below.

Unfortunately, we must offer a "No Bid" at this time because:

_____ 1. We do not wish to bid under the terms and conditions of the Bid document. Our objections are:

_____

_____

_____ 2. We do not feel we can be competitive.

_____ 3. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.

_____ 4. We do not wish to sell to The Howard County Public School System. Our objections are:

_____

_____ 5. We do not sell the item(s)/service(s) requested in the specific specifications.

_____ 6. Other: _____

_____

March 26, 2021
Issue Date

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM
10910 Clarksville Pike
Ellicott City, Maryland 21042

SEALED BID FOR:	Student Transportation- Regular & Special Needs Routes
BID NUMBER:	030.21.B3
PRE-BID DATE:	Tuesday, April 6, 2021
PRE-BID TIME:	10:00 AM
PRE-BID LOCATION:	[redacted]
BID OPENING DATE:	Tuesday, April 13, 2021
BID OPENING TIME:	10:00 AM
BUYER:	Joe Veslany Phone: (410) 313-6723 Fax: (410) 313-6789 Email: jveslany@hcpss.org

HOWARD COUNTY PUBLIC SCHOOL SYSTEM

STUDENT TRANSPORTATION

BID #030.21.B3

I. INSTRUCTION TO BIDDERS

A. BID PREPARATION

1. One (1) complete set of Invitation for Bid, consisting of: (1) Instructions to Bidders (2) Terms and Conditions; (3) the Specifications; (4) any plans or drawings made part of the Invitation for Bid; (5) any addenda, shall be provided to each prospective bidder. The original Bid Price Sheet/Form of Proposal must be returned: (1) with all questions answered; (2) without alteration; (3) with the BID SIGNATURE SHEET or No Bid Reply form properly signed; (4) **Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than the time and date specified in the Invitation to Bid to BidsandProposals@hcpss.org in order to be considered for this project/service.** To determine timeliness, the time "received" by HCPSS will be verified by the time stamp on HCPSS's email server. Bids arriving after the due date and time will not be accepted. Bidders will be notified by email.

2. The remaining documents consisting of all pages of the Invitation for Bid, the General Provisions, Terms and Conditions, any plans, drawings or extraneous matter, are to be retained by the bidder and will form part of the contract resulting from the Invitation for Bid.

3. It is the bidder's responsibility to examine and understand all parts of the Invitation for Bid including all parts of the bidding documents, any addenda, drawings, or reference matter.

4. Any clarification or explanation desired by the bidder, regarding the meaning or interpretation of the Invitation for Bid, or any part thereof, must be made in writing to the Purchasing Office of Howard County Public School System, 10910 Clarksville Pike, Ellicott City. Maryland 21042, allowing sufficient time for a reply to reach all prospective bidders for the time and date scheduled for the return of the bid.

B. INTENT

1. The Board of Education of Howard County, hereinafter referred to as the Board, is seeking bids for student transportation for bus routes described in the schedule(s) attached hereto. It is intended that this document comprised of the Bid Specifications for School Bus Service, the provisions of the School Bus Contract (copy attached), and Terms and Conditions, shall serve as the Guidelines for bidding purposes. Pending adequate funding of the FY22 Pupil Transportation budget, it is the intent of the Board to award school bus contracts as outlined below.

C. DUE DATE AND TIME

1. **Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than the time and date specified in the Invitation to Bid to BidsandProposals@hcpss.org in order to be considered for this**

project/service. Bids that contain either more than one file, or files larger than 75MB, shall be inserted into an e-folder and compressed in a .zip file.

2. Email subject lines, Folder names and File names shall include: "Bid Number, 030.21.B3 and Company Name". In the body of the email please include Bidder's contact person's email and cell phone number for contacting purposes if/when necessary.

3. Electronic signatures, scanned or e-signature, will be accepted. By providing bids electronically to HCPSS, Bidders grant HCPSS an unlimited right to generate additional electronic and/or paper copies for distribution solely for the purpose of evaluation and review.

4. To determine timeliness, the time "received" by HCPSS will be verified by the time stamp on HCPSS's email server. **Bids arriving after the due date and time will not be accepted. Bidders will be notified by email.**

D. ISSUING OFFICE

a) The Issuing Office is:

The Howard County Public School System
Purchasing Office
10910 Clarksville Pike
Ellicott City, Maryland 21042
Attn: Joe Veslany
(410) 313-6723
jveslany@hcpss.org
http://www.hcpss.org/about-us/purchasing/

b) The Issuing Office Purchasing Buyer above shall be the sole point of contact with HCPSS for purposes of preparation and submittal of Bid. Under no circumstances are vendors, including third party vendors or their staffs, to contact other Howard County Public Schools staff or related constituency for purposes associated with this solicitation, including but not limited to, obtaining or providing information. Vendors failing to comply with this requirement may be disqualified.

E. INCLEMENT WEATHER OR OTHER UNANTICIPATED HCPSS CLOSINGS

1. In the event that Howard County Public Schools are closed for students on the scheduled bid due date, but the Purchasing Office located in the Administrative/Central Offices are open then the bids will be due as specified in the original documents. In the event the Schools have a delayed opening on the date bids are due, the bid date and time will not change. In the event that the HCPSS Administrative/Central Offices are closed as the result of inclement weather or for other unanticipated reasons, Bids will be due on the next day that the Administrative/Central Office is officially open, at the same time specified. It is the bidder's responsibility to check the closure announcements.

F. FORCE MAJEURE

1. Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition.

HCPSS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay.

2. HCPSS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against HCPSS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

G. QUESTIONS AND INQUIRIES

1. For purposes of preparation and submittal of a bid, contact Joe Veslany, 410-313-6723, jveslany@hcpss.org of the issuing office.

2. Items affecting the scope of work or conditions of the contract shall be subject to the conditions of Addenda.

H. CLARIFICATIONS AND ADDENDA

1. Should a Bidder find discrepancies in the Bid documents, or should they be in doubt as to the meaning or intent of any part thereof, they must, not later than five (5) days (Saturdays, Sundays and holidays excluded) prior to the bid due date, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Contract. Failure to request such clarification is a waiver to any claim by the Bidder for expense made necessary by reason of later interpretation of the bid documents by the HCPSS. Requests shall include the bid number and name.

2. Oral explanations or instructions will not be binding; only written Addenda will be binding. Any Addenda resulting from these requests will be posted on the school system website no later than two days prior to the bid due date. The Bidder shall acknowledge the receipt of all addenda on the Bid Price Sheet/Form of Proposal.

3. HCPSS reserves the right to change the contents of this solicitation. Changes will be made in the form of written addenda and posted to the HCPSS Purchasing web site at www.hcpss.org/about-us/purchasing/current-bids/.

I. MULTIPLE/ALTERNATIVE BIDS

1. Bidders may not submit more than one (1) bid nor may Bidders submit an alternate to this bid.

J. WITHDRAWAL OF BIDS

1. Bids may be withdrawn by written, facsimile, or electronic notice if given prior to the time and date specified for the return of bid. Telephone calls for these purposes are not acceptable.

2. No bid shall be withdrawn after the scheduled closing time for opening bids.

K. ERRORS IN BIDS

1. Failure of the bidder to thoroughly understand all aspects of the Invitation for Bid before submitting his bid will not act as an excuse to permit withdrawal of his bid nor secure relief or plea of error.

2. Neither law nor regulation makes allowance for errors of omission on the part of the bidders.

L. TAXES

1. Howard County Public School System is tax exempt, and the price quoted shall not include federal excise taxes, state or local taxes, or use taxes.

M. TIME DISCOUNTS

1. Prompt payment discounts are solicited and will be treated as follows:

2. Discounts offered which allow a minimum of twenty (20) days to qualify will be deducted from prices offered in the bid for the purpose of determining the lowest price offered.

3. Discounts offering less than twenty (20) calendar days will not be deducted from price offered for the purpose of determining the lowest price, but will be taken if payment is made within the discount period.

4. In computing prompt payment discounts the date of delivery of the supplies or completion of services or receipt of correct invoices in the offices specified will be considered and the later date prevail.

N. SAMPLES

1. When requested, samples shall be delivered to the Howard County Public School System prior to the scheduled bid opening. Samples are not required when none are requested. Samples shall be properly labeled to indicate name of bidder, date of bid opening, bid number, and item number. In the event the Purchasing Office requests a sample after the bid opening, the sample shall be delivered within ten (10) days of request for award consideration. Delivery of samples shall be to: Howard County Public School System, 10910 Clarksville Pike, Ellicott City, Maryland 21042.

2. In the event a sample is consumed or destroyed in the evaluation process, Howard County Public School System shall be held harmless and not liable for any cost of sample(s).

3. Samples must be picked up within ten (10) days after contract award, after which samples will be considered abandoned and will become the property of the Board of Education.

4. Samples from the successful bidder may be held during the contract performance period as a standard of quality and will be available for return upon contract completion.

O. BRAND NAME OR EQUAL

1. Where a particular manufacturer's brands or models are referenced, it is to be interpreted as being descriptive and not restrictive. Bids will be considered on models or brands or products of manufacturers other than those cited if accompanied by catalogs, test reports, brochures, or other descriptive literature and supporting data, sufficient in detail to permit evaluation of the item offered without further reference. It is the responsibility of the bidder to provide the foregoing with the bid or prior to the time and date set forth for return of the bid.

2. When only one manufacturer or model is referenced, the absence of anything to the contrary will be interpreted as a bid on the exact item specified.

3. Where several manufacturers of models are referenced as being equally acceptable and the bidder does not indicate what particular model or brand he is bidding on, the Purchasing Office shall have the right to select the brand or model referenced.

P. BID ACCEPTANCE

1. Unless otherwise stated by the bidder in his bid, prices offered will be considered to allow one hundred twenty (120) days for acceptance.

Q. BIDDER'S QUALIFICATIONS

1. All contractors shall meet the standards established in Board of Education Policy 5220, School Bus Contracts and School Bus Personnel, effective: December 1, 2014.

2. All individuals or companies awarded school bus contracts with the Board will be approved based on, but not limited to, criminal background checks, personal and professional references, garage location, driving record, appropriate financial position, and available qualified personnel.

3. Prospective contractors who currently do not have school bus contracts with the Howard County Public School System must be pre-screened and pre-approved by the Pupil Transportation Office prior to bidding. Prospective contractors shall call the Pupil Transportation Office to schedule an appointment to initiate the pre-screening and pre-approval process. Any bids received from prospective contractors who have not been pre-screened shall be rejected. Criteria for approval of new contractors shall include the following information, as applicable:

   a) Criminal background investigations
   b) Personal and professional references
   c) Bus garage location in relation to area of needed service
   d) Driving record
   e) Appropriate financial information
   f) Past and present performance related references
   g) Company bidding shall have a minimum of three (3) years experience operating a transportation company under the same company name.

4. Current contractors with the Howard County Public School System shall adhere to and be accountable for the following criteria, as applicable.

   a) Experience
   b) Satisfactory past and present performance
   c) Criminal background investigations
   d) Personal and professional references
   e) Motor Vehicle Administration record(s)
   f) State of Maryland Administration and the Howard County Public School System (HCPSS) school bus inspection records
   g) Garage location
   h) Appropriate financial information
   i) Personnel
   j) Equipment

5. Bidders may be required to furnish satisfactory evidence that they are regularly engaged in performing the services on which they are bidding, and maintain a

regularly established place of business. An authorized representative of the Howard County Public School System may visit any prospective contractor's place of business to determine his ability, capacity, reliability, financial stability, and other factors necessary to perform the contract.

6. After bid opening and within five (5) business days after request, the bidder(s) shall provide a completed Bus Information Request Form (see Attachment 7) along with a financial statement that verifies the ability to purchase or finance the total number of buses that the bidder indicated they can accept on the Bid Price Sheet. This information shall be provided to the Pupil Transportation Office. Those bidders using existing pre-approved HCPSS school buses are only required to provide bus number(s), VIN number(s), and vehicle owner information. Failure to provide the Bus Information Request Form and financial statement within five (5) business days after request shall be cause for rejection of the entire bid.

R. SIGNATURE TO BID

1. The section titled "BID SIGNATURE SHEET" shall be completed to provide all the information requested and signed by the person or persons legally authorized to sign contracts.

S. OPENING PROCEDURES

1. Due to the current HCPSS COVID-19 safety measures in place, the bid opening will not be open to the public. Sealed bids will be opened electronically by the Purchasing Officer after the due date and time. The Purchasing Officer shall provide the bid results via a bid tab to be posted on the school system website within a reasonable time after the bid opening for all bidders to review.

2. During the period of evaluation, no bidder shall contact any member or employee of the Howard County Public School System concerning award. Such action may result in the bidder's offer being removed from evaluation and rendered non-responsive.

T. BASIS FOR AWARD

1. It is the intention of the Pupil Transportation Office (PTO) to evaluate all bids and recommend to the Board an award for each individual route to the lowest responsive and responsible bidder(s), giving consideration to price and the criteria set forth in Board of Education of Howard County Policy 5220 (School Bus Contracts and School Bus Personnel).

2. It is the responsibility of the bidder to adhere to all requests for submittals in this document and to provide adequate information in order for the Board to evaluate the bidder’s capability to fulfill the requirements of the bid(s).

3. **Bids shall be submitted electronically via email in their entirety (all pages) in PDF format no later than the time and date specified in the Invitation to Bid to BidsandProposals@hcpss.org in order to be considered for this project/service.**

4. Bids will be submitted for the specified route(s) and/or block routes. Bidders who are submitting bids for bus routes are required to enter on the Bid Response Sheet the number of regular and/or special needs routes they are capable of accepting. **Failure to indicate the number of routes capable of acceptance shall be cause for rejection of the entire bid.** The Pupil Transportation Office shall be the sole determinant of which routes will be awarded to a bidder up to the number of regular and/or special needs routes the bidder has indicated they can accept.

5. Incomplete and/or late bids shall be considered non-responsive and will not be considered.

6. The Board reserves the right to award/reject any and all bids in the best interest of the Board.

7. A Bid Price sheet must be submitted in such a manner that it can be clearly interpreted by the Board.

8. Should a single bidder be low on multiple routes, the Board reserves the right to select which routes will be awarded the bidder.

9. Attachment 2 identifies the routes that are available. Attachment 2 also identifies the zones in which the routes are available. Routes that are marked with an asterisk (*) are non-public special needs routes. Routes that are marked with a double asterisk (**) are tentatively scheduled to be assigned a Homewood School trip. The Homewood School dismisses at 1:10 p.m. every Wednesday throughout the school year. Routes that are marked with a triple asterisk (***) are tentatively scheduled to be assigned a Cedar Lane School trip. The current school year calendar and opening/closing times for the non-public schools will be provided as needed. All routes are subject to change as needed based on the needs of the school system. Attachment 3 (Howard County map) and Attachment 4 (Schools By Zone) identify the schools that comprises the six (6) zones as well as identifying the school locations throughout Howard County. Some crossovers between different zones may occur; however, they are kept to a minimum. Specific School Bus Routes will be assigned by the PTO on or before the first day prior to the first official day of school.

10. The PTO will make every attempt to minimize the amount of deadhead mileage for the contractor should any changes be necessary throughout the school year.

11. For individual routes, the basis for award shall be calculated in the following manner: Bidders shall quote their rate for live mileage and time per hour for the first 55 miles and 5.0 hours. They shall also provide rates for live mileage and time that exceeds 55 miles and 5.0 hours. The extended rate may not exceed the base rate. The extended rates will be evaluated in the award. Specifically, all extended rates will be evaluated by adding one (1) hour and ten (10) miles such that the total time and mileage will be six (6) hours and 65 miles. **Bidders who submit price quotes in which the extended rates exceed base rates will be rejected for the route.**

    For block routes, the basis for award shall be calculated in the following manner:

    Bidders shall quote their rate for live mileage and time per hour for the first 55 miles and 5.0 hours. They shall also provide rates for live mileage and time that exceeds 55 miles and 5.0 hours. The rates will be applied to the average mileage and time for all routes. The extended rates will be evaluated in the award. Specifically, all extended rates will be evaluated by adding one (1) hour and ten (10) miles such that the total time and mileage will be six (6) hours and 65 miles. The averages are identified in Attachment 2.

12. “Live” time and mileage is defined as from the first pickup location to the last school in the morning and from the first school to the last drop-off in the afternoon. The rates bid shall be multiplied by the mileage and hourly rates established for each route as provided in Attachment 2. See Attachment 1 for an example of how the total cost will be calculated. Note that the extended rate is applied to the route mileage and time that exceeds 55 miles and 5.0 hours.

13. The time and mileage minimums and rates bid do not apply to extra routes that may be assigned including, but not limited to mid-day, work study/enclave, homeless and evening school/weekend trips and summer school routes. For Summer School routes, the minimum time and mileage will be 40 miles and 3.5 hours daily. Mid-day routes during the school year will be guaranteed 1.5 hours. Extended rates will be applied for all time and mileage beyond the stated minimums.

14. All successful bidders must be prepared to begin transportation services on the first day of school. If a successful bidder chooses to purchase a bus, the bidder must provide a statement indicating intent to purchase. Proof of purchase must be provided within fourteen (14) calendar days from award of the contract.

15. When the purchased bus becomes available, the PTO must conduct an acceptance inspection before the vehicle can be placed in service. If the vehicle will not be available before August 14, 2021, the contractor shall secure an approved spare and advise the PTO of the bus number prior to August 21, 2021. A financial adjustment of $100.00 per operational day may be assessed if an approved bus meeting the vehicle specifications of the solicitation is not placed into service prior to October 1, 2021. If through no fault of the contractor a bus meeting the bid specifications cannot be secured in a timely manner, the $100.00 per operational day fee may be waived.

16. All routes are subject to change based on the needs of the school system

U. CONTRACT AWARD

1. Contract award will be made by the Board of Education to the lowest responsible bidder who conforms to the specifications with consideration given to quantities involved, time required for delivery, purpose for which required, competency and responsibility of the bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors.

2. The Board of Education of Howard County reserves the right to reject any or all bids, in whole or in part to make partial awards, to waive any irregularity, to increase or decrease quantities where quantities are shown and may reject any bid which indicates any omission, contains alteration of form or additions, or imposes conditions or offers alternate items and may make any award which is deemed in the best interest of the Howard County Public School System.

3. In the event of a tie bid on any route, the bidders will be requested to resubmit their bids on a day and time determined by the Pupil Transportation Office. Should a second tie occur, the award shall be made by the toss of a coin.

V. MATERIAL SAFETY DATA SHEETS

1. Pursuant to Occupational Safety and Health Act (OSHA) 29CFR1910, MSDS for the products supplied or used as a result of this contract must be attached to each shipment of product as well as mailed to:

   Howard County Public School System
   Safety, Environment & Risk Management
   10910 Clarksville Pike
   Ellicott City, MD 21042

2. MSDS must show the contract number under which the products were supplied or used.

W. ETHICS REGULATIONS

1. The Board of Education of Howard County has adopted an Ethics Regulation policy. Required by the Annotated Code of Maryland, these Ethics Regulations cover members of the Board of Education, the Superintendent, and all employees; and it specifies limits of participation of these individuals with entities doing business with The Howard County Public School System. For a copy of the regulations, please contact the Purchasing Office, Howard County Department of Education (410) 313-6644.

II. TERMS AND CONDITIONS

A. SCOPE

1. The bid document is intended to furnish the guidelines for the Board to provide a contract for complete bus service. Complete bus service is defined as service as specified in the approved HCPSS School Calendar for the 2021-2022 school year and any other schedule(s), such as summer school, that may be established by the Howard County Public School System throughout the contract period. Approved calendars for the 2020-2021 school year are included in the document, next year's calendars will be made available once approved by the Board of Education and Non-public schools.

2. The successful contractor is required to provide quality service in accordance with all State and Federal Laws, Board of Education Policies, and directives of the Superintendent/designee.

B. CONTRACT ADMINISTRATOR

1. The contract administrator will be the Director of Pupil Transportation. The Director will assume the responsibilities for administering the contract after the award.

2. During the day-to-day operation/transportation, bus drivers must follow all instructions given by the Director of Pupil Transportation or his official designee.

C. CONTRACT PERIOD

1. The contract period of service covered by these specifications will be from the date the contract is signed through June 30, 2027. At the end of the sixth year, the contractor may request consideration for extending the contract on a yearly basis not to exceed a total of twelve (12) years.

D. BUS/VEHICLE QUALIFICATIONS

1. School buses shall meet all federal, state, Motor Vehicle Administration, and Howard County specifications and shall be approved by the Director of Pupil Transportation. **A document containing these specifications can be obtained from the Pupil Transportation Office.**

2. All buses shall have a Maryland Acceptance date on or after January 1, 2019 and have no more than 50,000 original miles.

3. Bidders shall provide satisfactory evidence of the age of the bus within five (5) days after request, (see Attachment 7). Acceptance of evidence shall be at the sole discretion of the Director of Pupil Transportation.

4. The mileage and manufacturing date restrictions do not apply to buses if they were new when placed into service on an existing and/or previous Howard County bid. In addition, the bus must meet all equipment requirements noted in this section.

5. New buses utilized for the fulfillment of this bid will be eligible for additional bid opportunities at the end of the contract period contingent on Item D.4. The contractor may also request consideration for the bus to remain in the fleet as an approved spare contingent upon any required retrofits and the approval of the Director of Pupil Transportation. Under no circumstance can a bus be used beyond its twelfth (12th) year of service unless a waiver has been granted by MSDE. It is the intent of HCPSS to adhere to the standards outlined under current COMAR requirements.

6. School buses shall be maintained in a clean, safe, and acceptable condition as determined by the Director of Pupil Transportation and/or designees. Any vehicle utilized shall be made available for inspection at any reasonable time at the request of the PTO.

7. Buses that are not already included in the Howard County bus fleet must be "acceptance checked" and inspected at the contractor's expense as determined by the PTO and thus will be insured by Board of Education automobile liability insurance (Maryland Association of Boards of Education Group Insurance Pool) as provided for in Policy 5220 entitled School Bus Contracts and School Bus Personnel. This policy is incorporated, by reference, in the School Bus Contract.

8. All buses shall comply with all retrofit items that may be required within the contract period.

9. Regular route buses shall have a minimum manufacturer rated capacity of 70 passengers. The seating plan shall be a minimum of twelve (12) rows of seats. With the exception of the last row of seats by the emergency exit, all seats shall be 3-3 (39 inch-39 inch); the last row shall be 30 inch seats. Each 39 inch seat shall be equipped with three (3) three-point seatbelts and 30 inch seats shall be equipped with two (2) three-point seatbelts.

10. Type I Special needs route buses shall have a minimum manufacturer rated capacity of 48 passengers. Type II Special needs route buses shall meet the minimum specifications in the 2021 All Inclusive Bus Specifications document.

11. For special needs routes, buses must be equipped with an orthopedic lift, the capacity to accommodate a minimum of three (3) wheelchairs in a forward facing position, be air conditioned and be equipped with 39 inch C.E. White Company seats, or equivalent that contain two (2) integrated child restraint system positions. The seating arrangement must yield a minimum of 18 integrated child restraint positions.

12. Should it become necessary, it will be the responsibility of the contractor to purchase and install additional seats over the wheelchair securement position. The additional seats may be required to have the child restraint system and three-point seat belts.

13. For special needs routes, buses must be equipped with:

    a) Red locking document bag, size 11" X 15", laminated nylon, standard keyed alike (Cardinal Bag Supplies).
    b) Evacuation blanket
    c) Seat belt cutter

14. A sample seating/wheelchair arrangement for Thomas, Blue Bird and International body buses will be provided as needed.

15. All buses shall have available a two-way electronic communication device (cellular telephone, two-way radio, etc.) capable of contacting the driver immediately in order to share information.

16. The successful contractor is required to permit the use of a Global Positioning Satellite (GPS) tracking system along with Audio Visual Recording Systems on the bus. In addition, it is required to permit use of any safety system as deemed appropriate by the Pupil Transportation Office.

17. Video Camera Requirement: The Howard County Public School System will provide the internal camera system. If for any reason HCPSS is unable to provide the system, it will be the responsibility of the contractor to have a system installed, to include maintenance, at their sole expense that is approved by the Pupil Transportation Office.

18. A ROSCO Visions Systems backup camera system shall be installed.
    a) To activate when the engine is running and the gearshift is placed in reverse.
    b) Monitor to be integrated within the inside rear view (overhead) mirror. Monitor shall remain dark when gearshift is placed in any position other than reverse, and when ignition is in the “off” position.
    c) Four (4) backing sensors shall be incorporated into the rear bumper (conventional) or below engine compartment door (rear engine only). Backing sensors shall provide an audible alarm that gradually increases in frequency once an object is detected within the sensor range. The audible alarm shall be emitted from the rear of the 6” X 30” interior driver’s mirror with integrated backup camera display.

19. All spare busses will be administered in accordance with the Board of Education of Howard County Policy 5220 (School Bus Contracts and School Bus Personnel).

20. Contractors shall provide certified spare buses necessary to meet regular school bus maintenance requirements, scheduled and unscheduled, and any other circumstance that may require “out of service” placement of a regularly assigned school bus. The ratio of spare buses to regular and special education route buses shall be one (1) regular spare bus for eight (8) regular route buses and one (1) special education spare bus for eight (8) special education route buses. For contractors who have less than eight (8) contracts with HCPSS, a written document must be provided, each year, outlining the certified HCPSS contractor and bus, intended for subcontract use of bus (see Attachment 5).

E. SCHOOL BUS DRIVER AND SCHOOL BUS ATTENDANT QUALIFICATIONS

1. School bus drivers and attendants must meet all certification, qualification, and training requirements of the Maryland State Board of Education, Maryland Motor Vehicle Administration, if applicable, and be approved by the Director of Pupil Transportation.

2. The Contractor and bus personnel shall be responsible for ensuring the safety of passengers, pedestrians, and other motorists. The Contractor shall ensure that personnel are familiar with and observe the highest possible standards of safe

driving at all times and comply with all standard rules and regulations as they apply to the operation of school buses.

3. School bus drivers and/or Contractors are responsible for knowing and following the prescribed route(s).

4. Bus personnel for special needs routes will consist of one (1) driver and one (1) attendant. Bus personnel shall meet all certification qualifications and training requirements outlined in E. 1.

5. On special needs routes, should a second attendant be needed at the direction of the PTO, after the award of this contract, the payment for a second attendant will be calculated on forty percent (40%) of the hourly rates submitted.

6. The contractor shall perform one (1) on board observation/evaluation annually for all regular and substitute drivers and attendants, and report the observation on a HCPSS School Bus Contractor Driver Evaluation Form provided by HCPSS (see Attachment 6).

7. The contractor shall conduct three (3) one-hour minimum safety meetings annually for all school bus drivers and attendants, and report the date completed, name of participants and contents of the safety meeting to the PTO.

F. SUBCONTRACTORS

1. The successful bidder(s) shall not assign the contract(s) or any part of it without the consent, in writing, of the Director of Pupil Transportation. This does not prohibit the contractor from using another approved HCPSS contractor to provide transportation in the event of an emergency. The contractor shall provide notice of the use of a substitute contractor to the Director of Pupil Transportation on the day it occurs for substitutions of one (1) day or less. Any contractor substitutions beyond one (1) day shall require advance approval by the Director of Pupil Transportation, (see Attachment 5) HCPSS School Bus Contractor Contingency Coverage and or Bus Plan form.

2. If a subcontractor is approved by the Director of Pupil Transportation, the primary contractor shall be fully responsible to the Board for any acts and omissions of their subcontractors and of persons directly or indirectly employed by them.

3. Nothing contained in these contract documents shall create any contractual relation between any subcontractor and the Board.

G. ASSIGNMENTS

1. Upon authorization in writing from the Board, the contractor may assign or transfer this contract, any interest herein or any claim hereunder. If authorization is given, the performance shall be expressly waived in writing by the Board releasing the contractor from responsibility from performance of this contract.

H. PRICE ADJUSTMENT

1. In order to protect the interest of the Board and to give the contractor a reasonable basis for bidding, a price adjustment feature is hereby incorporated into the specifications and contract documents and shall be binding on the contractor and the Board. A price adjustment will be considered for the second year on the contract anniversary date, and each year thereafter, pending a review including, but not limited to, the Consumer Price Index (CPI) for the Baltimore/Washington

area for public and private transportation, increase/decrease in the Maryland State grant for transportation, local funding, and information supplied by the Contractors' Association verifying operational cost increases.

2. A price adjustment will be made if there is an increase or decrease of more than five (5) cents per gallon in the cost of fuel. The adjustment will be $.01 per $.05 change in retail cost of fuel. These adjustments will begin on the first year of operation, using the Board award approval date as the base fuel rate.

3. In submitting proposals, each contractor shall set forth the amount he will accept for the first year in BASE and EXTENDED time and mileage payment for services in accordance with the contract. The Base Rate is the minimum 55 miles and 5.0 hours per day. The Extended Rate is time and mileage over and above the minimum 55 miles and 5.0 hours per day. The extended rate may not exceed the base rate.

4. Payment under this contract will be for time and mileage calculated from the first (1st) morning pick-up location to the last morning school served and from the first (1st) afternoon school served to the last afternoon drop-off location.

5. Route adjustments for increased or decreased miles and hours will be determined by the Director of Pupil Transportation/designee.

6. The contractor hereby agrees to accept payments adjusted in this manner as full compensation for services and/or materials delivered.

I. PAYMENTS

1. Payment will be made on or before the 5th working day of each month beginning October, 2021. Monthly reimbursement will be for actual days of operation based on the bid amount plus any changes.

2. Changes in time and mileage will only be reimbursed if the change is equal to or greater than seven (7) minutes and/or one (1) mile.

3. Actual payment for both individual and block routes will be based on the applicable base time and mileage rates bid for the first 55 miles and 5.0 hours of time and the extended rates bid on time and mileage that exceeds 55 miles and 5.0 hours as reported by the contractor and verified by the PTO.

4. Attached is the approved calendar for the 2020 -2021 school year. The calendar identifies the days that schools will be in session, including all scheduled early dismissals and late openings. Opening/closing times have not yet been established for the 2021 -2022 school year. The Board reserves the right to modify these schedules as it deems appropriate. Contractor reimbursement will be for the initially established number of school days set forth in the calendar, the additional days will be applied to professional development to include classroom instruction, dry-runs and/or behind the wheel training. Approved calendars for the 2020-2021 school year are included in the document, next year's calendars will be made available once approved by the Board of Education and Non-public schools.

5. Payment for all costs associated with the operation of the bus(es) will be the sole responsibility of the contractor.

6. All special education routes will be paid not less than 1-1/2 hours for any noontime trips that may be assigned at the beginning of the school year or anytime throughout the school year.

J. FUNDING

1. The contractual obligation of the Board under this contract is contingent upon the availability of appropriate funds from which payment for this contract can be made.

2. In the event that the necessary funds are not appropriated, the affected contract becomes null and void effective July 1 of the fiscal year for which funding requests have been denied.

K. TERMINATION

1. At the discretion of the Board, in accordance with the Board of Education of Howard County Policy 5220 (School Bus Contracts and School Bus Personnel) the services of the contractor may be terminated.

2. If it becomes necessary to cancel the contract, the contractor will continue to provide service until a new contract can be established by the Board.

3. Should a contractor be unable to continue satisfactory performance, relief may be granted per Section F. SUBCONTRACTORS or G. ASSIGNMENTS. Under no circumstances shall a contractor assign or subcontract without prior written approval of the PTO. Failure to be granted this approval prior to performance of work may be cause for termination.

L. TRAFFIC VIOLATIONS

1. HCPSS requires that all red light and speeding violations incurred by drivers while their school bus contractor is under contract and performing official HCPSS business, shall be reported to the PTO no later than five (5) days after notification of the infraction. The report shall include the name of the driver and a copy of the citation. Failure to report violations may be considered breach of contract and cause for termination.

M. LIQUIDATED DAMAGES

1. General: Without acting to limit any and all remedies available to HCPSS, liquidated damages may be imposed for lack of or failure of services, in whole or in part, for items and amounts noted below.

2. Conditions: One or more or the damages may apply at any one time. Damages will not be imposed for situations beyond the control of the Contractor, including, but not limited to: accidents, unusual traffic jams, road construction, weather oriented delays, and schedule conflicts recognized by HCPSS. The final decision relative to imposing any liquidated damages rests with the HCPSS Transportation Office and will be based on its investigation or observation of events. Liquidated damage amounts will be deducted from regularly scheduled payments due the Contractor.

3. Qualification: The above list of Specific Items Subject to Liquidated Damages is not to be construed as a limitation on available remedies or a limit on the type of offenses that may result in sanctions or actions by HCPSS against the Contractor. Repetitive violations of the above shall result in higher levels of action by HCPSS.

4. Specific Items Subject to Liquidated Damages:

a) Failure to perform any or all portions of a route or trip per day assigned by HCPSS PTO: $50.00-$100.00 per trip

b) Failure to have an attendant on the bus when required by HCPSS PTO: $50.00-$150.00 per route

c) Failure to perform a post trip inspection of the interior of the bus subsequent to each trip: $25.00 per incident

d) Failure to perform a post trip inspection of the interior of the bus that results in a child being left unattended on the bus: $500.00 per incident

e) Failure to contact HCPSS about a school bus accident in a timely manner: $100.00 per incident

f) Failure to meet an afternoon line up time without prior approval by HCPSS PTO: $20.00 per incident, per bus

g) Failure to notify HCPSS PTO of changes to scheduled bus routes (this does not include using a spare bus): $50.00 per incident

h) Failure to submit required documents to HCPSS PTO by the due date: $25.00 per document

i) Operating a school vehicle with a tire tread depth under 4/32 inch for front tires and 2/32 inch for rear tires: $500.00 per tire

j) Failure to have a contractor owned working camera system on an eligible school bus: $250.00 per incident

k) Failure to have management contacts available and accessible for communication contact with or from HCPSS during regular working hours on school days: $50.00 per incident

l) Unexcused failure to maintain a two-way radio or alternative phone system in good working order in a school vehicle transporting students: $25 per incident, per bus

m) Failure to present a school bus for inspection on the bus's scheduled inspection day without prior notification: $50.00 per incident, per bus

N. TOBACCO-FREE AND ALCOHOL/DRUG-FREE ENVIRONMENT

1. The Board of Education of Howard County desires to maintain a tobacco, alcohol/drug-free environment.

2. This is to advise all bidders that school policy regarding the sale or use of tobacco, alcohol or drugs, in any form or related products, is prohibited in school buildings, or on school grounds at all times. PTO guidelines also prohibit any use of tobacco, alcohol or drugs, in any form, on school buses while under contract to the Board of Education.

3. Persons found to violate this policy may be requested to remove the product in question and themselves from the school premises or be subject to other administrative action, as deemed appropriate by the Superintendent/designee.

O. CRIMINAL HISTORY BACKGROUND CHECKS

1. All employees, agents, or representatives of the awarded Contractor who will be performing work on any phase of the contract arising out of this Bid may be subject to a criminal history background check by the school system. Such persons, if requested by the school system, must provide fingerprints and other required information to facilitate such a check, as well as the necessary fees to obtain such a check from the federal or state government. At the completion of a background check, the school system may, at its sole discretion, decide that a particular employee, agent, or representative of the Contractor be barred from school system property.

P. CHILD SEX OFFENDER NOTIFICATION

1. Sex Offender Requirement: Maryland law requires certain sex offenders to register with the local law enforcement agency; See Maryland Annotated Code, Criminal Procedure Article, §11-704. One of the purposes of this law, is to inform school systems when a Registered Sex Offender is residing or working in the area. When the sex offender registers, the local police are required to notify the Superintendent of Schools, and the Superintendent, in turn, is required to send a notice to school principals.

2. As a contractor working for Howard County Public School System (HCPSS), we require that you do not employ Registered Sex Offenders to work on projects for our school system if they, as a result, are required to perform delivery, installation, repair, construction or any other kind of services on HCPSS property. Further, Maryland Law that became effective June 22, 2006, requires that any person who enters a contract with a county board of education or a non-public school "may not knowingly employ an individual to work at a school" if the individual is a registered sex offender; See §11-722 Criminal Procedure Article. An employer who violates this requirement is guilty of a misdemeanor and if convicted may be subject to up to five years imprisonment and/or a $5,000 fine.

3. Each contractor shall screen their work-forces to ensure that a Registered Sex Offender does not perform work at a county public school and also ensure that a subcontractor and independent contractor conducts screening of its personnel who may work at a school. The term "work force" is intended to refer to all of the contractor's direct employees and subcontractors and/or independent contractors it uses to perform the work. Violations of this provision may cause HCPSS to take action against the contractor up to and including termination of the contract.

4. Effective July 1, 2015, amendments to § 6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor for a local school system may not knowingly assign an employee to work on school property with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of, or pled guilty or nolo contendere to, a crime involving a sexual offense, child sexual abuse and crimes of violence.

5. The Contractor shall submit to HCPSS a listing of any employees assigned to perform under this agreement and certify that the necessary criminal history records checks have been conducted and that each employee complies with the requirements.

Q. RESOLUTION OF BID DISPUTES

1. Bid rejection for non-responsiveness and/or non-responsibility shall be made using the criteria guidelines as stated in the Bid Documents.

2. After the bid opening and bid review, but prior to bid award, any bidder who is declared to be non-responsive and/or non-responsible may be notified as to the reason(s) for his rejection. If any rejections are made, the bid award recommendation will be made no sooner than three (3) calendar days after the notification(s) have been made.

3. The aggrieved person must file a protest in writing with the Purchasing Office within two days after he/she knew, or should have known, of the facts and circumstances upon which the protest is based.

4. The written protest must include the basis for the protest or appeal, complete in all respects, which relief sought, and whether the protestor wishes to have a hearing with respect to the protest or appeal.

5. Any protest received from a bidder not having standing, meaning the next bidder to receive an award, may not be given further consideration.

6. Protests shall be addressed to Howard County Department of Education, 10910 Clarksville Pike, Ellicott City, Maryland 21042, Attn.: Joe Veslany, Buyer, labeled "Protest". The written protest shall include as a minimum the following:

   a) Name and address of the protester
   b) Appropriate identification of the bid
   c) Supporting exhibits, evidence, and/or documents to substantiate any claims.
   d) Suggested remedy(ies).

7. The Purchasing Office shall, upon written request, make available for review to any interested party information submitted that bears on the substance of the protest except where information is proprietary, confidential, or otherwise permitted or requested to be withheld by law or regulations.

HOWARD COUNTY
PUBLIC SCHOOL SYSTEM

BOARD OF EDUCATION

POLICY 5220
SCHOOL BUS CONTRACTS AND SCHOOL BUS PERSONNEL

Effective: December 1, 2014

I. Policy Statement

The Board of Education recognizes the need to provide safe, reliable and efficient transportation services to students for educational and extracurricular programs. The Board further recognizes the need to contract with legal entities which are qualified school bus contractors with certified personnel and equipment.

II. Purpose

The purpose of this policy is to establish guidelines for the administration of school bus contracts and school bus personnel.

III. Definitions

Within the context of this policy, the following definitions apply:

A. School Bus – A vehicle approved by the Howard County Public School System (HCPSS) as required in the school bus contract with the Board.

B. School Bus Attendant – An individual approved to assist students and the school bus driver as required in the school bus contract with the Board.

C. School Bus Contract (Contract) – A binding written agreement between the Board and a school bus contractor to provide school transportation services for the HCPSS.

D. School Bus Contractor (Contractor) – A legal entity approved to operate school buses when awarded a school bus contract by the Board.

E. School Bus Driver – An individual approved to operate a school bus as required in the school bus contract with the Board.

F. School Bus Inspection – A scheduled or non-scheduled inspection of school buses performed by HCPSS staff, Maryland Motor Vehicle Administration (MVA) inspectors, or licensed private service providers.

G. School Bus Personnel – School bus drivers and school bus attendants employed by school bus contractors.

IV. Standards

A. All legal entities awarded school bus contracts with the Board will be approved based on, but not limited to: experience, criminal background checks, personal and professional references, garage location, safety and driving records, appropriate financial position, school bus inspection records, and available qualified personnel.

B. All personnel provided by the school bus contractor in fulfillment of the requirements of the school bus contract with the Board will meet all applicable federal and state motor vehicle licensing requirements, Code of Maryland Regulations (COMAR), and HCPSS requirements.

C. All vehicles provided by the school bus contractor for transportation services will comply with all United States Department of Transportation (USDOT), Maryland MVA, COMAR, and HCPSS requirements and specifications as defined in the school bus contract.

D. School Bus Contracts

1. School bus contracts will be awarded to the best qualified legal entity and in accordance with HCPSS Policy 4050 Procurement of Goods and/or Services. All contract awards will be recommended to the Board for approval.

2. Transfer of school bus contracts is prohibited unless expressly approved by the Board.

3. In emergency situations which result in non-fulfillment of school bus contract requirements, school bus contracts may be temporarily assigned by the Superintendent/Designee without prior approval of the Board. Temporary school bus contract assignments are limited to less than one fiscal year.

V. Responsibilities

A. The Superintendent/Designee will ensure that standards for awarding school bus contracts are implemented and followed consistently.

B. The Superintendent/Designee will oversee the pupil transportation system related to safety, transportation of students, safe condition of buses, the competence and fitness of school bus personnel, route assignments, and other issues relating to the day-to-day operation of the transportation system.

C. The Pupil Transportation Office will provide copies of applicable policies and procedures to school bus contractors and will provide appropriate professional development and in-service training.

D. School bus contractors are responsible for being fully informed of policies and procedures associated with the provision of school bus contracts and of any amendments thereto.

VI. Delegation of Authority

The Superintendent/Designee is authorized to develop appropriate procedures to implement this policy.

VII. References

A. Legal

Federal Motor Carrier Safety Administration (FMCSA) Regulations 49 CFR part 382, Controlled Substances and Alcohol Use and Testing
United States Department of Transportation (USDOT) Regulations 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs
The Annotated Code of Maryland, Education Article
- Section 5-105 (Liability insurance)
- Section 5-205 (Grants to provide transportation services; rules and regulations for safe operation)
- Section 7-801 (Transporting students)
- Section 7-802 (Driver's age)
- Section 7-804 (Length of use of school bus)

The Annotated Code of Maryland, Transportation Article
- Section 11-153 (School bus)
- Section 11-154 (School vehicle)
- Section 11-173 (Type I school vehicle)
- Section 11-174 (Type II school vehicle)
- Section 13-420 (Registration of school vehicles)
- Section 13-932 (School vehicles: Class H)
- Section 16-103.2 (School vehicle drivers)
- Section 16-816 (School vehicles)
- Section 21-703 (Stopping at all railroad crossings)
- Section 21-706 (Overtaking and passing school vehicle)
- Section 21-1118 (School Bus regulations)
- Section 22-218 (Audible and visual signals on vehicles)
- Section 22-227 (Special restrictions on lamps)
- Section 22-228 (Special equipment on school vehicles)
- Section 22-418 (Color of school vehicles)
- Section 23-107 (Inspection certificate)
- Section 25-110 (Regulations relative to school vehicles)

COMAR 11.19.01 to .08 Motor Vehicle Administration (MVA) – School Vehicles
COMAR 13A.06.07 Student Transportation

B. Other Board Policies

Policy 1010 Discrimination

Policy 2050 Advisory Committees to Staff and Schools
Policy 4050 Procurement of Goods and/or Services
Policy 5200 Pupil Transportation
Policy 9200 Student Discipline

C. Relevant Data Sources
Vehicle Maintenance and Safety Records

D. Other
HCPSS Student Code of Conduct

VIII. History

ADOPTED: October 3, 1967
REVIEWED:
MODIFIED:
REVISED: August 10, 1989
June 13, 1996
December 14, 2000
June 10, 2004
April 10, 2008
November 20, 2014
EFFECTIVE: December 1, 2014

I. School Bus Contract Bid and Award

A. Notification that school bus contracts are available for competitive bid will be advertised in accordance with Policy 4050 Procurement of Goods and/or Services.

B. School bus contracts will be awarded to the best qualified legal entity in accordance with Policy 4050 Procurement of Goods and/or Services. Further factors may include:

1. Experience
2. Satisfactory past and present performance
3. Criminal background investigations
4. Personal and professional references
5. Motor Vehicle Administration record(s)
6. State of Maryland Administration and the Howard County Public School System (HCPSS) school bus inspection records
7. Garage location
8. Appropriate financial information
9. Personnel
10. Equipment

C. Requests for transfer of school bus contracts must be submitted in writing to the Superintendent/Designee for review and recommendation to the Board.

II. School Bus Contract and School Bus Contractor Performance

A. The Superintendent/Designee administers the contract.

B. The Pupil Transportation Office coordinates and schedules transportation services.

C. Any disputes or disagreements regarding the performance of a school bus contractor or the fitness and competence of school bus personnel will be processed in accordance with the provisions set forth in the applicable procedures and regulations.

D. Failure by a school bus contractor to perform in accordance with the contract and/or other applicable statutes or regulations is a breach of contract with the

Board. The Superintendent/Designee will notify the contractor in writing of the alleged breach and of resulting recommendations.

E. After determining that the contractor is in breach of the contract, the Director of Pupil Transportation will implement and/or recommend one or more of the following penalties to the Board and/or Superintendent/Designee:

1. Issuance of a letter of reprimand or warning.
2. Placement of the contractor on probationary status pending future compliance related to the deficiency.
3. Temporary suspension of the contract and any payment.
4. Withholding of payment for failure to comply with routes, schedules, or any part of the assignment associated with the payment formula.
5. Termination of the contract. If termination of the contract is recommended, the Director of Transportation will forward the findings to the Board.

III. Mechanical Performance of School Buses

A. School buses providing services under contract to the Board must comply with all inspection requirements promulgated by the United States Department of Transportation (USDOT), the Maryland Motor Vehicle Administration (MVA), COMAR and as deemed necessary by the Superintendent/Designee.

B. Contractor-owned school buses are required to comply with federal, state, and local requirements in maintaining their buses in the proper condition without cost to the school system.

C. All vehicles will be inspected by the Pupil Transportation Office for compliance prior to being approved as a vehicle fulfilling the requirements of a school bus contract or as a spare bus.

1. Every school bus will be inspected by the Pupil Transportation Office at least three (3) times per year with one of the inspections being with the MVA.

2. In addition to the three (3) regularly scheduled inspections, the Superintendent/Designee may require other inspections of individual buses at any time to ensure the safe transportation of students.

3. If an additional inspection is required due to poor operation, or if the mechanical condition of the school bus is in question, the cost of the inspection may be charged to the contractor.

4. Upon inspection, defects will be noted as minor or major.

   a. Minor defects require repair within thirty (30) days.
   b. Major defects require:

i. The school bus to be taken out of service.
ii. Immediate repair prior to the school bus being placed back in service for the transportation of students.

IV. Competence and Fitness of School Bus Contractor Personnel

A. The Director of Pupil Transportation has the right to determine the competence and fitness of school bus personnel under the school bus contract between the Board and individual school bus contractors. School bus personnel are employees of the school bus contractor and not the Board; therefore, these procedures do not confer any substantive rights on school bus contractor personnel.

B. The Pupil Transportation Office will receive and review all documentation to ensure that school bus contractor personnel meet all federal, state, and local laws and regulations.

C. The Director of Pupil Transportation will investigate alleged incidents bearing on the fitness and competence of contractors and/or school bus personnel, and recommend appropriate follow-up action to be taken.

D. The Director of Pupil Transportation will notify the contractor as soon as practicable of any investigation and any required action associated with the duties of the contractor personnel.

E. Under emergency situations, the Director of Pupil Transportation may immediately remove a bus driver or bus attendant from duty.

F. The school bus contractor has the right to appeal the Director of Pupil Transportation's action in accordance with Section VII of these procedures.

V. Liability Insurance

A. A statement of vehicle liability insurance coverage will be provided to each contractor by the Director of Pupil Transportation. The liability insurance coverage for approved school buses will be determined by the Maryland Association of Boards of Education (MABE) Group Insurance Pool and coverage will be in effect during periods of time that the school bus is engaged in approved school business. The vehicle liability insurance will apply when vehicles are:

1. On school system business or transporting students to and from school or when transporting students or other authorized passengers and/or Board employees on approved school-related activities, including the operation of the buses to and from the regular storage or garage location without any interim stops for any unapproved personal business or activity. Approval of insurance coverage outside of school business will be requested, and any approval will be granted by the Director of Pupil Transportation.

2. Operated for maintenance, testing purposes, or bus inspections.

3. Used for training of school bus drivers.

4. Used for route preview and/or review purposes.

5. Obtaining fuel and/or seeking repairs between trips and/or from garage location to and from first or last stop.

6. Operating from garage location to first stop and from last stop to garage location (a.m. and p.m.).

7. On approved field trips and approved athletic trips including when it is necessary to obtain meals, fuel, and repairs.

8. Operating during the time of the designated "route assignment" for meal/coffee or restroom breaks. "Route assignment" time is the time from when the bus leaves the garage location to pick up students at their bus stops to when the last group of students are dropped off at school; and the time from when the bus leaves the garage to pick up students at school to when the last stop is completed to drop students off at their bus stops. These breaks should not be taken when students are on board the bus. No other personal business is allowed during these breaks.

9. Used for any other purpose related to the contractor's performance of his/her contractual duties approved in advance by the Director of Pupil Transportation.

B. Any accident claim submitted by a contractor which is not addressed by the items noted above will be considered by the vehicle liability insurance administrator on an individual case basis.

VI. Alcohol and Controlled Substance Use and Testing

Alcohol and Controlled Substances Use and Testing of all school bus personnel will be conducted as required by the USDOT, Code of Maryland Regulations (COMAR) Title 13A, and the Director of Pupil Transportation.

A. In compliance with the above regulatory agencies and persons, the Alcohol and Controlled Substances Use and Testing Program will include testing in the following areas:
   1. Pre-employment (drug testing only)
   2. Post-accident
   3. Random
   4. Reasonable cause.

B. In compliance with USDOT, COMAR, and directives of the Superintendent/ Designee, all school bus drivers must participate in an alcohol and controlled substances testing program. This may be accomplished through the contractor's testing program or by joining a consortium with a testing company that meets all USDOT requirements.

C. Contractors (employers) will certify on an annual basis that their drivers (employees) are participating in an alcohol and controlled substances use testing program and that their testing program is in full compliance with all requirements. This will be accomplished by providing the Pupil Transportation Office with a copy of all required forms submitted to the USDOT.

D. Each contractor will provide a copy of their required drug/alcohol policy to the Pupil Transportation Office to be maintained in the contractor's file. If at any time the policy is changed, a revised copy must be sent to and approved by the Pupil Transportation Office.

E. In addition to all USDOT requirements, the contractor's policy will include the following:

1. A statement requiring the testing company to contact the Pupil Transportation Office at the same time the contractor is notified in the event of any positive drug/alcohol test. This would include positive results as well as refusing to undergo a controlled substances use or alcohol test or failing to undergo the test(s) within the time limits established by USDOT regulations.

2. A statement requiring the company/consortium to provide to the Pupil Transportation Office a quarterly listing of the names, dates, and times of notification for all drivers given to the contractor for random drug and/or alcohol testing.

3. A statement indicating that the Pupil Transportation Office supervisory staff may act on behalf of the contractor to notify a driver of a post-accident or reasonable cause drug and/or alcohol test.

F. On a quarterly basis, the contractor will provide the Pupil Transportation Office with a listing of the names, dates, and times of when they notified a driver for a drug and/or alcohol test.

G. At the discretion of the Pupil Transportation Office supervisory staff, school bus personnel may be required to undergo a post-accident drug and/or alcohol test even though it may not be required under USDOT regulations.

H. A school bus applicant/driver who tests positive for a required test for controlled substances and/or has an alcohol concentration greater than .00 will be disqualified from operating a school bus for the HCPSS.

I. All USDOT required records maintained by the contractor will be open for inspection by the Pupil Transportation Office during the Department of Education's working hours on any business day.

VII. Reviews, Appeals, and Hearings

A. School Bus Contract/School Bus Contractors

1. If a contractor desires to appeal and/or review the recommendation of the Director of Pupil Transportation regarding a breach of contracts, the contractor will notify the Superintendent/Designee, in writing, within fifteen (15) calendar days of the written recommendation.

2. Upon receipt of the school bus contractor's request for appeal and/or review, the Superintendent/Designee will meet with the contractor and the contractor's representative(s), if applicable, to consider the contractor's appeal.

3. After consideration of the appeal and/or request for review, the Superintendent/Designee will determine whether the contract has been breached, and if a breach is found the Superintendent/Designee will make a written recommendation to the Board as to the penalty to be imposed.

4. If the contractor desires to review the recommendation of the Superintendent/Designee, the contractor will notify the Board within fifteen (15) calendar days of receipt of the written recommendation.

5. Investigations and Reviews.

a. If the contractor requests a review of the recommendation of the Superintendent/Designee to the Board, the Board will decide whether it will accept the review and the manner in which it will consider the review. The contractor must request a review by the Board within fifteen (15) calendar days after receiving the aforementioned recommendation. The Board may consider the investigatory review in one or more of the following ways:

i. By review of the file and written documentation;
ii. By requesting that the parties present oral arguments; or,
iii. By conducting a full evidentiary review, in unusual circumstances, where appropriate.

b. If the Board renders a decision for any review, its decision will be in writing and will be provided to the school bus contractor.

B. School Bus Contractor Personnel

1. If a school bus driver or school bus attendant wishes to appeal a recommendation of the Director of Pupil Transportation, the appeal must be requested in writing within fifteen (15) calendar days of the Director's action.

2. If the bus driver or bus attendant appeals the recommendation of the Director of Pupil Transportation, the Superintendent/Designee will hear the appeal. The Superintendent/Designee will meet with the driver or attendant and/or the contractor to hear their versions of the events and will render a decision. A written decision will be sent to the driver or attendant and the contractor informing them of their right to request a review by the Board. The request for review of the Superintendent/Designee's recommendation must be made within fifteen (15) calendar days after receipt of the written decision noted above.

3. If the bus driver or bus attendant requests a review of the decision of the Superintendent/Designee to the Board, the Board will decide whether it will accept the review and the manner in which it will consider the review. The Board may consider the review by reviewing any files and/or written documentation. If the Board renders a decision for any review, its decision will be in writing and will be provided to the bus driver or bus attendant.

VIII. History

ADOPTED: August 10, 1989
REVIEWED:
MODIFIED:
REVISED: December 14, 2000
April 10, 2008
November 20, 2014
EFFECTIVE: December 1, 2014

Name of Contractor:_____

Bid Number: 030.21.B3 Route Number_____

SCHOOL BUS CONTRACT

This Contract, made this _____ day of _____, 20____, by and between the Board of Education of Howard County ("Board") and _____ ("Contractor"). The Board hereby designates the Superintendent of Schools or the Superintendent's designee to act on behalf of the Board in overseeing and administering this Contract.

In consideration of the mutual promises and covenants and other good and valuable consideration, the parties hereto agree that:

1. The Contractor shall furnish school bus transportation services to the Board in accordance with the Terms and Conditions of this Contract and the written policies, regulations, and procedures of the Board, which are incorporated herein by reference.

2. The Contractor agrees to furnish pupil transportation to and from school on the days and during the times and hours set forth in the schedules provided by the Superintendent/designee and over the routes assigned by the Superintendent/designee. Pupil transportation services shall be furnished to students and other persons designated by the Superintendent/designee. The Superintendent/designee retains the authority to modify the assigned times, hours and/or routes from time to time as the needs of the school system require, upon reasonable notice to the Contractor as determined by the Superintendent/designee. HCPSS shall designate bus stops and time schedules for vehicle operation. Route assignments, and resulting time and mileage amounts, are subject to change at the discretion of HCPSS over the term of the service contract. The Contractor shall insure that the vehicle operator does not unnecessarily deviate from the assigned route without the approval of HCPSS.

3. The Contractor also agrees to provide at his/her or its expense school buses approved by the Superintendent/designee to fulfill the requirements of this Contract, including any modifications under paragraph 2 above, and to furnish all labor, parts, and other materials required for the operation of the school buses including driver services, maintenance, repairs, gasoline and oil, or other motor fuel and lubricants. Furthermore, the Contractor is required to provide electronic 2-way communication for each bus.

4. The Contractor shall keep the school buses in clean and sanitary condition and in good mechanical and safe operational condition at all times in accordance with the standards established by federal and state laws, state regulations, the Board, and the Superintendent/designee.

5. The Contractor agrees to provide working email and business phone for the conducting of business.

6. The Contractor shall carry adequate workers' compensation insurance to cover its drivers, attendants and other employees engaged in the operation of the school buses and shall cause a certificate of such insurance to be forwarded to the Board indicating that the policy is not subject to cancellation, nonrenewal, or reduction in coverage without 45 days prior written notice to the Board.

7. The Contractor shall provide drivers and attendants qualified under federal and state laws and regulations to drive a school bus and agrees that their continued employment is subject to approval in accordance with established policies, regulations, and procedures.

8. The Contractor shall be responsible for compliance by its drivers and attendants with all the rules and regulations for the transportation of school children adopted by the Board, the Superintendent/designee, the Maryland State Department of Education, the Maryland State Board of Education, and the Maryland Motor Vehicle Administration.

9. The Board agrees to pay the Contractor in accordance with the rates submitted in the bid award under Solicitation #030.21.B3 for the initial term of this Contract. For each successive term of this contract, rate improvements will be made as identified in the bid specifications, provided, however, that the Superintendent shall have the right in his sole and absolute discretion to revise the rates during the Contract in the event that the Superintendent determines that there is inadequate funding for school bus contractor reimbursements. In the event that the Superintendent revises the rates during any term of this Contract, the Superintendent shall provide the Contractor not less than fourteen (14) days' written notice in advance of such rate revisions, and the Contractor shall have the right to terminate this Contract by giving written notice to the Superintendent/designee prior to the date the new rates of reimbursement are to take effect. When written notice is given by one party to the other, it shall be mailed to the other party at the address listed at the end of this Contract for the party by certified mail, return receipt requested. Receipt of notice by the affected party shall be presumed if notice was sent as provided above.

10. The Board shall, at its sole expense, obtain and keep in force during the term of this Contract, on behalf of the Contractor, business automobile liability, uninsured motorists, and Maryland personal injury protection self-insurance provided by the Maryland Association of Boards of Education Group Insurance Pool (the "pool") for bodily injury and property damage to third parties in amounts to be determined by the pool from time to time on a per-accident basis for claims occurring during the term of this contract. The amount of coverage for school bus contractors provided by the pool shall be provided to each Contractor. The pool self-insurance shall apply to all regularly contracted school buses and approved spare buses while buses are operating in accordance with the Superintendent's administrative procedures. The pool self-insurance shall not include automobile comprehensive, collision physical damage coverage, or general liability insurance.

11. The Contractor may arrange for additional liability insurance coverage for times and uses not covered by this contract or for such additional amounts as the Contractor deems appropriate to cover its interests. The Board and its agents and employees shall be held harmless and indemnified by the Contractor for any damages, financial loss, and/or injury arising out of the Contractor's and/or his agents' operation of a bus not insured by the Board of Education, unless the Contractor is covered by insurance through a carrier other than the Board of Education.

12. This Contract shall be for a term of six (6) years commencing on the 1st day of July, 2021. At the end of the sixth year, the contractor may request consideration for extending the contract on a yearly basis not to exceed twelve (12) years. In the event the Contractor does not wish to extend this Contract beyond the initial six-year period, the Contractor shall provide written notice of nonrenewal to the Superintendent/designee on or before January 1 of that year. In the event the Board does not wish to renew this Contract, the Superintendent/designee shall provide written notice to the Contractor on or before August 15 of that year. Written notice shall be sent to the Superintendent/designee by certified mail, return receipt requested, at the address listed at the end of this Contract for the Superintendent/designee. Written notice shall be sent to the Contractor by certified mail, return receipt requested, at the address listed at the end of this Contract for the Contractor. Receipt of notice shall be presumed if written notice is sent in the manner described above.

13. The Contractor shall not assign this Contract or any part of it without the consent in writing of the Board. (This does not prohibit the Contractor from using another contractor to provide transportation in the event of an emergency. The Contractor shall provide notice of the use of a substitute contractor as soon as possible to the Superintendent/designee for substitutes of one (1) day or less. Any contractor substitutions beyond one (1) day shall require advance approval by the Superintendent/designee.)

    A. Whenever the Contractor executes this Contract in the name of a corporation or a corporate body of any kind, the written consent of the Board shall be required when:

        1. Fifty percent or more of the officers in the corporation change, and/or

        2. There is any transfer or assignment of the corporation's stock or any other change in ownership, beneficial ownership, and/or control of the corporation.

B. When the Board of Education enters a School Bus Contract with a corporation, the corporation agrees:

1. To submit annually, to the Superintendent/designee, a certificate of good standing from the Maryland Department of Assessments and Taxation.

2. To submit annually, to the Superintendent/designee, a listing of the names and addresses of the officers of the corporation.

3. To identify the officers who shall sign this Contract as guarantor(s) responsible for performing all the terms and conditions of this Contract, including the policies, regulations, and procedures established by the Board of Education and/or the Superintendent/designee.

4. No individual who has been previously disqualified as a bus contractor by any local, state, or federal agency may be a stockholder in the corporation.

5. At the request of the Superintendent/designee, the Contractor shall submit the names and addresses of the stockholders of the corporation. All such information shall be kept confidential. Any requests made in this regard shall be made if the Superintendent/designee believes that any stockholder has been previously disqualified as a bus contractor by a local, state, or federal agency.

14. The Contractor is required to comply with all applicable Howard County zoning requirements and regulations and any applicable covenant regarding the parking and storage of school buses. The Board shall not be responsible for any financial expense associated with noncompliance with any regulation or requirement. In addition, the Board shall not be held responsible for any financial expense associated with any non-approved bus garage or parking location change. If the Contractor is found in breach of contract and/or not performing in accordance with any related provisions of the contract, the Contractor shall be held financially liable for damages including, but not limited to, all costs incurred by the Board related to the obtaining of school bus services in the event that this Contract is terminated by the Board for breach of contract.

15. Each party, having had the opportunity to seek advice of counsel prior to the execution of this Contract and having been fully advised to his/her or its satisfaction as to the terms and conditions of this Contract, declares that he/she or it fully understands all the terms and provisions of this Contract. This Contract, including the policies, regulations, and procedures established from time to time by the Board and/or Superintendent/designee, contains the final and entire understanding of the parties. There are no representations, terms, or conditions, oral or written, other than those expressly set forth in this Contract. This Contract shall be interpreted in accordance with and controlled by the laws of the state of Maryland.

16. HCPSS requires that all red light and speeding violations incurred by drivers while under contract with HCPSS be reported to HCPSS no later than five days after notification of the infraction. The report shall include the name of the driver and a copy of the citation. Failure to report violations may be considered a breach of contract and cause for termination.

IN WITNESS WHEREOF, the parties have caused their signature or the signatures of their authorized officer to be affixed hereto, the day and year first above written.

BOARD OF EDUCATION OF HOWARD COUNTY:
10910 Clarksville Pike
Ellicott City, MD 21042

RECOMMENDED BY:

_____
Director, Purchasing Date
Douglas Pindell
(Signature)

BY: _____
Superintendent Date
Michael J. Martirano, Ed. D.
(Signature)

BY: _____
Howard County Board of Education Date
Chao Wu, Ph.D., Chair
(Signature)

_____
Route #

_____
Date

_____
Name of Company/Corporation

_____
Bus Contractor (Signature & Title)

_____
Bus Contractor (Print Name)

_____
Mailing Address

_____
City State Zip

Howard County Public School System Calendar

2020–21 School Year Calendar – Dates Only	
Date	**Calendar Event**
July 4, 2020	Independence Day – **Schools and offices closed*** **
August 17, 2020	School staff returns
August 18–21, 2020 – TBD	Countywide Professional Learning Day TBD – will be held one day this week
August 25, 2020	First day of school for students
August 27, 2020	First day of school for Pre-K/RECC students
September 7, 2020	Labor Day – **Schools and offices closed*** **
September 28, 2020	**Schools and offices closed** **
October 16, 2020	Professional Work Day – **Schools closed for students**
October 30, 2020	End of 1st marking period (46 days)
November 2, 2020	Professional Work Day – **Schools closed for students**
November 3, 2020	Election Day – **Schools and offices closed*** **
November 23, 2020	**Schools close 3 hours early.** No half-day Pre-K/RECC. ES/MS Parent/Teacher Conferences; HS Professional Learning
November 24, 2020	**Schools close 3 hours early.** No half-day Pre-K/RECC. Parent/Teacher Conferences
November 25, 2020	**Schools closed for students.** Parent/Teacher Conferences
November 26–27, 2020	Thanksgiving Holiday – **Schools and offices closed*** **
December 24–25, 2020 December 24–31, 2020	**Schools and offices closed*** ** WINTER BREAK – **Schools closed**
January 1, 2021	New Year's Day – **Schools and offices closed*** **
January 4, 2021	Schools reopen
January 18, 2021	Martin Luther King Jr. Day – **Schools and offices closed*** **
January 20–22, 2021	**High schools (only) close 3 hours early.** No half-day Pre-K/RECC.
January 22, 2021	End of 2nd marking period (47 days)
January 25, 2021	Professional Work Day – **Schools closed for students**
February 10–11, 2021	**Elementary schools (only) close 3 hours early.** No half day Pre-K/RECC. Parent/teacher conferences.
February 12, 2021	Professional Learning Day – **Schools closed for students**
February 15, 2021	Presidents' Day – **Schools and offices closed*** **
March 10, 2021	Professional Learning Day – **Schools closed for students**
April 1, 2021	**Schools close 3 hours early**. No half-day Pre-K/RECC. End of 3rd marking period (45 days)
April 2–11, 2021	SPRING BREAK – **Schools closed** **
April 2 and 5, 2021	**Schools and offices closed*** **
May 13, 2021	Professional Learning/Articulation Day – **Schools closed for students**
May 31, 2021	Memorial Day **Schools and offices closed*** **
June 7–10, 2021 June 10, 2021	**Schools close 3 hours early.** No half-day Pre-K/RECC. Professional Work Day and HS finals. Last Day of School for Students (42 days)
June 11, 2021	*May be used as inclement weather makeup day #1*
June 14–18, 2021	*May be used as inclement weather makeup days #2, #3, #4, #5 and #6*

**Board Approved ***State Mandated

2020-2021 Student/Academic Calendar
Kennedy Krieger High School

3825 Greenspring Avenue
Baltimore, MD 21211
Phone for the High School: 443-923-7800

All Kennedy Krieger School Programs will continue to implement the Continuity of Learning plans off-site for the summer session through distance learning and telehealth platforms

	July 2020 (No School on Fridays during the summer)
6	First day of summer session for 11 month students
	August 2020
5	Last day of summer session
31	All students return to school
	September 2020
7	LABOR DAY – no school for students
28	YOM KIPPUR – no school for students
	October 2020
	November 2020
3	Professional Day – no school for students
4	Last day of Quarter 1- school in session
25-27	THANKSGIVING – no school for students
	December 2020
24-31	WINTER BREAK – no school for students
	January 2021
1	NEW YEAR'S DAY Holiday– no school for students
4	Student's return to school from Winter Break
18	DR. MARTIN LUTHER KING'S BIRTHDAY – no school for students
21	Last day of Quarter 2 – school in session
22	Professional Day – no school for students
	February 2021
15	PRESIDENT'S DAY – no school for students
	March 2021
29-31	SPRING BREAK– no school for students
	April 2021
1-5	SPRING BREAK– no school for students
6	Student's return to school from Spring Break/Last day of Quarter 3 – school in session
12	Professional Day – no school for students
	May 2021
3	Professional Day – no school for students -Make-up snow day **#6** (if needed)
31	MEMORIAL DAY – no school for students
	June 2021
11	Last day of School – school in session
14	Make-up snow day **#1** (if needed)
15	Make-up snow day **#2** (if needed)
16	Make-up snow day **#3** (if needed)
17	Make-up snow day **#4** (if needed)
18	Make-up snow day **#5** (if needed)

Summer Hours: Mon – Thurs 7:45 a.m. – 1:15 p.m.
Regular Hours: Mon., Tues., Thurs., Fri. 7:45 a.m. – 2:45 p.m. Wed. 7:45 a.m. – 12:45 p.m.
In the event of late openings or cancellations due to weather, KKHS follows the **Baltimore City Public Schools. Kennedy Krieger School Programs <u>do not</u> follow Baltimore City heat related closings.** If cancellations result in changes to calendar days KKHS will notify families.

This calendar represents 180 days for ten month students and 199 days for eleven month students. This calendar provides 1186 hours for ten month students and 1290 hours for eleven month students.

Rev 6/01/20

Sheppard Pratt School

12039 Reisterstown Rd, Reisterstown, MD 21136; 410-526-5000
School Hours: 8:15 am – 3:15 pm

2020 – 2021 School Calendar

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July 1 ……	First day of School
July 3……	Independence Day - School and Offices Closed
July 8……	Early Dismissal – 12:30 PM
July 22……..	Early Dismissal – 12:30 PM
22	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 12……	End of Summer Term; Early dismissal- 12:30 PM
August 13-14…..	No School for Students -Professional Development (In-Service) for Staff
August 17-21…..	**Summer Break - School Closed**
August 24……	No School for Students -Professional Development (In-Service) for Staff
13	
August 26 ……	Early Dismissal – 12:30 PM
August 25……	School Opens for Students – Fall Term

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 9……..	Early Dismissal – 12:30 PM
September 7……..	Labor Day-School and Offices Closed
September 23…….	Early Dismissal – 12:30 PM
September 28……	Yom Kippur-School Closed
20	

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21	
October 14……	Early Dismissal – 12:30 PM
October 16……..	No School for Students - Professional Development
October 28……..	Early Dismissal – 12:30 PM
October 30……..	Early Dismissal – 12:30 PM
	End of Marking Period 1

November 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 11……	Early Dismissal – 12:30 PM
November 25-27	Thanksgiving Holiday – School Closed; Offices closed 11/26
18	

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 9……	Early Dismissal – 12:30 PM
December 22	Early Dismissal – 12:30 PM
December 23-25…	Winter Holiday-School Closed
December 28-31	
16	

-OVER-

Sheppard Pratt School

12039 Reisterstown Rd, Reisterstown, MD 21136; 410-526-5000
School Hours: 8:15 am – 3:15 pm

2020 – 2021 School Calendar

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 1…….	Winter Holiday-School Closed
January 4…….	School Reopens
January 13……..	Early Dismissal – 12:30 PM
January 18……	Martin Luther King, Jr. Holiday-School Closed
January 22……	Early Dismissal – 12:30 PM
	End of Marking Period 2
January 27……	Early Dismissal – 12:30 PM
January 29……	No School for Students –Professional Development
18	(In-Service) for Staff **(Snow Makeup #1)**

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 10……..	Early Dismissal – 12:30 PM
February 15……..	President's Day-School Closed Early Dismissal –
February 24……..	12:30PM

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 10…….	Early Dismissal – 12:30 PM
March 15…….	**School Holiday (Snow Makeup #2)**
March 24……..	Early Dismissal – 12:30 PM
March 31…….	No School for Students –Professional Development
	(In-Service) for Staff End of Marking Period 3
	(Snow Makeup #3)

April 2021

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 1-2, 5-6…….	Spring Break- School Closed
April 14…….	Early Dismissal – 12:30 PM
April 28……	Early Dismissal – 12:30 PM

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 12…….	Early Dismissal – 12:30 PM
May 26……	Early Dismissal – 12:30 PM
May 31……..	Memorial Day-School and Offices Closed

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June 10……..	End of Marking Period 4; Early dismissal–12:30 PM
June 11…….	No School for Students -Professional Development
June 11, 14-16…	**Tentative Make-up Days (#4, 5, 6, 7)**
June 17-18……	No School for Students -Professional Development
	(In-Service) for Staff
June 21-25……	Summer Break- School Closed
June 28-30…..….	No School for Students -Professional Development
	(In-Service) for Staff

Color Key: School closed for students/staff In-service for staff/School closed for students Early Dismissal

Calendar Notes

- Sheppard Pratt School will be open for instruction on 214 days between July 1, 2020 and June 10, 2021*. Students at the Sheppard Pratt School will have 1,457 hours of instruction.
- Sheppard Pratt School follows the Baltimore County Public Schools announcements regarding school closings due to inclement weather. *Make-up days for unscheduled school closings (e.g. inclement weather) will be in the following order: **1/29, 3/15, 5/3, 6/14, 6/15, 6/16, 6/17** (allowance for 7 make up days).

the trellis SCHOOL

2020-2021
School Year Calendar DRAFT

July 2020		***18 Student Days, 18 Instructor Days/Teacher Days***
		Progress Review Meeting Month - Meetings Scheduled for Each Student
3	Fri	Professional Afternoon – Students dismissed at 12:35pm
6	Monday	July 4th Holiday- No School. Offices Closed
7-10	Tues-Fri	Administrative Days - No School - Administrative Staff Report
13	Monday	**Students Return - First Day of 2020-2021 School Year**
		1st progress reporting period begins
August 2020		***16 Student Days, 16 Instructor/Teacher Days***
		No Progress Review Meetings this Month
3	Monday	First Day of Hybrid In-person/virtual Instruction
14	Friday	Professional Afternoon – Students dismissed at 12:35pm; instructors leave at 1:15pm
17-21	Mon-Fri	Summer Break - No School - Administrative Staff Report
24	Monday	Students Return from Summer Break
September 2020		***21 Student Days, 21 Instructor/Teacher Days***
		Periodic Progress Report Month - Written Report Sent Home
7	Monday	Labor Day - No School. Offices Closed
16	Wednesday	1st Progress Reporting Period Ends
		Back to School Night - 6:30pm-8pm
18	Friday	Professional Afternoon – Students dismissed at 12:35pm: instructors leave at 1:15pm
October 2020		***22 Student Days, 22 Instructor/Teacher Days***
		Progress Review Meeting Month – Meetings Scheduled for Each Student
7	Wednesday	1st Period Progress Reports Sent home with Students
30	Friday	Halloween Parade/Trick-or-Treating - 1:30pm - 2:30pm - Families Invited
November 2020		***18 Student Days, 18 Instructor/Teacher Days***
		Periodic Progress Report Month - Written Report Sent Home
3	Tuesday	Election Day- No School for Students; Instructors, Teachers, RS and Admin Report
13	Friday	Professional Afternoon–Students dismissed at 12:35pm; Instructors, Teachers, RS & Admin Report
16-20	Mon-Fri	American Education Week
19	Thursday	2nd Progress Reporting Period Ends
25	Wednesday	Half-Day – Students dismissed at 12:35pm; Staff dismissed at 1:15pm
26-27	Thurs-Fri	Thanksgiving Holiday - No School. Offices Closed
December 2020		***17 Student Days, 17 Instructor/Teacher Days***
		No Progress Review Meetings this Month
10	Thursday	2nd Period Progress Reports Sent Home with Students
23	Wednesday	Half-Day - Students dismissed at 12:35pm; Staff leave at 1:15pm
24-31	Thurs-Thurs	Winter Break - No School
January 2021		***19 Student Days, 19 Instructor/Teacher Days***
		Progress Review Meeting Month – Meetings Scheduled for Each Student
1	Friday	Winter Break – No School. Offices Closed
4	Monday	Students Return from Winter Break
18	Monday	Martin Luther King, Jr. Holiday - No School - Administrative Staff Report
29	Friday	Professional Afternoon–Students dismissed at 12:35pm; Instructors, Teachers, RS & Admin Report

14550A& 14600 York Road Sparks, MD 21152 443 330 7902 TEL 410 472 2363 FAX www.trellisservices.com

SMM 3/16/2020

February 2021		***18 Student Days, 18 Instructor, 19 Teacher Days***
		Periodic Progress Report Month - Written Report Sent Home
5	Friday	Valentine's Day Party - 11:30am - 12:30pm - Families Invited
8	Monday	3rd Progress Reporting Period Ends
15	Monday	President's Day- Admin Staff Report Possible Snow Make up Day #1
26	Friday	Professional Day- Teachers, RS, and Admin Report Make Up Day #2
March 2021		***20 Student Days, 20 Instructor Days/Teacher Days***
		Progress Review Meeting Month – Meetings Scheduled for Each Student
1	Monday	3rd Period Progress Reports Sent Home with Students
29-31	Mon- Weds	Spring Break - No School. Administrative Staff Report
April 2021		***17 Student Days, 17 Instructor Days/Teacher Days***
		Periodic Progress Report Month- Written Report Sent Home
1	Thurs	Spring Break - No School. Administrative Staff Report
2-5	Fri-Mon	Easter Holiday- No School
6-7	Tues-Weds	Spring Break - No School. Admin Staff Report (Snow Make Up # 4-9)
8	Thursday	Students Return from Spring Break
26	Monday	4th Progress Reporting Period Ends
30	Friday	Professional Afternoon – Students dismissed at 12:35pm; instructors leave at 1:15 pm
May 2021		***19 Student Days, 19 Instructor, 20 Teacher Days***
		Progress Review Meeting Month – Meetings Scheduled for Each Student
7	Friday	Muffins for Moms- 8:10am- 9:00am
17	Monday	4th Period Progress Reports Sent Home with Students
28	Friday	Professional Day – No students; Teachers, RS and Admin Report (Snow Make up #3)
31	Monday	Memorial Day Holiday - No School. Offices Closed
June 2021		***22 Student Days, 22 Instructor Day/Teacher Days***
		Periodic Progress Report Month - Written Report Sent Home
4	Friday	Family Picnic 12:00pm-2:30pm - Potluck Family Event
11	Friday	Donuts for Dads - 8:10am - 9:00am
25	Friday	Professional Afternoon – Students dismissed at 12:35pm
30	Wednesday	5th Progress Reporting Period Ends-
		Progress Reports will be sent home with students when they return from break
		Last Day of School Year 2019-2020

An average of 45 days per progress reporting period.
Total Student Days: 227
Total Instructor Days: 227
Total Teacher Days: 229
Total # of hours open for student attendance: _1340:10__

Inclement Weather Policy

The Trellis School follows Baltimore County Public Schools (BCPS) (**NOT** the Hereford Zone) for all weather-related closings (e.g., hurricanes, snow, excessive heat, etc.). When BCPS is closed due to severe weather conditions, the school is closed. When BCPS is delayed or dismisses early, The Trellis School does the same. In the event of a 2-hour delay occurring on a **scheduled early dismissal da (i.e., dismissal at 12:35pm every Wednesday and on various other days throughout the year)**, The Trellis School day will be extended 2:35pm. For a 1-hour delay occurring on a **scheduled early dismissal day**, the dismissal time will not be affected; students will still be dismissed at 12:35pm.

14550A& 14600 York Road Sparks, MD 21152 443 330 7902 TEL 410 472 2363 FAX www.trellisservices.com

The Chimes School 2020-2021 Calendar

4810 Seton Drive Baltimore, MD 21215
410-358-8270 (phone) 410-358-0895 (fax)

July 2020			**20**
7/6/20	Monday	**1st day of 20-21 school year for students**	
7/31/20	Friday	**Last day of summer programming**	
August 2020			**1**
8/3- 8/28/20	Mon- Fri x 4	Summer Break for Students	
8/24- 8/25/20	Mon- Tues	Teachers and Related Service Providers report- Professional Days	
8/26- 8/28/20	Wed- Fri	All Staff report- **Professional Days #1, #2, #3**	
8/31/20	Monday	**Students return for fall programming**	
September 2020			**20**
9/4/20	Friday	Early Dismissal for Students- 12:30	
9/7/20	Monday	NO SCHOOL for students/ staff- Labor Day Holiday	
9/18/20	Friday	*Transition Seminar (tentative)- school remains open for students*	
9/28/20	Monday	**NO SCHOOL for students/staff- Yom Kippur Holiday**	
October 2020			**21**
10/16/20	Friday	*OPEN HOUSE (tentative) Families and caregivers invited- school remains open for students*	
10/23/20	Friday	NO SCHOOL for students- **Professional Day for Staff #4-** ***potential make up day***	
November 2020			**17**
11/3/20	Tuesday	NO SCHOOL for students- **General Election Day, Professional Day for Staff #5**	
11/25-11/27/20	Wed-Fri	NO SCHOOL for students/staff- Thanksgiving Holiday	
December 2020			**17**
12/23/20	Thursday	**Early Dismissal for Students- 12:30**	
12/24- 12/31/20	Fri- Thurs	NO SCHOOL for students/staff- Winter Break	
January 2021			**18**
1/1/21	Friday	NO SCHOOL for students/staff- New Year's Day	
1/4/21	Monday	**Students and staff return from Winter Break**	
1/15/21	Friday	NO SCHOOL for students, **Professional Day for Staff #6-** ***potential make up day***	
1/18/21	Monday	NO SCHOOL for students/staff- MLK Jr. Holiday	
February 2021			**19**
2/15/21	Monday	NO SCHOOL for students/staff- President's Day Holiday	
March 2021			**19**
3/19/21	Friday	NO SCHOOL for students- **Professional Day for Staff #7-** ***potential make up day***	
3/29- 3/31/21	Mon- Wed	NO SCHOOL for students/staff- Spring Break- *potential make up days*	
April 2021			
4/1-4/5/21	Thurs-Mon	NO SCHOOL for students/staff- Spring Break continued	**19**
4/6/21	Tuesday	**Students and staff return from Spring Break**	
4/16/21	Friday	*Games Day (tentative)- school remains open for students*	
May 2021			**19**
5/7/21	Friday	*Prom (tentative)- school remains open for students*	
5/14/21	Friday	NO SCHOOL for students- **Professional Day for Staff #8-** ***potential make up day***	
5/21/21	Friday	*Carnival (tentative)- school remains open for students*	
5/28/21	Friday	**Early Dismissal for Students- 12:30**	
5/31/21	Monday	NO SCHOOL for students/staff- Memorial Day Holiday	
June 2021			**9**
6/4/21	Friday	*Graduation (tentative)- school remains open for students*	
6/11/21	Friday	**Last day of 20-21 school year for students-** ***pending additional make up days***	
Total School Hours	**1188**	Total School Days	**199**

Closing Announcements: The Chimes School follows **Baltimore County Public Schools** for any weather-related closings or delays. When Baltimore County Public schools has a delayed opening and The Chimes School has a scheduled early dismissal, the school will open with the delay and close at the regular dismissal time of 2:30 pm. School year ending date is subject to change pending make up days.
Updates will be made to this calendar as needed throughout the year.
Regular School Hours for Students: Monday through Friday 8:30 am-2:30 pm

Catonsville Educational Center at RICA-Baltimore
605 S. Chapel Gate Lane,
Baltimore, MD 21229
410-368-7800

2020-2021 School Calendar

Student Hours: Virtual-8:30-3:05

August	31	(M)	Teachers and School Based Staff on Duty
			Pupil Days:0 *Teacher Days: 1*
September	1	(T)	Teacher Preparation
	2	(W)	Teacher Preparation
	3	(TH)	Systemwide Professional Development
	4	(F)	Teacher Preparation
	7	(M)	Labor Day-School and Offices Closed
	8	(T)	Opening Day for Students
	28	(M)	Systemwide Professional Development Day-Schools Closed for Students-Teachers on Duty-Yom Kippur*
			Pupil Days:16 *Teacher Days: 21*
October	16	(F)	Systemwide Professional Development Day/MSEA Convention-Schools Closed for Students-Teachers on Duty or at Convention
			Pupil Days: 21 *Teachers Days: 22*
November	3	(T)	Election Day-Schools Closed for Students and Teachers
	13	(F)	First Marking Period Ends
	16-20	(M-F)	American Education Week
	26-27	(TH-F)	Thanksgiving Holiday- Schools and Offices Closed
	30	(M)	Report Cards Distributed
			Pupil Days: 18 *Teacher Days: 18*
December	23	(W)	Christmas Holiday/Winter Break begins at End of the School Day
			Pupil Days: 17 *Teacher Days:17*
January	4	(M)	Schools Reopen
	18	(M)	Dr. Martin Luther King Day-Schools and Offices Closed
	29	(F)	Second Marking Period Ends-Schools Close 3 Hours Early for All Students-Grade Reporting and Data Analysis-Teachers on Duty
			Pupil Days: 19 *Teacher Days: 19*
February	11	(TH)	Report Cards Distributed
	15	(M)	Presidents' Day; Washington's Birthday* – Schools and Offices Closed (Emergency Closure Make-up Day – if one or more emergency closures occur prior to February 15, pending Maryland State Board of Education approval, Presidents' Day becomes a regular school day with all schools and offices open)##
			Pupil Days: 19 *Teacher Days: 19*
March	26	(F)	Spring Break Begins at the End of the School Day
			Pupil Days:20 *Teacher Days: 20*
April	5	(M)	State Mandated Holiday – Schools and Offices Closed (Emergency Closure Make-up Day – if two or more emergency closures occur prior to April 5, pending Maryland State Board of Education approval, Easter Monday becomes a regular school day with all schools and offices open)##
	6	(T)	Schools Reopen
	16	(F)	Third Marking Period Ends
	29	(TH)	Report Cards Distributed
			Pupil Days: 19 *Teacher Days: 19*
May	13	(TH)	Systemwide Professional Development Day – Schools Closed for Students – Teachers on Duty – Eid-Al-Fitr*
	28	(F)	Last Day for Seniors
	31	(M)	Memorial Day-School and Offices Closed
			Pupil Days: 19 *Teacher Days: 20*

Catonsville Educational Center at RICA-Baltimore
605 S. Chapel Gate Lane,
Baltimore, MD 21229
410-368-7800
2020-2021 School Calendar
Student Hours: Virtual-8:30-3:05

June	4	(F)	Graduation
	23	(W)	Last Day of Classes– Grade Reporting and Data Analysis** – High Schools in Session Full Day – Teachers on Duty, Last Day for Teachers
	30	(W)	Report Cards Distributed

Pupil:17 *Teacher Days: 17*

Total Pupil Days: 185 **Total Teacher Days: 193**

* Schools open with appropriate exercises OR appropriate exercises to be scheduled on the school day prior.
** GRADE AND Data Recording, Data Analysis – Principals and teachers will have time for grade and data recording, data analysis/progress assessment.

Adjustments to the School Calendar

As shown, this calendar includes five (5) emergency closure make-up days. These five (5) emergency closure make-up days include the Presidents' Day holiday and the Easter Monday holiday. If one or more emergency closures occur prior to February 15, 2021, Presidents' Day and April 5, 2021, Easter Monday, will become school days for students and teachers with all school system offices open. The re-designation of these holidays as student days is dependent upon Maryland State Board of Education approval. If approval is not given, it may be necessary to add emergency closure make-up days at the end of the school year.

If no emergency closure days occur, the school year will end for students on Friday, June 18, 2021, and the Assessment Days and the last day for teachers will be re-designated accordingly.

Should emergency closures occur, the make-up days will be:

Emergency Closure #1 (if one emergency closure occurs prior to February 15, 2021) – Make-up Day will be the Presidents' Day holiday (pending Maryland State Board of Education approval). If approval is not given, it may be necessary to add emergency closure make-up days at the end of the school year.

Emergency Closure #2 (if two emergency closures occur prior to April 5, 2021) – Make-up Day will be Easter Monday holiday (pending Maryland State Board of Education approval). If approval is not given, it may be necessary to add emergency closure make-up days at the end of the school year.

Emergency Closure #3 Make-up Day will be Monday, June 21, 2021

Emergency Closure #4 Make-up Day will be Tuesday, June 22, 2021

Emergency Closure #5 Make-up Day will be Wednesday, June 23, 2021

Please note that if more than five (5) emergency closures occur and/or there are a significant number of delayed openings and/or early dismissals used, the school calendar also may be adjusted appropriately in order to meet the minimum required student days AND the required number of student hours.

These readjustments may include the re-designation of holidays as student days; the adjustment of Spring break; the cancellation of planned early releases; and the extension of the school year beyond June 23, 2021.

Teacher duty days will not exceed 191

Approved 2-5-2020 / Revised 8-5-2020

ATTACHMENT 1

SAMPLE BID RATE CALCULATION and EXAMPLE OF HOW EXTENDED RATES WILL BE EVALUATED:

Sample Bid
Live Time: 5:00 hours, Live Miles: 55 miles
Extended Time: 1 hour, Extended Miles: 10 miles

Rates:

Base Time	$40.00
Base Mileage	$ 2.00
Extended Time	$30.00
Extended Mileage	$ 1.00

Calculation:

Base Time Rate Cost =	5 hours	x	$40.00 =	$200.00
Base Mileage Rate Cost =	55 miles	x	$ 2.00 =	$110.00
Extended Time Rate Cost =	1 hour	x	$30.00 =	$ 30.00
Extended Mileage Rate Cost =	10 miles	x	$ 1.00 =	$ 10.00
				$350.00

ATTACHMENT 2

BID #030.21.B3

ROUTES TO BE BID
SCHOOL YEAR 2021-2022

ROUTES TO BE BID:

					Time & Mileage Estimates for Calculation Purposes Only	**Vehicle Type**
Route	R1493	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1494	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1495	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1499	Zone(s)	1/2/3	55 miles	5:00 hours	Type I
Route	R1500	Zone(s)	2/6	70 miles	5:00 hours	Type I
Route	R1501	Zone(s)	1	55 miles	5:00 hours	Type I
Route	R1502	Zone(s)	1/2	55 miles	5:00 hours	Type I
Route	R1503	Zone(s)	1/2	55 miles	5:00 hours	Type I
Route	R1504	Zone(s)	1	60 miles	5:00 hours	Type I
Route	R1505	Zone(s)	1	85 miles	5:00 hours	Type I
Route	R1507	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1510	Zone(s)	5/6	55 miles	5:00 hours	Type I
Route	R1512	Zone(s)	4/5/6	60 miles	5:00 hours	Type I
Route	R1516	Zone(s)	2/6	55 miles	5:00 hours	Type I
Route	R1518	Zone(s)	2/6	55 miles	5:00 hours	Type I
Route	R1519	Zone(s)	1/2/3	55 miles	5:00 hours	Type I
Route	R1520	Zone(s)	1/2/6	55 miles	5:00 hours	Type I
Route	R1524	Zone(s)	4/6	55 miles	5:00 hours	Type I
Route	R1525	Zone(s)	2/4/6	55 miles	5:00 hours	Type I
Route	S1526*(St. Elizabeth)	Zone(s)	2/6	55 miles	5:00 hours	Type I or II
Route	S1528**	Zone(s)	4/5/6	60 miles	5:00 hours	Type I
Route	S1529**	Zone(s)	4/6	60 miles	5:00 hours	Type I
Route	S1530	Zone(s)	4/5/6	65 miles	5:00 hours	Type I
Route	S1531**	Zone(s)	4/6	55 miles	5:00 hours	Type I
Route	S1532*(Kennedy Krieger/Greenspring)	Zone(s)	4/5/6	55 miles	5:00 hours	Type I or II
Route	S1536*(RICA)	Zone(s)	4/6	55 miles	5:00 hours	Type I or II
Route	S1537	Zone(s)	2/6	65 miles	5:00 hours	Type I or II
Route	S1539**	Zone(s)	4/6	55 miles	5:00 hours	Type I
Route	S1541*(Chimes)	Zone(s)	4/5/6	55 miles	5:00 hours	Type I or II
Route	S1543*(Forbush/Hunt Valley)	Zone(s)	4/6	70 miles	5:00 hours	Type I or II
Route	S1544*(Trellis)	Zone(s)	2/6	70 miles	5:00 hours	Type I or II

R-Denotes a Regular Route
S-Denotes a Special Needs Route
+Denotes a Growth Route which is dependent on budget approval.
*Denotes Non-Public Special Needs Route.
Denotes In-County Special Needs Route tentatively scheduled to be assigned a Homewood School trip. The Homewood School dismisses at 1:10 p.m. every Wednesday throughout the school year. No additional reimbursement will be made to accommodate the early dismissal for any Homewood School trip assigned to **any route awarded under this bid during the contract period.
***Denotes In-County Special Needs Route tentatively scheduled to be assigned a Cedar Lane trip.

Actual payment for all routes will be based on the established minimum of 55 miles and 5.0 hours plus any additional time and mileage as recorded on required time and mileage reports. All special education routes will be paid not less than 1-1/2 hours for any noontime trips that may be assigned at the beginning of the school year or anytime throughout the school year.

ATTACHMENT 2

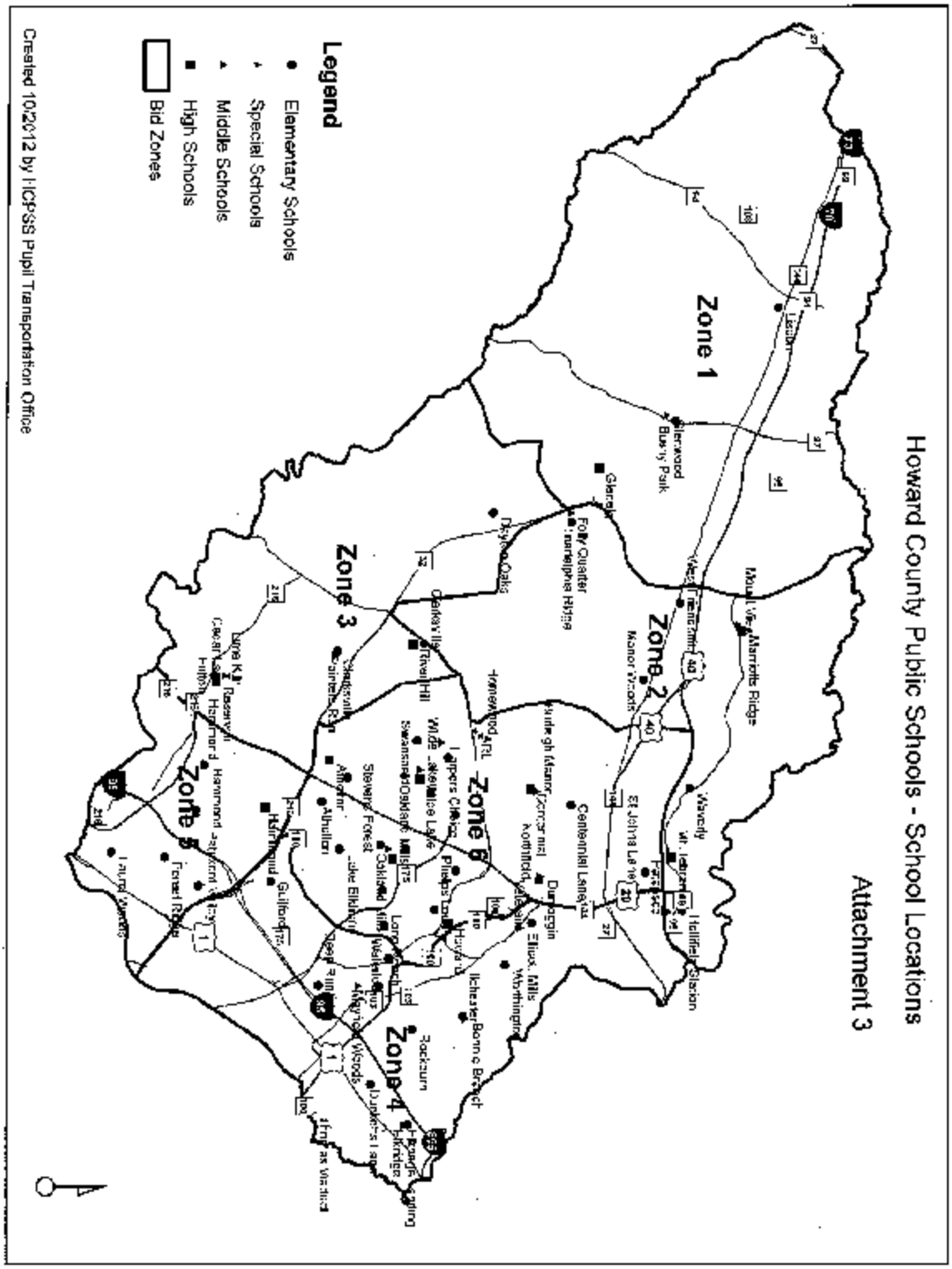
BID #030.21.B3
ROUTES TO BE BID
SCHOOL YEAR 2021-2022
PAGE 2 of 2

FOR BLOCK BIDDERS ONLY:

	BLOCK INCLUDES ALL REGULAR EDUCATION ROUTES				**Time & Mileage Estimates for Calculation Purposes Only**	
Route	R1493	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1494	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1495	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1499	Zone(s)	1/2/3	55 miles	5:00 hours	Type I
Route	R1500	Zone(s)	2/6	70 miles	5:00 hours	Type I
Route	R1501	Zone(s)	1	55 miles	5:00 hours	Type I
Route	R1502	Zone(s)	1/2	55 miles	5:00 hours	Type I
Route	R1503	Zone(s)	1/2	55 miles	5:00 hours	Type I
Route	R1504	Zone(s)	1	60 miles	5:00 hours	Type I
Route	R1505	Zone(s)	1	85 miles	5:00 hours	Type I
Route	R1507	Zone(s)	3/5	55 miles	5:00 hours	Type I
Route	R1510	Zone(s)	5/6	55 miles	5:00 hours	Type I
Route	R1512	Zone(s)	4/5/6	60 miles	5:00 hours	Type I
Route	R1516	Zone(s)	2/6	55 miles	5:00 hours	Type I
Route	R1518	Zone(s)	2/6	55 miles	5:00 hours	Type I
Route	R1519	Zone(s)	1/2/3	55 miles	5:00 hours	Type I
Route	R1520	Zone(s)	1/2/6	55 miles	5:00 hours	Type I
Route	R1524	Zone(s)	4/6	55 miles	5:00 hours	Type I
Route	R1525	Zone(s)	2/4/6	55 miles	5:00 hours	Type I

R-Denotes a Regular Route
S-Denotes a Special Needs Route
+Denotes a Growth Route which is dependent on budget approval.
*Denotes Non-Public Special Needs Route.
Denotes In-County Special Needs Route tentatively scheduled to be assigned a Homewood School trip. The Homewood School dismisses at 1:10 p.m. every Wednesday throughout the school year. No additional reimbursement will be made to accommodate the early dismissal for any Homewood School trip assigned to **any route awarded under this bid during the contract period.
***Denotes In-County Special Needs Route tentatively scheduled to be assigned a Cedar Lane trip.
Actual payment for all routes will be based on the established minimum of 55 miles and 5.0 hours plus any additional time and mileage as recorded on required time and mileage reports. All special education routes will be paid not less than 1-1/2 hours for any noontime trips that may be assigned at the beginning of the school year or anytime throughout the school year.

ATTACHMENT 3



ATTACHMENT 4

SCHOOLS BY ZONE

Public School Name	Address	Zone		Public School Name	Address	Zone
Bushy Park ES	14601 Carrs Mill Rd, Glenwood 21738	1		Bollman Bridge ES	8200 Savage-Guilford Rd., Jessup 20794	5
Glenelg HS	14025 Burnt Woods Rd., Glenelg 21737	1		Forest Ridge ES	9550 Gorman Rd., Laurel 20723	5
Glenwood MS	2680 Rt. 97, Glenwood 21738	1		Gorman Crossing ES	9999 Winter Sun Rd., Laurel 20723	5
Lisbon ES	15901 Frederick Rd., Woodbine 21797	1		Hammond ES	8110 Aladdin Dr., Laurel 20723	5
Folly Quarter MS	13500 Triadelphia Rd., Ellicott City 21042	2		Hammond HS	8800 Guilford Rd., Columbia 21046	5
Hollifield Station ES	8701 Stonehouse Dr., Ellicott City 21043	2		Hammond MS	8110 Aladdin Dr., Laurel 20723	5
Manor Woods ES	11575 Frederick Rd., Ellicott City 21042	2		Laurel Woods ES	9250 N. Laurel Rd., Laurel 20723	5
Marriotts Ridge HS	12100 Woodford Dr., Marriottsville 21104	2		Murray Hill MS	9989 Winter Sun Rd., Laurel 20723	5
Mount View MS	12101 Woodford Dr., Marriottsville 21104	2		Patuxent Valley MS	9151 Vollmerhausen Rd., Jessup 20794	5
Mt. Hebron HS	9440 Rt. 99, Ellicott City 21042	2		Applic.& Res.Lab.	10920 Rt. 108, Ellicott City 21042	6
Patapsco MS	8885 Old Frederick Rd., Ellicott City 21043	2		Atholton ES	6700 Seneca Dr., Columbia 21046	6
Triadelphia Ridge ES	13400 Triadelphia Rd., Ellicott City 21042	2		Atholton HS	6520 Freetown Rd., Columbia 21044	6
Waverly ES	10220 Wetherburn Rd., Ellicott City 21042	2		Bryant Woods ES	5450 Blue Heron Ln., Columbia 21044	6
West Friend ES	12500 Frederick Rd., West Friendship 21794	2		Burleigh Manor MS	4200 Centennial Ln., Ellicott City 21042	6
Cedar Lane	11630 Scaggsville Road, Fulton 20759	3		Centennial HS	4300 Centennial Ln., Ellicott City 21042	6
Clarksville ES	12041 Rt. 108, Clarksville 21029	3		Centennial Lane ES	3825 Centennial Ln., Ellicott City 21042	6
Clarksville MS	6535 S. Trotter Rd., Clarksville 21029	3		Clemens Crossing ES	10320 Quarterstaff Rd., Columbia 21044	6
Dayton Oaks ES	4691 Ten Oaks Rd., Dayton, MD 21036	3		Cradlerock MS	6700 Cradlerock Way, Columbia 21045	6
Fulton ES	11600 Scaggsville Rd., Fulton 20759	3		Dunloggin MS	9129 Northfield Rd., Ellicott City 21042	6
Lime Kiln MS	11650 Scaggsville Road, Fulton 20759	3		Harpers Choice MS	5450 Beaverkill Rd., Columbia 21044	6
Pointers Run ES	6600 S. Trotter Rd., Clarksville 21029	3		Homewood	10914 Rt. 108, Ellicott City 21042	6
Reservoir HS	11550 Scaggsville Road, Fulton 20759	3		Howard HS	8700 Old Annapolis Rd., Ellicott City 21043	6
River Hill HS	12101 Rt. 108, Clarksville 21029	3		Jeffers Hill ES	6000 Tamar Dr., Columbia 21045	6
Bellows Springs ES	8125 Old Stockbridge Rd., Ellicott City 21043	4		Long Reach HS	6101 Old Dobbin Ln., Columbia 21045	6
Bonnie Branch MS	4979 Ilchester Rd., Ellicott City 21043	4		Longfellow ES	5470 Hesperus Dr., Columbia 21044	6
Deep Run ES	6925 Old Waterloo Rd., Elkridge 21075	4		Northfield ES	9125 Northfield Rd., Ellicott City 21042	6
Ducketts Lane ES	6201 Ducketts Lane, Elkridge, MD 20175	4		Oakland Mills HS	9410 Kilimanjaro Rd., Columbia 21045	6
Elkridge ES	7075 Montgomery Rd., Elkridge 21075	4		Oakland Mills MS	9540 Kilimanjaro Rd., Columbia 21045	6
Elkridge Landing MS	7085 Montgomery Rd., Elkridge 21075	4		Phelps Luck ES	5370 Oldstone Ct., Columbia 21045	6
Ellicott Mills MS	4445 Montgomery Rd., Ellicott City 21043	4		Running Brook ES	5215 W. Running Brook, Columbia 21044	6
Guilford ES	7335 Oakland Mills Rd., Columbia 21046	4		St. John's Lane ES	2960 St. John's Ln., Ellicott City 21042	6
Ilchester ES	4981 Ilchester Rd., Ellicott City 21043	4		Stevens Forest ES	5045 Stevens Forest Rd., Columbia 21045	6
Mayfield Woods MS	7950 Red Barn Way, Elkridge 21075	4		Swansfield ES	5610 Cedar Ln., Columbia 21044	6
Rockburn ES	6145 Montgomery Rd., Elkridge 21075	4		Talbott Springs ES	9550 Basket Ring Rd., Columbia 21045	6
Veterans ES	4443 Montgomery Rd., Ellicott City 21043	4		Thomas Viaduct MS	7000 Banbury Dr., Hanover, MD 21076	4
Waterloo ES	5940 Waterloo Rd., Columbia 21045	4		Thunder Hill ES	9357 Mellenbrook Rd., Columbia 21045	6
Worthington ES	4570 Roundhill Rd., Ellicott City 21043	4		Wilde Lake HS	5460 Trumpeter Rd., Columbia 21044	6

ATTACHMENT 5

HCPSS SCHOOL BUS CONTRACTOR
CONTINGENCY COVERAGE AND BUS PLAN

School Bus Contractor Name:

_____

_____
(Owner Signature)

The following approved HCPSS School Bus Contractor has agreed to provide school bus coverage or an available spare bus.

_____
(HCPSS School Bus Contractor)

_____
(HCPSS School Bus Contractor)

_____
(HCPSS School Bus Contractor)

ATTACHMENT 6

Howard County Public School System
HCPSS School Bus Contractor
Driver Evaluation

Date: _____ Start Mileage: _____
Driver: _____ End Mileage: _____
Contractor: _____ Start Time: _____
Bus Number: _____ End Time: _____

Procedures (see reverse)	Rating (circle)	Comments
1. Pre-trip Inspection	S NI U	
2. Steering/Turning	S NI U	
3. Speed/Brake	S NI U	
4. Turnaround/Backing	S NI U	
5. Intersections	S NI U	
6. Traffic Signs and Signals	S NI U	
7. Courtesy and Safety	S NI U	
8. Warning Lights	S NI U	
9. Student Crossing	S NI U	
10. Railroad/Bridge Crossing	S NI U	
11. Route/Time Schedule	S NI U	
12. Student Management	S NI U	
13. Special Equipment	S NI U	
14. Post-Route Child Check/Sign	S NI U	
15. Post-Trip Inspection	S NI U	

Evaluation Codes: S-Satisfactory, NI-Needs Improvement, U-Unsatisfactory, N/A-Not Applicable (Comments section only.)

General Comments: _____

_____

Contractor's Signature: _____

Driver's Signature: _____

Driver Evaluation Form Front, 11/12/2013

1. PRE-TRIP INSPECTION
   Checks general condition
   Looks for leakage of coolants, fuel, lubricants
   Checks exterior – tires, lights, windows, doors, exhaust
   Checks interior – seats, windows, gauges, controls, emergency equipment and exits
   Checks brakes – air, hydraulic

2. STEERING/TURNING
   Controls steering wheel
   Good driving posture and good grip on wheel
   Signal, Spacing, Speed Lane position
   Does not swing wide or cut short while turning

3. SPEED/BRAKE
   Adjusts speed properly to road, weather, traffic conditions, legal limits
   Slows down in advance of curves, intersections, etc.
   Maintains consistent speed
   Uses brakes properly on grades
   Stops smoothly without excessive fanning
   Stops before crossing sidewalk when coming out of driveway or alley
   Stops clear of pedestrian crosswalks

4. TURNAROUND/BACKING
   Gets out of seat when necessary and checks before backing
   Looks back as well as uses mirrors
   Hazard lights/Horn signal
   Avoids backing from blind side
   Controls speed and direction

5. INTERSECTIONS
   Adjusts speed to permit stopping if necessary
   Checks for cross traffic regardless of traffic controls
   Yields right-of-way for safety

6. TRAFFIC SIGNS AND SIGNALS
   Approaches signal prepared to stop if necessary
   Obeys traffic signal
   Uses good judgment on yellow light
   Starts smoothly on green or at stop sign
   Notices and heeds traffic signs
   Obeys "Stop" signs

7. COURTESY AND SAFETY
   Uses defensive driving techniques
   Yields right-of-way for safety
   Does not crowd other drivers or force way through traffic
   Allows faster traffic through
   Keeps right and in own lane
   Consistently alert and attentive
   Adjusts driving to meet conditions
   Checks instruments and mirrors regularly while driving

8. WARNING LIGHTS
   Activates amber lights not less than 100 ft. prior to stop
   Checks traffic
   Opens door when bus is completely stopped
   Understands use of lights for approaching/trail bus

9. STUDENT CROSSING
   Establishes eye contact with students
   Checks traffic
   Signals to students

10. RAILROAD/BRIDGE CROSSING
    Deactivates master student warning lights
    Activates hazard lights at 100 ft. before tracks
    Stops between 15-50 ft. before tracks
    Opens driver window and door
    Checks for train
    Closes door
    Proceeds across carefully
    Deactivates hazard lights
    Reactivates master student warning lights

11. ROUTE/TIME SCHEDULE
    Operates bus route according to run sheet
    Arrives at stops according to run sheet

12. STUDENT MANAGEMENT
    Effectively manages students
    Utilizes discipline plan
    Maintains seating chart
    Understands use of conduct reports

13. SPECIAL EQUIPMENT
    Ensures that wheelchairs are properly secured
    Assists/ensures students wear proper safety equipment

14. POST-ROUTE STUDENT CHECK/SIGN
    Checks bus for any remaining students
    Places "No Student" sign in rear window

15. POST-TRIP INSPECTION
    Secures bus in parking spot
    Inspects inside of bus
    Inspects outside of bus
    Reports any defects in writing

Driver Evaluation Form reverse side, revised 11/12/2013

ATTACHMENT 7

BUS INFORMATION REQUEST FORM
(Page 1 of 2)

NOTE: Attachment 7 is not due at time of bid. Please read below.

NOTE: After the bid opening and within five (5) business days after request, the bidder(s) shall provide a completed Bus Information Request Form along with a financial statement that verifies the ability to purchase or finance the total number of buses that the bidder indicated they can accept on the BID PRICE SHEET. This information shall be provided to the Pupil Transportation Office. See (Section I. Instructions to Bidders, J. Bidders Qualifications).

NOTE: Failure to provide information requested within 5 business days of notification shall be cause for rejection of the entire bid.

COMPANY INFORMATION:

_____ _____
Name of company years in business

_____
Street Address

_____ _____ _____
City State Zip

_____ _____ _____
Telephone# Fax # E-mail Address

CONTACT FOR INSIDE CONTRACT ADMINISTRATION

Please designate an inside person whom we may contact during the period of the contract for prompt contract administration showing:

Name_____ Title_____

Address_____ Phone_____

_____ Fax _____

e-mail _____ Cell_____

BUS LOT/GARAGE LOCATION: Bidders shall note location of bus lot/garage.

(Address)**:**_____

_____

_____

BUS INFORMATION REQUEST FORM
(Page 2 of 2)

BUS STATUS: Bidder shall check box below noting the type of bus (new or existing) needed to service the number of routes they can accept.

☐ New Bus:

Quantity Needed: _____

Manufacturer: _____

☐ Existing Bus:

Owner Name: _____

Quantity Needed: _____

Existing Bus Information (continued):

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

Bus Age: _____ Bus Number: _____ VIN Number _____

BID PRICE SHEET
BID #030.21.B3
STUDENT TRANSPORTATION

SCHOOL YEAR 2021-2022

Name of Contractor: _____

NOTE: FAILURE TO INDICATE THE NUMBER OF ACCEPTABLE ROUTES (BELOW) SHALL BE CAUSE FOR REJECTION OF THE ENTIRE BID.

NOTE: EXTENDED RATE MAY NOT EXCEED BASE RATE

Please indicate the ***number*** of regular and/or special needs routes you can accept based on the number of routes on which you bid. **I can accept** _____ **Regular routes and/or** _____ **Special Needs routes.**
Number *Number*

Please circle Type I or Type II for those Special Education routes that have these choices identified.

Zones	Route #/Vehicle Type	Base Rate per Mile	Base Rate per Hour	Extended Rate per Mile	Extended Rate per Hour
3/5	R1493 Type I				
3/5	R1494 Type I				
3/5	R1495 Type I				
1/2/3	R1499 Type I				
2/6	R1500 Type I				
1	R1501 Type I				
1/2	R1502 Type I				
1/2	R1503 Type I				
1	R1504 Type I				
3/5/6	R1506 Type I				
3/5	R1507 Type I				
5/6	R1510 Type I				
4/5/6	R1512 Type I				
2/6	R1516 Type I				
2/6	R1518 Type I				
1/2/3	R1519 Type I				
1/2/6	R1520 Type I				

BID PRICE SHEET
BID #030.21.B3
STUDENT TRANSPORTATION
SCHOOL YEAR 2021-2022

Name of Contractor: _____

4/6	R1524 Type I				
2/4/6	R1525 Type I				
2/6 (St. Elizabeth)	S1526* Type I or II				
4/5/6	S1528** Type I				
4/6	S1529** Type I				
4/5/6	S1530 Type I				
4/6	S1531**				
4/5/6 (Kennedy Krieger/Green spring)	S1532* Type I or II				
4/6 (RICA)	S1536* Type I or II				
2/6	S1537 Type I				
4/6	S1539** Type I				
4/5/6(Chimes)	S1541* Type I or II				
4/6(Forbush/ Hunt Valley)	S1543* Type I or II				
2/6(Trellis)	S1544* Type I or II				

R-Denotes a Regular Route
S-Denotes a Special Needs Route
+Denotes a Growth Route which is dependent on budget approval.0
*Denotes Non-Public Special Needs Route.
Denotes In-County Special Needs Route tentatively scheduled to be assigned a Homewood School trip. The Homewood School dismisses at 1:10 p.m. every Wednesday throughout the school year. No additional reimbursement will be made to accommodate the early dismissal for any Homewood School trip assigned to **any route awarded under this bid during the contract period.
***Denotes In-County Special Needs Route tentatively scheduled to be assigned a Cedar Lane trip.

II. COMPANY INFORMATION

_____ _____
Name of company years in business

_____
Street Address

_____ _____ _____
City State Zip

_____ _____ _____
Telephone# Fax # Web Page

II. CONTACT FOR INSIDE CONTRACT ADMINISTRATION

In the event your firm receives a contract as a result of this Invitation for Bid, please designate an inside person whom we may contact during the period of the contract for prompt contract administration showing:

Name_____ Title_____

Address_____ Phone_____

_____ Fax _____

e-mail _____ Cell_____

IV. RECEIPT OF ADDENDA

Addendum: ____ Dated: _____ Received: ☐
Addendum: ____ Dated: _____ Received: ☐
Addendum: ____ Dated: _____ Received: ☐

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

h) BID SIGNATURE SHEET

A. BIDDER'S CERTIFICATION

i) 1. I/we hereby propose to furnish and deliver supplies, equipment, or services, in accordance with specifications and stipulations contained herein, and at the prices quoted. I/we certify that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same supplies, materials, or equipment and is in all respects fair and without collusion or fraud.

ii) 2. I/we certify that this bid is made without having contacted any employee within The Howard County Public School System unless such contacts were previously authorized by the Purchasing Officer.

iii) 3. I/we certify that this bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any bidder, or to secure any advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in said proposal or bid are true.

iv) 4. I/we affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding $5,000 or both.

v) 5. I hereby certify that I am authorized to sign for the bidder.

B. VENDOR/CONTRACTOR DISQUALIFICATION - BRIBERY

A person convicted for bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the state. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government.

Submitted by:

_____
(company name)

_____
(telephone number)

_____
(person authorized to sign bids)

_____
(title of authorized representative)

_____
(signature of authorized representative)

_____
(date)

i)