

**WILMETTE PUBLIC SCHOOLS, DISTRICT 39**

INVITATION TO BID  
SPECIAL EDUCATION STUDENT TRANSPORTATION SERVICES

TRANSPORTATION BID SPECIFICATIONS

**ADDENDUM #1**

FEBRUARY 5, 2018

If you have any questions regarding this addendum, please contact Gail Buscemi, Business Manager at buscemig@wilmette39.org. Confirmation of receipt of addendum must be acknowledged on the Bid Proposal Appendix 2 document.

**Item I.**

Page 12, #28 a. – The language has been revised to the following:

purchase, pay for and keep in force during the term of the contract and any extension thereof such comprehensive general liability and property damage insurance, as well as automobile liability insurance policies acceptable to the District as shall adequately insure the Contractor and the District and their officers, employees and authorized agents against loss in the following minimum coverage limits:

Bodily Injury & Property Damage	\$2,000,000 each occurrence
Umbrella Liability	\$25,000,000
Medical Expense Reimbursements	\$10,000 <del>50,000</del> per person
Uninsured Motorists	\$1,000,000 each occurrence
Underinsured Motorists	\$1,000,000 each occurrence

**Item II.**

Page 79 Clarification on Dismissal Times -Grades 1-4 have **Early Dismissal at 2:15 on Fridays** Only, but students have the option to stay until 3:15. There could potentially be two PM drop off routes at the elementary buildings.

**Item III.**

Page 15 # 44

The Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to District personnel. Currently the District utilizes Bright Arrow to send out messages to parents.

*The Contractor provided web-based notification system is not a requirement of the contract.*

**Item IV.**

Page 16, #51(b) – Clarification regarding Social Security Numbers of Drivers.

The last four numbers of the driver's SSN is acceptable.

**Item V.**

Page 20, #67 Safety Clarification Notes-please address each item:

Please detail the training that your staff go through regarding handling different disabilities, behavior management, medical management (seizures, epi pens, diabetes reactions), relationship building with students and families, driver tolerance for students when having a bad day

Explain the companies protocol when a new student is added to the route, do you connect with the parent and student? This is for move ins throughout the year

Background of the supervisor and their training/retraining of drivers, what does this schedule look like?

When there is a concern about a driver what is your response time?

The district is willing to provide training as needed at no cost to the district for a driver to participate.

What accommodations are made of music on the bus, electronic devices and food on the bus?

What is your protocol when sub drivers are used?

What special seating and latches do you provide?

What type of alternate vehicles do you provide?

What is your driver turnover rate from year to year?                      Retention %

**Item VI.**

Page 25, #83 Clarification of Award of Contract: Review how the bids will be evaluated. Give as much information in your bid documents so that the factors can be ascertained clearly.

**Item VII.**

Overview of additional Information regarding Mid-Day Routes, counts of special education students for the current year by building, summer school hours, and Early Dismissal on Fridays for Grades 1-4:

Transportation needs for our Special Education Depart falls into 4 categories; Special Education In-district, Special Education Out-of-district, Community Based Instruction (CBI), and After-school activities, and Summer School. This overview will reference the current needs of the district, please note, the transportation requests my increase or decrease depending on the Special Ed Department needs.

## **In-District**

The district might bus students with Special Education Transportation written in there IEPs to all six of our schools. The Schools are Central Elementary, McKenzie Elementary, Harper Elementary, Romona Elementary, Highcrest Middle School, and Wilmette Junior High School. Currently we are not transporting any students with special education needs to Harper Elementary.

The students are to be picked-up and dropped-off in front of their homes. At the schools, the students are to remain on the bus until a staff member is there to assist them entering the building. At home, a parent or guardian must be present to meet them. If a student is attending after-care at the park district, they must also wait for a park district staff member. Some students may require a Bessie seat, or a safety vest for their ride to school. This will be provided by the bus company. The district might also ask the bus company to provide an aide to some of its routes.

### School Hours

Kindergarten AM 8:35-11:10, Kindergarten PM 12:40-3:15 (All elementary schools)  
Grades 1-4, 8:35-3:15, with a 2:15 dismissal on Fridays. (All elementary schools only)  
Highcrest Middle School, 8:50-3:35  
WJHS 8:25-3:10

### Early Childhood Classes at Romona

Romona houses the early childhood program for the district. Only children with transportation written in their IEPs may take a bus to school. These routes tend to be longer in length as they cover the whole district. The hours are the following:

EC AM, Mon-Thurs 8:45-11:05  
EC PM, Mon-Friday 12:40-3:00  
EC Full Day, Mon-Thurs 8:45-2:10, and 10:40-2:10 on Fridays

## **Out-of District**

We currently transport children to 10 different schools outside of the district. The number of students and schools may increase or decrease throughout the year. The districts ask that a new student be provided transportation within 3 days of the new request. The district will provide the bus company with the school calendars and bell time.

The schools for this year are:

Connections  
Cove  
Hyde Park Day School  
Keshet  
Laurette Day School

Metro Prep  
Molloy  
Park School Evanston  
O' School  
Rush

### **Community Based Instruction**

CBIs are 2 hour trips to local establishments in the area. Each school participates on average about one a week. CBIs are no more than 5 miles away and do not last longer than 2 hours. This year the WJHS needs a WC accessible bus for these trips.

### **After School Activities**

The Special Ed Department provides transportation for some after school activities.

Special Olympics. Currently a bus is provided after school on Tuesdays in the Spring and in the Fall to take students from WJHS (3:25) and HMS (3:40) to MCK to participate in the Special Olympics program. Parents must provide their own ride home.

High 5 Choir. This program runs from late Fall to Spring. A bus is provided in case of bad weather to transport students from WJHS to HMS (3:30). The bus company will be notified by 10am if the bus is not needed. A bus is to be provided to take the routed students home (5:00).

WJHS-PTO Sponsored Clubs. If a student participates in a PTO sponsored club, then a late activity bus will be provided for them (4:45).

### **Summer School**

#### Out of District Summer School

Students that are out of district during the school year, may attend summer school as well. School calendars and school bell times will be provided.

#### In-District Summer School

The WPSD # 39 Summer School program runs for 5 weeks. This summer 2018 the dates are June 20-July 24. The district is currently using 2 buses for our Special Ed Program. The district is also using two site locations every year, one school for K-3, and one school for 4-7. This year we are using WJHS and Romona.

The schedule is as follows.

Gr K-3 Period 1	K-3 Period 2	K-3 Period 3
8:30-9:20	9:30-10:20	10:30-11:20

Gr 4-7 Period 1  
8:40-9:30

4-7 Period 2  
9:40-10:30

4-7 Period 3  
10:40-11:30

Students may take any or all of the periods above. At the end of the day, they may be transported home or to one of the Park District Site Locations. Last year the sites were, the Park District, Gilson Park, HMS, and Central School.

### **Current Special Education Riders (In-district)**

#### WJHS

3 riders in the AM 3 riders in the PM, no aide currently

#### HMS

7 riders in the AM 6 riders in the PM, one aide is currently used on a Sped route

#### Central

4 riders in the AM 3 riders in the PM, one rider out at 12:40 (Shortened day)

#### McKenzie

1 rider in the AM 2 riders in the PM, one rider in the midday-day out (11:10 K)

#### Romona

6 riders in the AM 5 riders in the PM, one rider in the midday in and out (11:10 12:40 K)

#### EC at Romona

9 riders in the AM, 9 mid-day out, 13 mid-day in, and 13 PM.

Full day students, there are 3 riders at 2:00.

**Out of District**-one route has an aide on the bus with student

#### **ADDED**

Please note that the district has early dismissals on Fridays Grades 1-4 at 2:15, students may stay to 3:15 if they attend the park district (Romona only), or have a sibling in the kindergarten program. This means that there are potentially two PM drop off routes on Friday if needed.

Copies of Billings from April 2017 & October 2017 attached:

<b>Wilmette SPED District 39</b>				
		<b>INVOICE # RTINV1001496</b>		
<b>4/30/2017 School Year</b>				
<b>Route Packag</b>	<b>Type of Vehicle</b>	<b>Number of days</b>	<b>Rate per day</b>	<b>Total</b>
<b>RUSH DAY</b>	Alternate Vehicle	20	\$229.41	\$4,588.20
Safe Haven L.B./Molloy	Alternate Vehicle	18	\$229.41	\$4,129.38
<b>NORTH SHORE ACADEMY</b>	Alternate Vehicle	19	\$229.41	\$4,358.79
<b>CONNECTIONS DAY SCHOOL</b>	Alternate Vehicle	19	\$229.41	\$4,358.79
Hyde Park Day School Started 2-7-17	Alternate Vehicle	18	\$229.41	\$4,129.38
<b>PARK SCHOOL</b>	Wheelchair Bus	19	\$292.17	\$5,551.23
<b>COVE</b>	BUS	19	\$292.17	\$5,551.23
<b>WJHS/Romona</b>	BUS	18	\$301.19	\$5,421.42
Early Childhood Romona/Highcrest	BUS	18	\$301.19	\$5,421.42
Highcrest/McKenzie	BUS	18	\$301.19	\$5,421.42
Central	Bus	18	\$301.19	\$5,421.42
<b>BUS AIDE for Route A</b>	Charge for Aide	18	\$81.17	\$1,461.06
<b>BUS AIDE for Route E</b>	Charge for Aide	18	\$81.17	\$1,461.06
<b>BUS AIDE for Route G</b>	Charge for Aide	18	\$81.17	\$1,461.06
<b>BUS AIDE for Route H</b>	Charge for Aide	18	\$81.17	\$1,461.06
<b>BUS AIDE for Route EC route</b>	Charge for Aide	17	\$81.17	\$1,379.89
<b>BUS AIDE for Route Central sped</b>	Charge for Aide	18	\$81.17	\$1,461.06
<b>Total Amout</b>				<b>\$63,037.87</b>

**Wilmette SPED District 39 Shuttles**

**4/30/2017 Regular School**

**INVOICE # RTINV1001496**

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Ray per day</b>
Monday	4/3/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/4/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/4/2017	9:30-10:30	Central to Jewel	\$101.06
Wednesday	4/5/2017	12:50pm	NSA to WJHS	\$101.06
Wednesday	4/5/2017	9:45-11:45	Romona to Old Orchard	\$101.06
Thursday	4/6/2017	12:50pm	NSA to WJHS	\$101.06
Thursday	4/6/2017	3:30pm	WJHS to HMS	\$101.06
Friday	4/7/2017	12:50pm	NSA to WJHS	\$101.06
Monday	4/10/2017	12:50pm	NSA to WJHS	\$101.06
Monday	4/10/2017	1:15-2:30	McKenzie to Target	\$101.06
Tuesday	4/11/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/11/2017	11:30-1:00	Central to Old Orchard	\$101.06
Tuesday	4/11/2017	10:35-12:00	HMS to Target	\$101.06
Tuesday	4/11/2017	11:30-12:30	WJHS to Target	\$101.06
Thursday	4/13/2017	3:30pm	WJHS to HMS	\$101.06
Thursday	4/13/2017	10:00-11:00	Romona to Old Orchard	\$101.06
Monday	4/17/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/18/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/18/2017	11:30-12:30	WJHS to Target	\$101.06
Wednesday	4/19/2017	12:50pm	NSA to WJHS	\$101.06
Wednesday	4/19/2017	9:45-10:45	WJHS to New Trier	\$101.06
Wednesday	4/19/2017	9:45-11:45	Romona to Target	\$101.06
Wednesday	4/19/2017	11:15-12:45	HMS to Bowling Alley	\$101.06
Thursday	4/20/2017	12:50pm	NSA to WJHS	\$101.06
Thursday	4/20/2017	3:30pm	WJHS to HMS	\$101.06
Friday	4/21/2017	12:50pm	NSA to WJHS	\$101.06
Monday	4/24/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/25/2017	12:50pm	NSA to WJHS	\$101.06
Tuesday	4/25/2017	11:00-12:30	WJHS to Whole Foods	\$101.06
Tuesday	4/25/2017	12:00-1:30	McKenzie to Pancake house	\$101.06
Tuesday	4/25/2017	10:35-12:05	HMS to Walgreens	\$101.06
Wednesday	4/26/2017	12:50pm	NSA to WJHS	\$101.06
Thursday	4/27/2017	12:50pm	NSA to WJHS	\$101.06
Thursday	4/27/2017	3:30pm	WJHS to HMS	\$101.06
Friday	4/28/2017	12:50pm	NSA to WJHS	\$101.06
<b>Total</b>				<b>\$3,537.10</b>

Wilmette SPED District 39 Shuttles

10/31/2017 Regular School

INVOICE # RTINV1001635

Day	Date	Time	Location	Ray per day
Wednesday	10/11/2017	11:45-12:45	WJHS to Target	\$104.09
Wednesday	10/11/2017	11:45-12:45	WJHS to Target	\$104.09
Friday	10/13/2017	11:30-1:00	Central to Old Orchard	\$104.09
Wednesday	10/18/2017	11:45-12:45	WJHS to Jewel Osco	\$104.09
Wednesday	10/18/2017	11:45-12:45	WJHS to Jewel Osco	\$104.09
Friday	10/20/2017	11:30-1:00	Central to Jewel Osco	\$104.09
Wednesday	10/25/2017	11:45-12:45	WJHS to Whole Foods	\$104.09
Wednesday	10/25/2017	11:45-12:45	WJHS to Whole Foods	\$104.09
Wednesday	10/25/2017	1:30-2:30	HMS to Wagner Farms	\$104.09
Wednesday	10/25/2017	1:15-2:30	McKenzie to Target	\$104.09

**Total** \$1,040.90





Wilmette SPED District 39				
			INVOICE # RTINV1001635	
October School year 2017				
Route Packag	Type of Vehicle	Number of days	Rate per day	Total
Rush Day	Alternate Vehicle	21	\$236.29	\$4,962.09
Rush Day Mid Out	Alternate Vehicle	21	\$118.15	\$2,481.15
Keshet	Alternate Vehicle	14	\$236.29	\$3,308.06
Cove	Alternate Vehicle	21	\$236.29	\$4,962.09
Hyde Park Day School	Alternate Vehicle	21	\$236.29	\$4,962.09
Connections Day	Alternate Vehicle	21	\$236.29	\$4,962.09
Park School	Wheelchair Bus	21	\$300.94	\$6,319.74
Molloy	Alternate Vehicle	20	\$236.29	\$4,725.80
Wilmette Sped	Bus	22	\$310.23	\$6,825.06
McKenzie Sped	Bus	22	\$310.23	\$6,825.06
Central Sped Double tier	Bus	22	\$310.45	\$6,829.90
Romona Sped	Bus	22	\$310.23	\$6,825.06
Romona EC	Bus	21	\$310.23	\$6,514.83
Romona EC Midday	Bus	21	\$113.13	\$2,375.73
Sped McKenzie Mid Out	Bus	21	\$113.13	\$2,375.73
Sped Romona Mid IN	Bus	22	\$113.13	\$2,488.86
Bus Aide for Molloy	Bus Aide	22	\$83.61	\$1,839.42
Bus Aide for Route A	Bus Aide	22	\$83.61	\$1,839.42
Bus Aide for Route H am & C pm	Bus Aide	22	\$83.61	\$1,839.42
Bus Aide for Route O pm	Bus Aide	22	\$83.61	\$1,839.42
Bus Aide for Sped HMS	Bus Aide	22	\$83.61	\$1,839.42
<b>Total Amout</b>				<b>\$86,940.44</b>

*D. Thacker*