

Attachment "B" – BID FORM

IMPORTANT INFORMATION FOR BIDDERS

IN ACCORDANCE WITH THE PUBLIC CONTRACTS ACT, A BID BOND OR CERTIFIED CHECK IN THE AMOUNT OF FIVE PERCENT OF THE TOTAL VALUE OF CONTRACT FOR THE 2019-2020 SCHOOL YEAR MUST ACCOMPANY BIDS. CHECKS/BONDS WILL BE RETURNED CONCURRENT WITH THE MAKING OF A CONTRACT. SHOULD THE BIDDER FAIL TO ENTER INTO A CONTRACT WHEN AWARDED BY THE BOARD OF EDUCATION THE DISTRICT SHALL BE ENTITLED TO LIQUIDATED DAMAGES IN THE SUM OF FIVE PERCENT (5%) OF THE BID, AND OTHER DAMAGES.

How to Fill Bid Form Blanks

The bidder should fill in *each and every* blank for each school year.¹ All bids should show, for each school year, the bidder's charges for the mileage, routes, number of trips and other variables shown in Attachment "A". The bidder shall specify in the blank for "Total Annual Projected Costs" for each school year its bid sum for that school year. The "Total Projected Cost of Contract 2019-2022 shall be the sum of the amounts entered by the bidder as "Total Annual Projected Costs 2019-2020," "Total Annual Projected Costs 2020-2021" and "Total Annual Projected Costs 2021-2022."

Bid Sums are Projected Amounts Based on Mandatory Fixed Assumptions

¹ "School year" means the District's fiscal year, July 1 to the subsequent June 30, inclusive.

All bid blanks shall be calculated by the bidder assuming the routes, trips, mileage, usages and other variables shown in Attachment "A", reflecting the actual usage of the District in 2017-2018, the most recent full school year data available, will remain fixed in each school year of the three year contract.

However, the Total Annual Projected Costs for each school year in the bids shall *not* be the *actual* charges for that school year. Rather, the Total Annual Projected Costs for each school year and the Total Projected Costs for the duration of the contract, as entered by the bidder shall be used by the Board of Education only for purposes of comparing bidders' bids. Each bidder shall base its Total Annual Projected Costs for each school year on the variables shown on Attachment "A", and the Total Annual Projected Costs for each school year *shall* be mathematically derived from the items set forth as variables for each school year on the bid form.

Actual Charges not Projected Charges

The actual charges which the Contractor may make during the term of the three (3) year Contract shall be based on the actual usages in each school year, based exclusively on the variables shown for that school year on the bidder's bid form.

Unique Special Education Transportation

"Unique Special Education Transportation" on the Bid Form means transportation of special education students other than on a normal school bus route or special trip, and

which entails substantial modification of transportation requirements as reflected in the student's Individual Education Program document (IEP).

BID FORM - 2019-2020 SCHOOL YEAR (First School Year)

A. COST PER DAY FOR:

Regular routes (4) \$ _____

Pre-School (1.5) \$ _____

Special Ed routes (1) \$ _____

B. Extra-Curricular Rate \$ _____

C. Curriculum/Field Trip Rate \$ _____

Total Annual Projected Costs 2019-2020 \$ _____

BID FORM - 2021-2022 SCHOOL YEAR (Third School Year)

A. COST PER DAY FOR:

Regular routes (4) \$ _____

Pre-School (1.5) \$ _____

Special Ed routes (1) \$ _____

B. Extra-Curricular Rate \$ _____

C. Curriculum/Field Trip Rate \$ _____

Total Annual Projected Costs 2021-2022 \$ _____

TOTAL PROJECTED COSTS 2019-2022:

\$ _____

Name of Contractor _____

Address of Contractor _____

Contractor's Telephone Number _____

E-mail address _____

Authorized Signatory of Contractor _____

Date: _____

[] Attached is the bid bond or check in 5% of the bidder's 2019-2020 Total Projected Amount.

[] Attached are references and financial information required by the bid specifications.

Note – The attachments are *mandatory*.