

RAVENA-COEYMANS-SELKIRK CENTRAL SCHOOLS
15 Mountain Road
Ravena, NY 12143

Invitation to Bid
Transportation of Students
Parson and Kipp Elementary

BIDS WILL BE OPENED ON:

October 1, 2026 – 10:00 AM

AT
BUSINESS OFFICE
RAVENA-COEYMANS-SELKIRK CENTRAL SCHOOLS
15 Mountain Road
Ravena, NY 12143

BIDDER INFORMATION:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT: _____

SPECIFICATIONS

The Ravena-Coeymans-Selkirk Central School District is accepting 'Requests for Proposals' to provide transportation for the following routes:

Transportation of students to and from their destinations for the following locations:

- 1 Student – Parsons Child & Family Center located at 60 Academy Road, Albany, NY
- 3 Students – Kipp Elementary located at 65 Krank Street, Albany, NY

Monday through Friday starting October 23, 2026 to June 30, 2027

Bid forms are available at www.rcscsd.org. For additional questions, call Gale Thompson at (518) 756-5200 ext. 7009. Sealed bids must be received by 10:00 am, October 1, 2026 and must be marked outside **"2026 -2027 Student Transport – Parsons and Kipp Elementary** and mailed to the District Clerk, Ravena-Coeymans-Selkirk Central School District, P.O. Box 100, Ravena, New York 12143 in accordance with bid specifications.

RAVENA-COEYMANS-SELKIRK CENTRAL SCHOOL DISTRICT
2026-2027 Student Transportation
Transportation of Students
Parson and Kipp Elementary

1. SUBMISSION OF BIDS

- 1.1 All bids must be submitted in duplicate on the bid forms attached to this document. Such bid forms must be properly filled out in ink or typed and must be duly signed by the bidder or authorized representative of the bidder.

Bids must be submitted in a sealed envelope plain marked upon the outside **“2026-2027 Student Transportation to Parson and Kipp Elementary**

- 1.2 To the Ravena-Coeymans-Selkirk Central School District Business Office, 15 Mountain Road, Ravena, NY 12143 by 10:00 AM, September 3, 2026.
- 1.3 Under the provisions of Chapter 751, Laws of 1965, amending Section 103-d of the General Municipal Law of New York, all bids submitted to a political subdivision of the State of New York must contain a non-collusive bidding certification attached to this document.
- 1.4 The Board of Education reserves the right to waive any informality, and to accept or reject any of all bids.

2. PERFORMANCE BOND

- 2.1 At the time the contracts are executed, the successful bidder may be required to furnish an executed Performance Bond of a corporate surety licensed to do business in the State of New York in the amount of one hundred percent (100%) of the accepted bid for the faithful performance of the terms and conditions of the contract. The cost of such Performance Bond, if required, shall be paid for by the successful bidder.

3. INSURANCES

- 3.1 The successful bidder(s) shall, at all times during the term of any contract awarded him, carry public liability insurance in the following minimum amounts:

- Bodily Injury Liability \$1,000,000 each accident
- Bodily Injury Liability \$ 500,000 each person per accident
- Property Damage Liability \$ 25,000 each accident

AND shall name on the insurance policy the Ravena-Coeymans-Selkirk Central School District as an additional interest insured. Certificates verifying the above insurance must

be submitted to the school district by the successful bidder(s) within one (1) week of being notified that it is the successful bidder.

3.2 In the event a successful bidder is an employer subject to the regulations of the Workmen's Compensation Law of the State of New York, a certificate verifying such coverage must be submitted to the school district by the successful bidder within one (1) week of being notified that it is the successful bidder.

3.3 The premium costs of all insurance required herein shall be the responsibility of the contractor, and all vehicles used to provide transportation under a contract with the school district shall be insured under the terms of the contract.

3.4 The bidder shall furnish copies of certificates of insurance to verify such coverage and must contain information stating:

- That the policy will not be cancelled nor coverage there under be reduced without thirty (30) day notice given to the District.
- That the similar thirty (30) day notice will be given to the District prior to the expiration of the policy if such coverage is not to be renewed or if the coverage is to be reduced upon such renewal.

3.5 The District reserves the right to make direct inquiry to the insurance carrier for an explanation of coverage and the bidder agrees to assist in obtaining any such desired information.

3.6 Should the contract be extended to subsequent years, the District reserves the sole right to review the limits of insurance coverage for the purposes of adjustment. The District shall notify the contractor in writing prior to inception of the new contract period, if there will be any adjustment to the insurance limits. Any additional costs of insurance shall be borne by the contractor.

4. TERM OF CONTRACT AND PERIOD OF SERVICE

The term of the contract awarded to the successful bidder on each route shall be the term as designated on the specifications.

The times of the day during which service is required are indicated on the route specifications. However, the school district reserves the right to amend or adjust this time schedule as needs and conditions warrant. In the event that the service provided is no longer necessary the contract will be cancelled with no liability to the district.

The District reserves the right to make changes to any of the proposed routes, and reserves to itself the right of approval on all routes. All routes shall be designed consistent with Board Policy, and shall be designed to maximize efficiency and minimize costs to District. There is no guarantee as to the number of pupils on a bus run at any given time. Students may be added and deleted, Routes may be added and deleted, Monitor / Attendants may be added and deleted, based on the needs of the district.

5. COST CALCULATIONS, ROUTES AND SCHEDULES AND TRIPPING

- 5.1 The District's Transportation Director or designee is the only person authorized to make changes in the routes, stops, or schedules and the contractor will assume the responsibility of informing all of their personnel in this regard. The District reserves the right to make route, stop, or schedule changes where it is in the best interest of the District. The District will be the sole party to determine any student's eligibility for pupil transportation.
- 5.2 The times of the day where service is required on each route are indicated on the DETAILED SPECIFICATIONS. The school district reserves the right to amend or adjust the time schedules as needs and conditions warrant.
- 5.3 The mileage and number of students to be transported on each route as indicated on the DETAILED SPECIFICATIONS. The District may also list other schools that students may be attending at a later date. The district may also add other school providing they are in the area and provide adequate time for arrival and dismissal and acceptable student time on the bus as determined by the school district. Adjustments for the contract price will be allowed as explained in the following paragraphs. The school district reserves the right to increase or decrease the mileage by ten (10) percent without any change in the cost of the contract. The contract will be adjusted to reflect the additional cost for any change in the total miles beyond and increase or decrease of 10% in the total run trip mileage.
- 5.4 Any increases or decreases in the number of pupils being transported that does not increase the total round trip mileage on any buss will not affect the cost of the contract. To calculate the increased or reduced cost, the per mile cost shall be used for any miles above or below the 10% threshold.

Example: \$150.00 per day of attendance for 150 round trip miles equals a cost per mile of \$1.00. At a later date, two new students are added to the bus to attend any school and the new total mileage is now 190 miles. The district recognizes that added mileage up to 10% (or reduced mileage up to 10%) does not change the price. Therefore, any additional miles above 165 (150 plus 10% of 150 = 165) will be added to the contract at \$1.00 per mile. The new contract price will be increased \$25.00 dollars (190 – 165 = 25). The new total will be \$175 per day. The cost per mile will remain at \$1.00 per mile. The same principle applies when students are removed from the route and the round trip mileage changes. The cost per day will not change until the round trip mileage is below 135 (150 miles less 10% of 150 = 135). Any dramatic difference in the initial round trip mileage, as stated in the specifications, will be settled between district and contractor before the contract is signed.

If the bus only transports one student and that student does not attend school on a particular day, the district does not pay for that day. If the bus transports multiple students and one student is transported then the district pays the daily rate as if all were transported. Section 13.4 addresses termination of the contract.

Any time the cost of the contract is to be changed. A letter from the District will be sent to the contractor with an explanation of the circumstances and details relevant to starting dates and prices. The letter will require the contractor to sign the letter as an agreement and such letter will be an addendum to the initial contract.

5.5 AVAILABLE SEATS ON THE BUS NO ROOM LEFT ON THE BUS CLAUSE

If the bus is shared with other school districts, the School District must be notified at the time of bidding or if the successful vendor wishes to add students to the bus at a future date, then permission must be obtained of the Transportation Coordinator. In the event students from other districts are being transported on the bus, and subsequently the Ravena-Coeymans-Selkirk Central School District has a need to add students and the bus has no more available seats, the district has the option:

- To terminate the contract any time within 30 days or,
- To mandate that the Contractor must provide service under the existing contract provided that; our contract for service was signed prior to the other school district's contract for the students on the route.

If our school district signed the contract after the other district, the district has the option:

- To terminate the contract any time within 30 days or,
- To continue the contract and seek another contract for the new additional students (s).

6. VEHICLES AND VEHICLE PERFORMANCE

6.1 The successful bidder will be expected to provide a vehicle to serve each route with a seating capacity sufficient to accommodate without standees, the maximum number of students indicated for each trip in the specifications. At no time shall the number of people carried in any vehicle be in excess of the stated pupil capacity of the vehicle.

6.2 The successful bidder shall comply with all the requirements of Article 19-A of the New York State Vehicle and Traffic Law and Regulations issued pursuant thereto. The successful bidder shall also comply with statutes and regulations of the New York State Department of Transportation, New York State Department of Motor Vehicles, New York State Education Department and any other Federal statute or regulation or applicable law having jurisdiction over pupil transportation in New York State. To the extent that the provisions of the statute and regulations conflict with any part of the bidding documents the statute and regulations shall prevail.

6.3 **Buses may not exceed seven (7) years in age, unless written approval is granted by the District.** The bidder must submit with the bid, a statement of the make and year of manufacture of each vehicle, the seating capacity of each vehicle, and the name of the registered owner of each such vehicle to be used in the performance of said contract. In the event that the bidder does not have the required number of buses to fulfill this contract at the time of submission of the bid, the District will require within 60 days after award to the successful bidder that the contractor supply satisfactory evidence that will indicate that the required number of buses will be in service prior to the beginning of the contract period. Such evidence may be signed statement from a bus

manufacturer to the effect that they are to furnish the required number of buses prior to the beginning of the contract service.

- 6.4 Each bus must have a sign or log conspicuously placed on both sides of the bus to indicate the assigned school route number or destination. Signs must be of sufficient size to be able to be seen from a distance of at least 30 feet, pursuant to New York State Department of Transportation or any other applicable law or regulation.
- 6.5 The contractor must, at all times, maintain all buses in proper operating order. The contractor shall provide substitute vehicles to replace buses that are out of service for maintenance, repairs or inspection. Substitute vehicles must be available to provide immediate service as is necessary. No time delays are allowed for any reason for any substitute buses for service required. All buses used in connection with this contract shall be cleaned on the interior at least daily and the exterior maintained in a clean condition. The buses must meet or exceed a 90% or better "in Service" inspection rate as required of the NYS Department of Transportation. Any bidder that has an out-of-service (OOD) rate between 10% and 20% must submit a written action plan that outlines the corrective actions being implemented to reduce their (OOS) rate to within the desired range. Any bidder with a 20% or greater out-of-service rate will be deemed unqualified.
- 6.6 Should the Vendor's inspection rate fall below 80%, the district will be entitled to a credit of 5% of the monthly base rate, for each month the rating is below 80%.

7. MOBILE RADIO EQUIPMENT

- 7.1 The contractor is expected to install and/or to maintain a mobile two-way radio system or appropriate alternate mechanism in vehicles used for service on routes to ensure communication to the drivers. The contractor may be requested to install or maintain a base radio unit in the School District office. The district determines the feasibility of a base unit relative to routes applicable for special education students or special routes.
- 7.2 All such radio equipment will be expected to transmit and receive communications on a frequency assigned to the successful bidder.

All expenses of installation, maintenance, licensing and such related to the radio system shall be borne by the contractor.

8. REGULATIONS PERTAINING TO VEHICLES, DRIVERS, EMERGENCY DRILLS, AND PUPIL BEHAVIOR/DISCIPLINE.

- 8.1 All successful bidders will be expected to abide by and conform to all applicable provisions of the New York State Vehicle and Traffic Law, New York State Education Law, the rules and regulations of the Commissioner of Education and the Policies and Regulations of the Ravena-Coeymans-Selkirk Central School District pertaining to the following:

- Vehicles – inspection, color signs, markings, lights, seat belts and the like.
- Drivers – approval, training, physical examinations, licensing and the like.

- Pupil discipline – responsibility for reasonable behavior, reporting of pupil behavior infractions and the like.
- Emergency drills – assist in the conduct of required emergency drills by school officials.

9. CONTRACT PAYMENTS

Payments for contract service will be paid within 30 days. It is the responsibility of the contractor to provide the school district with detailed monthly invoices referencing the specific contract.

10. ASSIGNMENT

- 10.1 Neither the contractor any interest therein or payments to be made there under shall be assigned, transferred or otherwise disposed of without prior written consent from the Board of Education of the Ravena-Coeymans-Selkirk Central School District and such consent may be withheld for any reason whatsoever, completed at the discretion of the Board of Education.
- 10.2 The Contractor may not engage subcontractors, hire others to perform all or part of his agreement or otherwise delegate his obligations to perform under the contract.

11. CONTRACT CONDITIONS

- 11.1 The terms and conditions and specifications as outlined in the bid offering will be incorporated and made part of any insuring contract.
- 11.2 The contractor agrees to Section 305, Paragraph 14.a of the New York State Education Law which provides the district transportation contracts are generally subject to approval by the Commissioner of Education who may disapprove the contract for reasons which would be stipulated at that time.
- 11.3 The contract which is signed and executed by both parties is a standard contract provided and required by the State Education Department. Any renewal contracts must be signed and executed as required by the State Education Department.

See Section 5.4 for additional information to aide in explanations of addendum to initial contracts. The General Specifications, Detailed Specifications and Bid Form as provided are understood to be part of the contract when it is executed and signed at a later date with the successful bidder.

- 11.4 Termination of the Contract (see also Section 5.4 & 5.5)

The School District shall have the sole right to terminate the contract or have the contract price reduced when a reduction of students or a reduction of miles or any other change in existing conditions indicates that the cost of services should be reduced. This option to terminate or reduce the contract price is solely at the discretion of the School District.

The District may terminate any contract immediately whenever a condition exists or service is not provided as prescribed within the General or Specific Specifications or any time services are not maintained in a professional, proper and efficient manner. There are also other reasons to terminate the contract as stated in Section 5.4 and 5.5.

In submitting prices for the attach sheets(s), the bidder acknowledges he is fully informed as to the meaning of the information contained in the **NOTICE TO BIDDERS, GENERAL CONDITIONS, SPECIFICATIONS, and the SPECIAL INSTRUCTIONS.**

The Board of Education reserves the right to award bids on individual items or on total bid prices. The successful bidder must abide by their bids price for a period of 45 days. Contracts will be awarded contingent upon Board approval.

The bidder certifies that he will furnish, at the prices herein quoted, the materials equipment, and/or services as proposed on this bid.

Rate per diem

Parsons _____ per diem

Kipp Elementary _____ per diem

Authorized Signature

Date

Print Authorized Name

Company Name

Company Address

Telephone Number

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-D of the General Municipal Law as follows:

- A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting completion, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or competitor; and
 3. No attempt has been made or will be made by the bidder to induce any other persons, partnership or corporation to submit or not to submit a bid for the purpose of restricting completion.

A bid shall not be considered for award nor shall any award be made where A (1), (2), and (3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefor. Where A (1), (2), and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determine that such disclosure was not made for the purpose of restricting competition. The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers or proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute without more, a disclosure within the meaning of subparagraph one (a). Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulations, or local law, and where such bids contain the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein or the certificate as to non-collusion as to the act and deed of the corporation.

Authorized Signature

Title

Company Name: _____

Business Address: _____

Telephone Number: _____