

**CHESHIRE PUBLIC SCHOOLS
CHESHIRE, CONNECTICUT**

**INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES**

January 26, 2014

BID #1408-AB

LEGAL NOTICE

CHESHIRE PUBLIC SCHOOLS

INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES

BID #1408-AB

January 26, 2014

The Cheshire Public Schools will receive sealed bids for the PUPIL TRANSPORTATION SERVICES until February 21, 2014 at 4:00 PM. At that time bids will be opened in public and read aloud.

A mandatory pre-bid meeting will be held on Friday, January 31, 2014 at 10:00 a.m. at the Office of Management Services, Cheshire Public Schools, Room 12, 29 Main Street, Cheshire, CT 06410. Immediately following the mandatory pre-bid meeting, interested bidders may optionally visit the bus depot located at 157 Sandbank Road, Cheshire, CT 06410. The documents comprising the Invitation to Bid may be obtained from the Office of Management Services, Cheshire Public Schools, Room 12, 29 Main Street, Cheshire, CT 06410 during the hours of 8:30 AM – 4:00 PM Monday through Friday and on the Schools’ website on the Central Office, Management Services page under “Bids and Requests for Proposals (RFPs)”, at www.cheshire.k12.ct.us/managementserv

The Cheshire Public Schools reserves the right to amend or terminate this Invitation to Bid, accept all or any part of a proposal, reject all bids, waive any informalities or non-material deficiencies in a proposal, and award the bid to the bidder who, in the Schools’ judgment, will be in the Schools’ best interests with price and all other factors considered.

**CHESHIE PUBLIC SCHOOLS
CHESHIRE, CONNECTICUT**

**INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES**

Bid Number: #1408-AB
Mandatory Pre Bid Meeting: January 31, 2014 at 10:00AM
Bid Opening: February 21, 2014 at 4:00 PM
Bid Opening Place: Cheshire Public Schools, Office of Management Services, Room 12

The Cheshire Public Schools is seeking bids for PUPIL TRANSPORTATION SERVICES as detailed in the enclosed "Specifications" section.

One (1) original and four (4) copies of sealed bids must be received at the Cheshire Public Schools, Office of Management Services, Room 12, 29 Main Street, Cheshire, CT 06410 by the date and time noted above. The Cheshire Public Schools (the "Schools") will not accept submissions by e-mail or fax. The Schools will reject bids received after the date and time noted above.

The documents comprising this Invitation to Bid may be obtained from the Office of Management Services, Cheshire Public Schools, Room 12, 29 Main Street, Cheshire, CT 06410 during the hours of 8:30 AM – 4:00 PM Monday through Friday and on the Schools' website on the Central Office, Management Services page under "Bids and Requests for Proposals (RFPs)", at www.cheshire.k12.ct.us/managementserv. **Each bidder is responsible for checking the Schools' website to determine if the Schools have issued any addenda and, if so, to complete its bid in accordance with the Invitation to Bid as modified by the addenda.**

Bids must be held firm and cannot be withdrawn for sixty (60) calendar days after the opening date.

The Schools reserve the right to amend or terminate this Invitation to Bid, accept all or any part of a bid, reject all bids, waive any informalities or non-material deficiencies in a bid, and award the bid to the bidder who, in the Schools' judgment, will be in the Schools' best interests.

This Invitation to Bid includes:

- Standard Instructions to Bidders
- Specifications
- Insurance Requirements
- Bid Form
- Bidder's Legal Status Disclosure
- Bidder's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy
- Bidder's Non Collusion Affidavit
- Bidder's Statement of References
- Addenda, if any
- The Contract in the form attached

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID# 1408-AB**

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Cheshire Public Schools (the “Schools”) are soliciting bids for PUPIL TRANSPORTATION SERVICES as detailed in the enclosed Specifications section. This Invitation to Bid is not a contract offer, and no contract will exist unless and until a written contract is signed by the Schools and the successful bidder.

Interested parties should submit a bid in accordance with the requirements and directions contained in this Invitation to Bid. **Bidders are prohibited from contacting any Schools or Town employee, officer or official concerning this Invitation to Bid, except as set forth in Section 6, below. A bidder’s failure to comply with this requirement may result in disqualification.**

If there are any conflicts between the provisions of these Standard Instructions to Bidders and any other documents comprising this Invitation to Bid, these Standard Instructions to Bidders shall prevail.

2. RIGHT TO AMEND OR TERMINATE THE INVITATION TO BID OR CONTRACT

The Schools may, before or after bid opening and in its sole discretion, clarify, modify, amend or terminate this Invitation to Bid if the Schools determine it is in the Schools’ best interest. Any such action shall be effected by a posting on the Schools’ website on the Central Office, Management Services page under “Bids and Requests for Bids (RFPs)”, at www.cheshire.k12.ct.us/management/serv. **Each bidder is responsible for checking the Schools’ website to determine if the Schools have issued any addenda and, if so, to complete its bid in accordance with the Invitation to Bid as modified by the addenda.**

If this Invitation to Bid provides for a multi-year agreement, the Schools also reserve the right to terminate the Contract at the end of the last fiscal year for which funds have been appropriated, and the Schools shall have no obligation or liability to the successful bidder for any unfunded year or years.

3. KEY DATES

Mandatory Pre-Bid Meeting:	January 31, 2014 at 10:00AM
Optional Bus Depot Visit	January 31, 2014 immediately following Pre-Bid Meeting
Bid Opening:	February 21, 2014 at 4:00 PM
Preliminary Notice of Award:	February 28, 2014 (Interview if necessary only)
Contract Execution:	March 14, 2014
Contract Service Start Date:	July 1, 2014

The Preliminary Notice of Award and Contract Execution dates are anticipated, not certain, dates.

4. OBTAINING THE INVITATION TO BID

All documents that are a part of this bid may be obtained from the Office of Management Services, Cheshire Public Schools, Room 12, 29 Main Street, Cheshire, CT 06410, during the hours of 8:30 AM – 4:00 PM Monday through Friday (except for holidays) or on the Cheshire Public Schools’ website on the Central Office, Management Services page under “Bids and Requests for Proposals (RFPs)”, at www.cheshire.k12.ct.us/managementserv.

5. BID SUBMISSION INSTRUCTIONS

Bids must be received in the Office of Management Services, Cheshire Public Schools, Room 12, 29 Main Street, Cheshire, CT 06410 prior to the date and time the bids are scheduled to be opened publicly. Postmarks prior to the opening date and time do **NOT** satisfy this condition. The Schools will not accept submissions by e-mail or fax. Bidders are solely responsible for ensuring timely delivery. The Schools will **NOT** accept late bids.

One (1) original and four (4) copies of all bid documents must be submitted in sealed, opaque envelopes clearly labeled with the bidder’s name, the bidder’s address, the words "**BID DOCUMENTS,**" and the **Bid Title, Bid Number and Bid Opening Date**. The Schools may decline to accept bids submitted in unmarked envelopes that the Schools open in its normal course of business. The Schools may, but shall not be required to, return such bid documents and inform the bidder that the bid documents may be resubmitted in a sealed envelope properly marked as described above.

Bid prices must be submitted on the Bid Form included in this Invitation to Bid. All blank spaces for bid prices must be completed in ink or be typewritten; bid prices must be stated in both words and figures. The person signing the Bid Form must initial any errors, alterations or corrections on that form. Ditto marks or words such as “SAME” shall not be used in the Bid Form.

Bids may be withdrawn personally or in writing provided that the Schools receive the withdrawal prior to the time and date the bids are scheduled to be opened. Bids are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the Schools sufficient time to review the bids, investigate the bidders’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful bidder.

An authorized person representing the legal entity of the bidder must sign the Bid Form and all other forms included in this Invitation to Bid.

6. QUESTIONS AND AMENDMENTS

Questions concerning the process, procedures or specifications applicable this Invitation to Bid Specifications are to be submitted **in writing** (including by e-mail or fax) and directed **only to:**

Name: Vincent Masciana
Department: Cheshire Public Schools, Management Services
E-mail: vmasciana@cheshire.k12.ct.us with copies to lmiller@cheshire.k12.ct.us and to pwilliams@cheshire.k12.ct.us
Fax: 203-250-2438

Bidders are prohibited from contacting any other Schools or Town employee, officer or official concerning this Invitation to Bid. A bidder's failure to comply with this requirement may result in disqualification.

The appropriate Schools representative listed above must receive any questions from bidders no later than seven (7) business days before the bid opening date. That representative will confirm receipt of a bidder's questions by e-mail. The Schools will answer all written questions by issuing one or more addenda, which shall be a part of this Invitation to Bid and the resulting Contract, containing all questions received as provided for above and decisions regarding same.

At least four (4) calendar days prior to bid opening, the Schools will post any addenda on the Schools' website on the Central Office, Management Services page under "Bids and Requests for Proposals (RFPs)", at www.cheshire.k12.ct.us/managementsev. **Each bidder is responsible for checking the website to determine if the Schools have issued any addenda and, if so, to complete its bid in accordance with the Invitation to Bid as modified by the addenda.**

No oral statement of the Schools, including oral statements by the Schools representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this Invitation to Bid, and no bidder shall rely on any alleged oral statement.

7. ADDITIONAL INFORMATION

The Schools reserve the right, either before or after the opening of bids, to ask any bidder to clarify its bid or to submit additional information that the Schools in its sole discretion deems desirable.

8. COSTS FOR PREPARING BID

Each bidder's costs incurred in developing its bid are its sole responsibility, and the Schools shall have no liability for such costs.

9. OWNERSHIP OF BIDS

All bids submitted become the Schools' property and will not be returned to bidders.

10. FREEDOM OF INFORMATION ACT

All information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that it claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its bid or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the Schools as described in this section, the Schools shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Schools receive a request for a bidder's Confidential Information, it will promptly notify the bidder in writing of such request and provide the bidder with a copy of any written disclosure request. The bidder may provide written consent to the disclosure, or may object to the disclosure

by notifying the Schools in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The bidder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not only appearing before the Freedom of Information Commission, and providing witnesses and documents as appropriate.

11. REQUIRED DISCLOSURES

In its Bid Form each bidder must disclose, if applicable:

- Its inability or unwillingness to meet any requirement of this Invitation to Bid, including but not only any of the Contract Terms contained in Section 27, below;
- If it is listed on the State of Connecticut's Debarment List;
- If it is ineligible, pursuant to Conn. Gen. Stat. § 31-57b, to be awarded the Contract because of occupational safety and health law violations;
- All resolved and pending arbitrations and litigation matters in which the bidder or any of its principals (regardless of place of employment) has been involved within the last ten (10) years;
- All criminal proceedings in which the bidder or any of its principals (regardless of place of employment) has ever been the subject; and
- Each instance in which it or any of its principals (regardless of place of employment) has ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of bids or bids or the performance of work on public works projects or contracts.

A bidder's acceptability based on these disclosures lies solely in the Schools' discretion.

12. REFERENCES

Each bidder must complete and submit the Bidder's Statement of References form included in this Invitation to Bid.

13. LEGAL STATUS

If a bidder is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Schools may, in its sole discretion, request acceptable evidence of any bidder's legal status.

14. BID SECURITY

Each bid must be accompanied by a certified check of the bidder or a bid bond with a surety acceptable to the Schools in an amount equal to \$25,000. The bid bond shall be written by a company or companies licensed to issue bonds in the State of Connecticut, which company or companies shall have at least an "A-" VIII policyholders rating as reported in the latest edition of Best Publication's Key Rating Guide. The successful bidder, upon its refusal or failure to execute and deliver the Contract, certificate(s) of insurance, W-9 form, performance security or other documents required by this Invitation to Bid within **ten (10) business days** of written notification of preliminary award, unless the Schools otherwise agrees in writing, shall forfeit to the Schools, as liquidated damages for such failure or refusal, the security submitted with its bid.

Upon the successful bidder's execution of the Contract in the form enclosed with this Invitation to Bid, the Schools shall return the bid security to the successful bidder and to all other bidders.

15. PRESUMPTION OF BIDDER'S FULL KNOWLEDGE

Each bidder is responsible for having read and understood each document in this Invitation to Bid and any addenda issued by the Schools. A bidder's failure to have reviewed all information that is part of or applicable to this Invitation to Bid, including but not only any addenda posted on the Schools' website, shall in no way relieve it from any aspect of its bid or the obligations related thereto.

Each bidder is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this Invitation to Bid or the performance of the work described herein.

By submitting a bid, each bidder represents that it has thoroughly examined and become familiar with the scope of work outlined in this Invitation to Bid, and it is capable of performing the work to achieve the Schools' objectives. If applicable, each bidder shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its bid.

16. SUBSTITUTION FOR NAME BRANDS

Not Applicable

17. TAX EXEMPTIONS

The Schools are exempt from state sales and use tax per Conn. Gen. Stat. § 12-412. Bidders shall avail themselves of this exemption.

18. INSURANCE

The successful bidder shall, at its own expense and cost, obtain and keep in force at least the insurance listed in the Insurance Requirements that are a part of this Invitation to Bid. The Schools reserves the right to request from the successful bidder a complete, certified copy of any required insurance policy.

19. PERFORMANCE SECURITY

The successful proposer shall furnish to the Schools a performance bond covering the faithful performance of the Contract (the "Performance Security"). The Performance Security shall be equal to the value of the first year of the contract and in a form reasonably acceptable to the Schools. If the performance Security is a performance bond, it shall be issued by a company licensed by the State of Connecticut that has at least an "A- VII" policyholders rating according to Best Publication's latest edition "Key Rating Guide". The cost of the Performance Security shall be included in the proposal price.

20. DELIVERY ARRANGEMENTS

Not applicable

21. AWARD CRITERIA; SELECTION; CONTRACT EXECUTION

All bids will be publicly opened and read aloud as received on the date, at the time, and at the place identified in this Invitation to Bid. Bidders may be present at the opening.

The Schools reserve the right to correct, after bidder verification, any mistake in a bid that is a clerical error, such as a price extension, decimal point error or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The Schools reserve the right to accept all or any part of a bid, reject all bids, and waive any informalities or non-material deficiencies in a bid. The Schools also reserve the right, if applicable, to award the purchase of individual items under this Invitation to Bid to any combination of separate bids or bidders.

The Schools will accept the bid that, all things considered, the Schools determine is in its best interests. Although price will be an important factor in most Invitation to Bids, it will not be the only basis for award. Due consideration may also be given to the overall solution proposed, technical specifications and merits of the proposed solution, a bidder's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the Schools' interests, including compliance with the procedural requirements stated in this Invitation to Bid.

The Schools will not award the bid to any business or person who is in arrears or in default to the Schools with regard to any tax, debt, contract, security or any other obligation.

If the lowest bidder meets all specifications, is responsive, and, if applicable, qualified, but the bid is not acceptable to the Schools or, if applicable, the Town of Cheshire, the matter must be referred to the Schools' counsel for its decision on whether to reject all bids, to accept a higher bid, or to take such other action as may be in the Schools' best interests.

The Schools will select the bid that it deems to be in the Schools' best interest and issue a Preliminary Notice of Award to the successful bidder. The award may be subject to further

discussions with the bidder. **The making of a preliminary award to a bidder does not provide the bidder with any rights and does not impose upon the Schools any obligations. The Schools are free to withdraw a preliminary award at any time and for any reason. A bidder has rights, and the Schools have obligations, only if and when a Contract is executed by the Schools and the bidder.**

If the bidder does not execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Schools, the Schools may call any bid security provided by the bidder and may enter into discussions with another bidder.

The Preliminary Notice of Award and Contract Execution dates in Section 3's Key Dates are anticipated, not certain, dates.

22. CONSTRUCTION PERIOD

Not Applicable

23. AFFIRMATIVE ACTION, AND EQUAL OPPORTUNITY

Each bidder must submit a completed Bidder's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy form included with this Invitation to Bid. Bidders with fewer than ten (10) employees should indicate that fact on the form and return the form with their bids.

24. NONRESIDENT REAL PROPERTY CONTRACTORS

Not Applicable

25. COMPLIANCE WITH IMMIGRATION LAWS

By submitting a bid, each bidder confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America. Each bidder confirms that it has a properly completed Employment Eligibility Verification, Form I-9, for each person who will be assigned under the Contract and that it will require each subcontractor, if any, to confirm that it has a properly completed Form I-9 for each person who will be assigned under the Contract.

The successful bidder shall defend, indemnify, and hold harmless the Schools, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Schools Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the Schools Indemnified Parties related to or arising from the obligations under IRCA imposed upon the successful bidder or its subcontractor. The successful bidder shall also be required to pay any and all attorney's fees and costs incurred by the Schools Indemnified Parties in enforcing any of the successful bidder's obligations under this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the Contract.

NON COLLUSION AFFIDAVIT

Each bidder shall submit a completed Bidder's Non Collusion Affidavit that is part of this Invitation to Bid.

26. CONTRACT TERMS

The following provisions will be mandatory terms of the Schools' Contract with the successful bidder. If a bidder is unwilling or unable to meet any of these Contract Terms, the bidder must disclose that inability or unwillingness in its Bid Form (see Section 11 of these Standard Instructions to Bidders):

a. DEFENSE, HOLD HARMLESS AND INDEMNIFICATION

The successful bidder agrees, to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Cheshire Public Schools, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Schools Indemnified Parties"), from and against all proceedings, suits, actions, claims, damages, injuries, awards, judgments, losses or expenses, including attorney's fees, arising out of or relating, directly or indirectly, to the successful bidder's malfeasance, misconduct, negligence or failure to meet its obligations under the Invitation to Bid or the Contract. The successful bidder's obligations under this section shall not be limited in any way by any limitation on the amount or type of the successful bidder's insurance. Nothing in this section shall obligate the successful bidder to indemnify the Schools Indemnified Parties against liability for damage arising out of bodily injury to persons or damage to property caused by or resulting from the negligence of the Schools Indemnified Parties.

In any and all claims against the Schools Indemnified Parties made or brought by any employee of the successful bidder, or anyone directly or indirectly employed or contracted with by the successful bidder, or anyone for whose acts or omissions the successful bidder is or may be liable, the successful bidder's obligations under this section shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by the successful bidder under workers' compensation acts, disability benefit acts, or other employee benefits acts.

The successful bidder shall also be required to pay any and all attorney's fees incurred by the Schools Indemnified Parties in enforcing any of the successful bidder's obligations under this section, which obligations shall survive the termination or expiration of this Invitation to Bid and the Contract.

As a municipal agency of the State of Connecticut, the Cheshire Public Schools will NOT defend, indemnify, or hold harmless the successful bidder.

b. ADVERTISING

The successful bidder shall not name the Schools in its advertising, news releases, or promotional efforts without the Schools' prior written approval.

If it chooses, the successful bidder may list the Schools in a Statement of References or similar document required as part of its response to a public procurement. The Schools' permission to the successful bidder to do so is not a statement about the quality of the successful bidder's work or the Schools' endorsement of the successful bidder.

c. W-9 FORM

The successful bidder must provide the Schools with a completed W-9 form before Contract execution.

d. PAYMENTS

Bidders are encouraged to offer discounts for early payment. All other payments are to be made 30 days after the appropriate Schools employee receives and approves the invoice, unless otherwise specified in the Specifications.

e. SCHOOLS INSPECTION OF WORK

Not Applicable

f. REJECTED WORK OR MATERIALS

Not Applicable

g. MAINTENANCE AND AVAILABILITY OF RECORDS

The successful bidder shall maintain all records related to the work described in the Invitation to Bid for a period of five (5) years after final payment under the Contract or until all pending Town, state and federal audits are completed, whichever is later. Such records shall be available for examination and audit by Schools, state and federal representatives during that time.

h. SUBCONTRACTING

The successful proposer shall not subcontract, transfer or assign all or any portion of its obligations under the contract(s).

i. PREVAILING WAGES

Not Applicable

j. PREFERENCES

Not Applicable

k. WORKERS' COMPENSATION

Not Applicable

l. SAFETY

Not Applicable

m. COMPLIANCE WITH LAWS

The successful bidder shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Connecticut and the Schools related to its bid and the performance of the work described in the Contract.

n. LICENSES AND PERMITS

The successful bidder certifies that, throughout the Contract term, it shall have and provide proof of all approvals, permits and licenses required by the Schools and/or any state or federal authority. The successful bidder shall immediately and in writing notify the Schools of the loss or suspension of any such approval, permit or license.

o. AMENDMENTS

The Contract may not be altered or amended except by the written agreement of both parties.

p. ENTIRE AGREEMENT

It is expressly understood and agreed that the Contract contains the entire agreement between the parties, and that the parties are not, and shall not be, bound by any stipulations, representations, agreements or promises, oral or otherwise, not printed or inserted in the Contract or its attached exhibits.

q. VALIDITY

The invalidity of one or more of the phrases, sentences or clauses contained in the Contract shall not affect the remaining portions so long as the material purposes of the Contract can be determined and effectuated.

r. CONNECTICUT LAW AND COURTS

The Contract shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Connecticut, and the parties irrevocably submit in any suit, action or proceeding arising out of the Contract to the jurisdiction of the United States District Court for the District of Connecticut or of any court of the State of Connecticut, as applicable.

s. NON-EMPLOYMENT RELATIONSHIP

The Schools and the successful bidder are independent parties. Nothing contained in the Contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms

and conditions of the Contract. The successful bidder understands and agrees that it is not entitled to employee benefits, including but not limited to workers compensation and employment insurance coverage, and disability. The successful bidder shall be solely responsible for any applicable taxes.

END OF STANDARD INSTRUCTIONS TO BIDDERS

**CHESHIRE PUBLIC SCHOOLS
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES**

BID #1408-AB

SPECIFICATIONS

OVERVIEW AND GENERAL INFORMATION

The Town of Cheshire is located in New Haven County, CT and at the present time, the Cheshire Public Schools District has a total enrollment of approximately 4,600 students. The district has one (1) high school for grades 9-12 and one (1) alternative high school for grades 9-12, one (1) middle school for grades 7-8, four (4) elementary schools for grades 1-6 and one (1) kindergarten center offering a half-day program for our youngest learners. In addition to providing transportation services for our public school students, the Schools provide bus service for the students of St. Bridget, a private elementary school in Cheshire which serves K-8 and has a total enrollment of approximately 240 students.

The Cheshire Public Schools is seeking bids from contractors to provide school bus transportation services as outlined in this Specification Section and the subsequent Bid Form Section for Regular Education, Special Education (both In-Town and Out-of-Town) as well as transportation for Field, Athletic and Extra-Curricular Activities.

The locations of the In-Town school buildings in Cheshire to be served and used are as follows:

- Cheshire High School – 525 South Main Street
- Dodd Middle School – 100 Park Place
- Norton Elementary School – 414 North Brooksvale Road
- Doolittle Elementary School – 735 Cornwall Avenue
- Highland Elementary School – 490 Highland Avenue
- Chapman Elementary School – 38 Country Club Road
- Darcey School (Kindergarten) – 1686 Waterbury Road
- Humiston School – 30 Spring Street
- St. Bridget Elementary School – 171 Main Street
- Bus Depot – 157 Sandbank Road

The current Out-of-Town locations to be served for regular education are as follows:

- Wilcox Technical School – 298 Oregon Road, Meriden, CT
- Lyman Hall High School – 70 Pond Hill, Wallingford, CT
- Sound School – 60 South Water, New Haven, CT

The current Out-of-Town locations for special education vary year to year and are as shown in the Exhibits.

Bidders must satisfy themselves, by personal investigation of the areas to be served and the opening and closing hours of the classes in the various schools, the length and number of runs necessary and the amount of equipment required to supply the transportation called for to furnish said transportation in a complete and satisfactory manner in accordance with the specifications.

Bidders shall not at any time after the submission of the bids claim that there was any misunderstanding in regard to the amount and nature of the service(s) to be rendered. Any questions must be submitted in accordance with Section 6 of the Standard Instructions.

Potential bidders are directed to the attached Exhibits as listed below which form part of this complete packet and shall form a part of the Contract:

- Exhibit A School locations and school hours
- Exhibit B Cheshire map indicating school locations
- Exhibit C 2014/15 AM Bus Route Schedule and Capacities; Special Education Vehicles
- Exhibit D Schools' Student Transportation Policy #3541, Guidelines and Regulations.
- Exhibit E Proposed School Calendar 2014/15 (2013/2014 Calendars)
- Exhibit F Athletic Trips, Field Trips, Extra Curricular Activities, Total Charters 2013/14
- Exhibit G Special Education Transportation

VEHICLES AND STAFF

The contractor shall furnish vehicles, drivers, aides and all necessary support staff to meet the transportation needs of the Schools. It is understood that the needs of the Schools are subject to change over the course of the contract for reasons such as; changes in regular and special education enrollment, adjustments to bus routes and stops, changes to school hours, opening or closing of a school building, etc. (It should be noted that the Schools are considering the replacement of its half-day kindergarten program with full-day kindergarten in the 2014-15 fiscal year which will eliminate the need for mid-day bus runs to and from Darcey School, our kindergarten center.)

For the 2014-15 Fiscal Year, the school district anticipates the contractor will need to furnish the following fleet with capacities as detailed in the BID FORM include in the Invitation to Bid:

- a. Regular Education - Thirty-five (35) Type I school buses and seven (7) Type II mini-buses
- b. Special Education - Five (5) Type II mini-buses and 1 Type II Wheelchair mini-bus and eight (8) STV Vehicles
- c. Spare Vehicles for Regular and Special Education - The contractor shall have sufficient spare vehicles at all times throughout the term of the contract to assure no interruption of any contracted transportation requirement due to vehicle malfunction(s), breakdown(s), covering other activities such as field trips or charters, etc.
- d. Field Trips, Athletics and Extra-Curricular – The contractor is responsible to ensure an adequate number of vehicles will be available to provide services as scheduled by the Schools. Although the Schools reserve the right to award this contract to multiple vendors, it is anticipated that the contractor providing regular and special education transportation services will also be awarded the contract for extra-curricular, student activity, field and athletic trips, etc.
- e. Vehicles and Fleet Age - None of the vehicles used by the contractor in the performance of this contract shall ever be more than 10 years old with an average fleet age of 7 years old or newer as of September 1 of each year of the contract.

The Vehicles shall be manufactured by a recognized, reliable company, which has specialized in the manufacture of equipment of this type for ten (10) years or more. The vehicles shall meet all required safety, state, federal, motor vehicle, etc. requirements.

- f. Route Changes, Bus Fleet Increases or Decreases - The Schools shall have the right to increase or decrease mileage on individual routes or trips after the commencement of the school year until such time as it considers that additional or fewer routes or trips or buses are necessary. In the event that the Schools consider that additional trips, routes, or buses are necessary, it may require the contractor to furnish additional buses for such additional routes and the rate then to be paid for the additional buses shall be the amount per bus per day bid by the contractor and any previous adjustments based on a mileage basis and/or trip basis shall thereupon be discontinued if such additional mileage or trips are eliminated by reason of the addition of such extra buses.

In the event that the required number of buses is reduced, the Schools shall receive as a credit such amount per day per bus as set forth in the contractor's bid in Bid Form 1.A through 2.B. Fifteen (15) days notice shall be given in case of reduction in number of buses.

MINIMUM VEHICLE EQUIPMENT AND FEATURES:

(Specifications for the below listed equipment are to be included with the bidders response)

- a. School Bus Radios - The contractor shall equip each vehicle with a reliable, compliant two-way radio. The purchase, installation, and maintenance of such radios shall be the sole responsibility of the contractor. The entire inventory of radio equipment and the base stations remain the property of the contractor.

The contractor shall furnish a dispatcher to operate the base radio while buses are making their regular morning, noon kindergarten, and afternoon runs. The base radio is to be located in the dispatcher's office at the Cheshire Bus Depot. The Schools reserve the right to have radios in all vehicles owned by the Schools.

The contractor shall be responsible for the use of such equipment in its possession, in accord with the Rules and Regulation of the Federal Communication Commission. All permits, licenses, etc. shall be the responsibility of the contractor.

The frequency used for radio communication must be made available for monitoring to the agent of the Schools in the Bus Depot and to the Supervisor of Fiscal and Transportation Services at the Schools' Central Office.

- b. GPS – Global Positioning Satellite with the following basic capabilities:

- Activity of vehicle
- Idle time
- Location
- Mileage
- Odometer readings
- Path reporting
- Loading and unloading recognition
- Speed
- Stop time

- c. Camera System - A high-quality, modern camera system shall be equipped in a minimum of 15 Type I buses and 7 Type II buses. There will be a minimum of 2 cameras per vehicle of which one will be HD capable with various viewing angles. Each vehicle in the fleet will have a hard drive with 30 days or more worth of looping data memory, or equivalent. The camera system will be equipped with the ability to provide copies for the Schools' personnel upon request. A surplus of cameras and related system equipment will be provided to ensure the system will be in operation at all times on the minimum number of buses detailed above.

FUEL:

The contractor's base bid prices shall include fuel.

As noted in the Bid Form Section, bidders are asked to provide, as an alternate, reduced base bid pricing if the Schools purchase fuel. If the Schools purchase fuel, the contractor is responsible to have adequate means of precisely measuring fuel consumption for any non-school related use of contractor vehicles and provide detailed records to Schools. Fuel credits, if any, are to be provided on a monthly basis to the Schools with all detailed usage documentation.

The Schools' own and operate approximately 20 vehicles for student transportation, maintenance vehicles and equipment and use approximately 4,000 gallons of diesel fuel and 13,000 gallons of unleaded fuel per year. The Schools will reimburse the contractor for any fuel consumption based on the contractor's purchase price per gallon. Schools will reimburse contractor monthly based on detailed records provided by contractor.

The parties agree that the contractor is expected to provide and maintain sufficiently-sized above ground storage tanks for the dispensing of diesel fuel and unleaded gasoline at the Schools' Bus Depot at 157 Sandbank Road, Cheshire, Connecticut, and that the tanks are the property of the contractor. Such tanks shall continue to be provided and maintained by the contractor for the duration of this agreement. Within thirty (30) days of the termination of this agreement, the contractor shall remove the tanks from the property unless the parties agree on their purchase by the Schools, the Town of Cheshire, or by a successor vendor of transportation services.

The contractor shall comply with the Department of Environmental Protection regulations concerning refueling at the Bus Depot. Compliance includes, but is not limited to, the removal of all contaminated soil at the expense of the contractor upon the cancellation of the lease by the State of Connecticut of the Bus Depot property.

It shall be the responsibility of the contractor to pump the fuel into the vehicles and to maintain an accounting control system for all fuel usage. The system used must be acceptable to the Schools.

USE AND COST FOR CHESHIRE BUS DEPOT FACILITY:

The Schools will make available for use the current office and parking lot space at a cost of \$1 per year at the Bus Depot located at 157 Sandbank Road in Cheshire. Approximately half the portable building space will be used by the contractor as its base of operations. The Schools will use the remaining portion of the building.

The Bus Depot has sufficient parking to accommodate the expected fleet of contractor supplied vehicles, related maintenance equipment and fuel storage tanks.

Employee parking, however, is very limited and will require the contractor to make alternate arrangements for its employees' parking at its own expense. The Schools will endeavor to assist in this effort, as it has done in the past with previous contractors.

Problems which occur at the Bus Depot shall be reported to the Schools' Representative located at the Bus Depot in a timely manner.

The contractor agrees to provide reasonable cost sharing and to negotiate in good faith any mutually beneficial improvements that are to be made to the office and parking lot space at the Bus Depot, if necessary.

PARKING LOT AND OFFICE MAINTENANCE AND SNOW REMOVAL

The contractor shall be responsible for the care and control of the Bus Depot in manners including but not limited to the opening, closing and locking of gates, the general housekeeping, cleanliness, safety, etc. of its portion of the portable building, upkeep of the grass areas including mowing and trimming.

Any damage beyond normal wear and tear to the Bus Depot premises caused by the contractor beyond normal wear and tear will be the responsibility of the contractor.

The contractor shall be responsible to take all necessary steps in inclement weather to ensure the vehicles are able to operate on a timely schedule.

The contractor shall be responsible for the snowplowing, snow removal, salting, sanding, etc. of the premises and will assume the cost of same. In the event that any Schools owned vehicles occupy a portion of the parking area of the Bus Depot and the snowplowing is done for these vehicles, the cost of same will be assumed by the contractor.

Security

The contractor shall ensure the proper security of all its property including vehicles, fuel, fuel tanks, maintenance and related equipment.

GENERAL CONDITIONS AND TERMS

Ownership of Vehicles:

The contractor retains complete ownership and title of the vehicles used to provide transportation services to the Schools throughout the term of the contract.

Payment for Services

Payment for the base bid for regular transportation services for each year will be made in ten (10) equal payments for the month beginning with September through June. Billing amounts, however, are subject to revision based on services added or deleted during the course of the school year. All other services, including Special Education, will be billed monthly unless other arrangements are mutually agreed by the parties. Billing for transportation services for extra-curricular activities, field trips, special education, summer transportation and other extra services will be billed on or before the tenth day of each month for services used in the previous month. Billing for additional services time will be to the nearest quarter hour.

The successful bidder shall be the school bus contractor for regularly scheduled Cheshire Pupil Transportation for the contract years. Regularly scheduled pupils shall include all district schools as well as out of district schools. Regularly scheduled students shall be assigned to transportation at the discretion of the Schools. The Schools reserve the right to award Special Education Transportation Services to any bidder meeting the qualifications stated herewith.

The granting of busing contract will not in any way restrict the school system, individual schools or principal and/or teachers from hiring other contractors for field trips or other student activities. However, such other contractors hired must have minimum insurance coverage as stated in the Insurance Coverage Section and services may be competitively quoted.

Description of Service (General)

Most bus routes for the 2014/15 school year are expected to be comparable to the existing routes for the 2013/14 school year. School opening and closing times are expected to be the same but are subject to change in the future. The following numbers of pupils to be transported are estimates based on the projected enrollment figures and are subject to enrollment change:

Elementary Level: It is estimated that approximately one thousand eight hundred (1,800) elementary pupils will require transportation. The elementary session hours are 8:50 a.m. to 3:20 p.m. and 8:05 a.m. to 2:35 p.m. The Darcey Kindergarten Session times are noted below.

Middle School Level (Dodd Middle School): It is estimated that approximately seven hundred (700) middle school pupils will require transportation. Dodd Middle School hours are 8:06 a.m. to 2:45 p.m.

High School Level: It is estimated that approximately one thousand four hundred (1,400) high school students will require transportation. High School hours are from 7:30 a.m. to 2:00 p.m.

St. Bridget's School: It is estimated that approximately two hundred (200) students will require transportation. St. Bridget's School hours are 8:50 a.m. to 3:20 p.m.

Wilcox Technical School: It is estimated that approximately twenty (20) Wilcox students will require transportation on a Type I vehicle. Session hours are from 7:40 a.m. to 2:20 p.m.

Darcey Kindergarten Requirements: It is estimated that eight (8) vehicles will be required for each kindergarten session [AM & PM, with sixteen (16) mid-day runs requiring fifteen (15) routes and three (3) mini buses]. It is estimated that one hundred fifty (150) students will be transported for the morning session; Hours: 8:55 a.m. through 11:36 a.m., and one hundred fifty (150) students will be transported for the afternoon session; Hours: 12:34 p.m. through 3:15 p.m.

All routes and schedules shall be planned so that total time on the bus shall not exceed forty-five (45) minutes in either direction. It is estimated that the average bus route will consist of three (3) runs in the a.m. and the same number in the p.m.

Operating hours are defined as from the time of first student pickup to last student drop off at school on incoming trips, and from time of departure from school to time of last student drop off on homeward bound trips.

The current regular transportation buses average five and three-quarter (5.75) hours Accordingly, the minimum time to be specified in base bid pricing submitted on the BID FORM for all vehicles shall be for five and three-quarter (5.75) hours based on first student pickup to last student drop-off.

SPECIAL EDUCATION - Specifications and Description of Service

Included in Exhibit G are lists of special education transportation requirements for the 2013/14 school year. It is anticipated that 2014/15 will be similar. The Schools reserve the right to increase or decrease the number of routes and vehicles required.

The contractor shall furnish all vehicles and equipment necessary for daily use during the term of the contract. Whenever a vehicle is dispatched from a location other than the location of the Cheshire Bus Depot, the Schools shall be notified and given the name and telephone number of a contact person located at the other location.

Special Education transportation requires door-to-door service between the home and school and return. The "Standard of Care" for this type of business must be of the highest standard because of the added consideration to be given students transported.

Wheelchair vehicles shall be equipped with four point tie downs and have a two wheel chair capacity and seating for eight ambulatory riders. Type II wheelchairs shall not be conversion vans.

The award of contract requires the contractor to furnish transportation service including vehicles, operators, equipment, maintenance, repairs, and other related services required to transport pupils authorized by the Schools to and from the schools designated by the Schools. The Schools reserve for itself and/or with other vendors the right to transport, in and out of district, any or all special education pupils.

In the event the Schools award a separate contract for regular and special education services – the special education contractor shall adhere to all specifications herein, including but not limited to insurance, performance bond, school schedule, rights of the School and personnel requirements.

The Cheshire Schools reserve the right at its sole discretion to allow the transportation of students other than the students of the Cheshire Schools to be transported on the contracted vehicle.

Children from other school districts could ride with the Cheshire Schools students on a “regional basis” concept; the Cheshire Schools reserve the right to negotiate with the vendor and/or other school districts to determine the feasibility and cost before approval.

Contractor’s Local Manager

The contractor shall appoint as his representative a qualified manager who shall have general and overall supervision of the buses operating under this contract. If one contractor is appointed to provide both regular and special education transportation services, a full-time assistant must be employed and located at the Cheshire Bus Depot. The Schools shall have input as to the person selected for this position.

The manager is not to be a regularly scheduled bus driver and he/she/they must be available in Cheshire to the representative of the Schools at all times during the hours of bus operation of each school day during the school year.

The manager shall be responsible for employee morale, driver discipline and maintaining a clean and safe working environment. The manager or designee must be available and able to communicate with drivers by radio in their vehicle while Cheshire students are being transported.

The manager shall be responsible for night security at the Bus Depot. **The contractor shall assume full responsibility for all repairs to buses caused by vandalism. The school district will cooperate with the contractor in investigations to identify the vandals.**

Manager or designee shall also work with the Superintendent of Schools or his/her designee each summer for the purposes of constructing bus routes. This task will be accomplished annually, between the second week of July and the first full week of August.

A certified mechanic shall be available to service the vehicles at the Cheshire Bus Depot whenever necessary to ensure the proper and efficient operation of the fleet. The contractor shall also provide a general maintenance person to perform non-mechanical and “minor” repairs to vehicles at the Bus Depot. It is desired that the successful bidder have a full service facility located in or near Cheshire.

Bus Schedule Details

A description of each route shall be furnished to the contractor ten (10) days prior to the start of each school year. Routing for the start of the new contract term (August 2014) is expected to follow the presently established pattern now in operation. The bidder will be expected to familiarize himself/herself with all local operating conditions include in route mileage, special road conditions, local regulation, policies regarding bus stop locations/and any other special considerations.

During the term of the contract the Schools or its agent may from time to time revise the routes and increase or decrease the mileage thereof and may increase or decrease the number of routes. The number and locations of stops may also be subject to change by the Schools. The contractor must conform to the bus routes and stops as approved by the Schools. Changes in the routes, time

schedules, or designated stops may be made and any of the routes may be eliminated or consolidated at the discretion of the Schools or its agent to meet changed conditions, but no change, elimination or consolidation, except to meet unexpected or emergency conditions, shall be made until after the contractor has been given an opportunity to confer with the Schools or its agent with respect thereto at least one day in advance of such change, elimination or consolidation. All bus routes and bus stop changes suggested by the contractor must be approved in advance by the Schools or its agent. No route or stop will be added to the operation prior to being approved by the Schools.

The Schools shall: (through the Superintendent of Schools or his designee, acting as agent of said Schools)

1. Furnish complete route description for all routes including student lists.
2. Notify contractor or its duly-authorized agent at least thirty (30) minutes before the scheduled time for starting any bus route on any day of any change in schedule caused by inclement weather or other emergency, and shall give reasonable notice of any change in the schedule arising out of early dismissal for professional meetings, special activities or for any other reason not arising out of inclement weather or emergency, all of which schedule changes shall be implemented at no extra charge to the Schools.
3. Advise contractor or its duly-authorized agent of any change in routes arising out of changing school enrollments.

School Days During the Year

This contract shall apply to all days during the regularly scheduled school year of one hundred and eighty (180) days [one hundred and eighty two (182) days for Wilcox Technical School]. Any increase in the number of school days shall be accommodated by the contractor. The cost for said days shall be at the daily rate specified in the bid for each vehicle required.

During inclement weather, the Superintendent of Schools, or his/her agent, shall determine when school shall be in session and the contractor shall provide transportation.

It must be further taken into consideration out of district calendars may be different and the schools may or may not be open on the same days as Cheshire schools. These calendars will be furnished with all other materials for the bidder as soon as they are available.

It is agreed and understood that only the Superintendent of Schools or his/her designee may cancel or reschedule school transportation for any reason, but not limited to inclement weather. In the event that the Cheshire schools are closed due to inclement weather all out of town transportation of special education students residing in Cheshire shall be cancelled.

In the event that the individual transportation for a particular school or schools is cancelled before the vehicle(s) leave the Bus Depot lot, no charge will be assessed for that transportation.

Compliance with Laws and Regulations

The contractor and its drivers shall be required to comply with the laws, rules and regulations of the Federal Government, State of Connecticut, the State Department of Motor Vehicles, the State Schools, the Cheshire Schools and the State and local police departments. It shall be the responsibility of the contractor to make certain that all personnel employed by the contractor are

familiar with all of the aforesaid laws, rules and regulations governing transportation of school children.

All drivers of any vehicle operating for the contractor must have successfully completed training and pre-qualifications for an received the appropriate License required by the State of Connecticut, Motor Vehicle Department to operate said vehicle.

Accidents and Delays

If an accident should occur to a bus, the contractor shall provide another bus for the immediate transportation of the pupils to the end of the route so that as little time as possible is lost and safety, health and comfort is assured. The agent of the Schools shall be notified of all occurrences and all injuries, regardless of extent, immediately but no later than the time that the driver of the bus involved completes his/her bus run. All occurrences and all delays which prevent buses from operating on schedule must be reported to the Schools or its agent at once.

Equipment Conformity

All vehicles must conform in all respects to laws and regulations of the U.S. Government, to the laws of the State of Connecticut, regulations of the State Motor Vehicle Department, the State Schools and the Schools of the Town of Cheshire and as may be amended.

In addition, each bus must have appropriate signs or numbers identifying the bus with a particular route which shall be placed in a conspicuous spot on the front, door side, and rear of all vehicles. Arrangements shall be made so these identifying signs can be transferred to other vehicles as required. Such signs shall be supplied by the contractor at its expense.

All vehicles shall have painted on both sides in the largest black letters legally permissible, "CHESHIRE PUBLIC SCHOOLS".

Each bidder shall submit the year, make, marker number, mileage and seating capacity of each vehicle to be used, either on hand or to be purchased, for the proper performance of the contract. If a bidder submits a price for special education transportation services, a vehicle list must also be provided for those vehicles. Said list shall be subject to the approval of the Schools. Copies of forms certifying to periodic inspection of vehicles by the Connecticut State Motor Vehicle Department and the insuring company shall be furnished to the Schools.

Personnel

All drivers selected by the contractor must have a current license as required and in compliance with State Law. The contractor shall perform sufficient background data checks on all employees. All necessary background data concerning these drivers shall be made available to the Schools, at its request, by the contractor prior to the beginning of the school year and prior to any new driver being hired. Drivers must be familiar with State laws concerning the operation of school buses and the "Schools Student Transportation Policy #3541, Guidelines and Regulations of the Town of Cheshire", a copy of which is annexed hereto as Exhibit D.

The compensation and benefits offers to contractor's personnel are to be competitive based on market conditions so as to ensure a high-quality, stable staff. Payroll information must be supplied to the Schools upon request.

Bus operators must be dependable, steady, temperate, competent, and of good repute and be of neat appearance at all times relative to clothing and personal hygiene.

Strict adherence to Statute 14-275C-2 NO SMOKING must be strictly enforced. "The smoking of or carrying of a lighted cigar, cigarette or pipe by the driver or passengers of a school bus is prohibited."

If the transportation contract is awarded to a contractor other than the existing contractor, the new contractor will give first consideration to current drivers operating transportation vehicles for Cheshire.

All bus drivers shall be required to drive their routes at least once prior to the opening of school.

Contractor shall file and maintain a list of approved vehicle operators or substitute operators with the Schools and no person whose name does not appear on said list may operate a vehicle in the Town of Cheshire under this agreement. The following information must be filed with the Schools along with photocopies of all individual's licenses:

1. Name of Driver
2. Address
3. Telephone Number
4. Age
5. Certificate of Satisfactory Physical Examination
6. Date of License
7. Bus Assigned

Each driver shall be seated in the driver's seat or shall be located at the door of his bus when pupils are being loaded, unloaded, or are within the bus. Each driver shall maintain conduct and order on his bus consonant with such regulations as shall be established by the Schools.

It shall be mutually agreed and understood that all drivers are employees of the contractor and not of the Schools.

The contractor agrees to remove or terminate any driver who is deemed not fit, for any reason, to operate a vehicle used for carrying school children. Should evidence of a driver's lack of qualification come to the Schools' attention, the Schools shall have the right to demand the dismissal of said driver by the contractor.

Responsibility for Pupils

The contractor shall be fully responsible for the safety, care and supervision of pupils during their period of transportation. The transportation of pupils shall be deemed to have begun when such pupil starts to enter the school bus and shall be deemed to have ended when the pupil has reached a point of safety after alighting from the bus at the assigned location.

The contractor shall pick up and deliver students at such times as shall be designated by the Schools, its Director of Management Services or other representative acting as agent of the Schools.

No student is to be put off a bus while enroute to school or home except at his or her appointed stop. No unscheduled stops shall be made without the authorization of the Schools agent.

Indemnification

The contractor shall not be considered an agent, servant or representative of the Town of Cheshire, or the Schools, but as an independent contractor; and as such, the contractor shall at all times save harmless and indemnify the Town of Cheshire, the Schools, its employees and public officials from and against all claims, damages and expenses including but not limited to attorney's fees and other costs of defense, which the Town of Cheshire, the Schools, its employees and public officials may suffer because of the operations of the Contractor under this Agreement. All such claimants shall look alone to the contractor, his agents and representatives, and if the Town, the Schools, its employees or public officials, are ever made defendant in any cause of action directly or indirectly, by reason thereof, the Town, Schools, its employees or public officials shall have the right at its option to impede the contractor, and if any judgment is rendered against the Town on account of same, the contractor agrees to discharge any such judgment or judgments.

Non-Assignability of This Contract

The contractor agrees that neither this contract nor any payments due hereunder shall be assigned in whole or in part without prior written approval of the Schools which may be withheld at the sole discretion of the Schools.

Conditions of Acceptance.

The successful bidder shall, within fifteen (15) days after written notice of acceptance of his/her bid, enter into written contract with the Schools in a form satisfactory to the Schools and shall file at such time the certificate of insurance, surety bonds and the fuel accounting system.

Agent of The Schools

The Superintendent of Schools shall act as the agent of the Schools in all matters pertaining to this contract and to the regulations. In this connection, the Superintendent of Schools may delegate to an administrative official of the Cheshire School System such authority as he/she deems necessary are proper.

Miscellaneous

The Schools reserve the right at all times to modify its regulations but any such modifications shall be given in writing to the contractor.

The Schools reserve the right to revise the beginning and ending times of sessions at all levels and to revise routes as necessary to affect desired economies and provide the most efficient service. Copies of all routes will be provided to the contractor for all vehicles. These routes must be carried in all vehicles at all times.

The Schools shall have the option to renew the proposed five-year contract for an additional one, two, three, four or five years, each year separately, provided that written notice thereof is sent to the contractor not later than the first day of April prior to the opening of the next school year.

Termination

The Schools shall have the right and power to terminate this contract at any time when in its sole discretion it determines that the contractor is violating the terms of the contract with the Schools and that transportation is not being properly provided and contractor has not remedied the cause to the satisfaction of the Schools within ten (10) days after notification. If at any time the Schools shall be of the opinion that permitting contractor to furnish transportation will endanger the physical health or safety, mental or moral well-being of any child, it may terminate this contract immediately and without notice to the contractor, and this contract shall thereafter be null and void, without penalty to or further payment by the Schools. Failure on the part of the contractor to comply with any of the requirements of the contract shall be cause for the Schools to terminate this contract, which shall thereafter be null and void, without penalty or further payment by the Schools.

END OF SPECIFICATIONS

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID #1408-AB**

INSURANCE REQUIREMENTS

Contractor shall agree to maintain in force the following minimum insurance coverages and shall name the *Town of Cheshire and Cheshire Board of Education* as Additional Insureds on a primary and non-contributory basis to all policies except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A- VIII". In addition, all Carriers are subject to approval by the Town of Cheshire.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Sexual Misconduct & Molestation (as a separate policy or endorsement to the General Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$10,000,000
	Aggregate	\$10,000,000
Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town of Cheshire prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration date of the policies. Should any of the above described policies be cancelled before the expiration date, written notice must be given to the Town/Board 30 days prior to cancellation.

END OF INSURANCE REQUIREMENTS

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
 INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
 BID #1408-AB**

CHESHIRE PUBLIC SCHOOLS
 TRANSPORTATION BID 1408-AB BID FORM 1.A
 REGULAR PUPIL TRANSPORTATION

	Type I Vehicle		Type II Vehicle		Vehicle
	Per Day	Per 180 day Year	Per Day	Per 180 Day Year	Additional Rate Per ¼ Hour
2014/2015					
2015/2016					
2016/2017					
2017/2018					
2018/2019					

Current Usage
 16 – 77 Passenger Bus
 14 – 71 Passenger Bus
 5 – 83 Passenger Bus

7 – 26 Passenger Mini-Bus, Seat Belts

Note: Wilcox Technical School has a 182 day school year, these costs will be included at the per day rate for a Type I Bus.

Regular Transportation includes up to 5.75 hours per day (non-consecutive)

Bidder _____
 Address _____

By: Signature _____
 Name: Printed _____
 Title _____
 Telephone _____

CHESHIRE PUBLIC SCHOOLS
TRANSPORTATION BID 1408-AB FORM 1.B
SUMMARY REGULAR EDUCATION PAGE

2014/2015 \$ _____

Written _____

2015/2016 \$ _____

Written _____

2016/2017 \$ _____

Written _____

2017/2018 \$ _____

Written _____

2018/2019 \$ _____

Written _____

Bidder _____

Address _____

By: Signature _____

Name: Printed _____

Title _____

Telephone _____

CHESHIRE PUBLIC SCHOOLS
 TRANSPORTATION BID 1408-AB BID FORM 2.A
 SPECIAL EDUCATION TRANSPORTATION

	Type II Vehicle	Type II Vehicle	Vans	Vans	Cars	Cars	Aide	Aide
	Up to 4 hrs Per Day	Additional Rate/1/4 Hour	Up to 4 hrs Per Day	Additional Rate/1/4 Hour	Up to 4 hrs Per Day	Additional Rate/1/4 Hour	Rate Per Hour	Additional Rate/ 1/4 Hour
2014/2015								
2015/2016								
2016/2017								
2017/2018								
2018/2019								

Aide minimum four hours per day (non-consecutive)

Current Usage

- 7 – STV Vans (Out of Town <100 miles)
- 1 – STV Van (In Town)
- 3 – 19 Passenger Bus w/seat belts (Out of Town <100 miles)
- 2 – 26 Passenger Bus w/seat belts (Out of Town <100 miles)
- 1 – Type II Wheelchair, lift (In Town)

Bidder _____
 Address _____

By: Signature _____
 Name: Printed _____
 Title _____
 Telephone _____

CHESHIRE PUBLIC SCHOOLS
TRANSPORTATION BID 1408-AB FORM 2.B
SUMMARY SPECIAL EDUCATION PAGE

2014/2015 \$ _____

Written _____

2015/2016 \$ _____

Written _____

2016/2017 \$ _____

Written _____

2017/2018 \$ _____

Written _____

2018/2019 \$ _____

Written _____

Bidder _____

Address _____

By: Signature _____

Name: Printed _____

Title _____

Telephone _____

CHESHIRE PUBLIC SCHOOLS
 TRANSPORTATION BID 1408-AB BID FORM 3
 ATHLETIC TRIPS, FIELD TRIPS, EXTRA CURRICULAR ACTIVITIES

Field Trips & Athletics						
Field Trips (Based on 4 hours completed between 9:00 a.m. and 1:00 p.m.)	Estimate of Quantity Per Year	Per Trip Per Bus 2014-2015	Per Trip Per Bus 2015-2016	Per Trip Per Bus 2016-2017	Per Trip Per Bus 2017-2018	Per Trip Per Bus 2018-2019
In Town	12	\$	\$	\$	\$	\$
Up to 25 miles	40	\$	\$	\$	\$	\$
Up to 40 miles	8	\$	\$	\$	\$	\$
Up to 80 miles	1	\$	\$	\$	\$	\$
Over 80 miles (Rate would be determined per mile, price also includes first 4 hours)	1 @ 100 miles	Per Mile 2014-2015	Per Mile 2015-2016	Per Mile 2016-2017	Per Mile 2017-2018	Per Mile 2018-2019
		\$	\$	\$	\$	\$
Field Trips & Athletics (Based on 4 hours completed any time other than between 9:00 a.m. and 1:00 p.m.)	Estimate of Quantity Per Year	Per Trip Per Bus 2014-2015	Per Trip Per Bus 2015-2016	Per Trip Per Bus 2016-2017	Per Trip Per Bus 2017-2018	Per Trip Per Bus 2018-2019
In Town	30	\$	\$	\$	\$	\$
Up to 25 miles	100	\$	\$	\$	\$	\$
Up to 40 miles	100	\$	\$	\$	\$	\$
Up to 80 miles	15	\$	\$	\$	\$	\$
Over 80 miles (Rate would be determined per mile, price also includes first 4 hours)	5 @ 100 miles	Per Mile 2014-2015	Per Mile 2015-2016	Per Mile 2016-2017	Per Mile 2017-2018	Per Mile 2018-2019
		\$	\$	\$	\$	\$
OVERTIME Additional price for all time over 4 hours	100 hrs per year	Per Hour 2014-2015	Per Hour 2015-2016	Per Hour 2016-2017	Per Hour 2017-2018	Per Hour 2018-2019
		\$	\$	\$	\$	\$

CHESHIRE PUBLIC SCHOOLS
TRANSPORTATION BID 1408-AB FORM 4
EXTRA MIDDAY KINDERGARTEN RUNS
(Beyond the 16 Midday Routes Incorporated on Form 1.A)

Amount Per Day/Per Bus Beyond the 5.75 hours quote, if any, on Form 1.A

2014/2015	\$ _____
Written	_____
2015/2016	\$ _____
Written	_____
2016/2017	\$ _____
Written	_____
2017/2018	\$ _____
Written	_____
2018/2019	\$ _____
Written	_____

Bidder _____
Address _____

By: Signature _____
Name: Printed _____
Title _____
Telephone _____

ALTERNATES OR EXCEPTIONS

Alternate 1 – Price Adjustment if Cheshire Public Schools Provide Fuel:

Should the Cheshire Public Schools agree to purchase the fuel to be used in the contractor supplied vehicles, a discount will be applied as detailed below (attach separate page(s) if necessary):

Alternate 2 – Routing Software:

Please supply name of Contractor's preferred software and version.

Please provide annual cost estimate, if any, for Schools to access, training of routing software and use of software.

CHESHIRE PUBLIC SCHOOLS
TRANSPORTATION BID 1408-AB BID FORM 6

Mechanic Services – Hourly Rate

The hourly rate to be charged the Board of Education for the labor associated with the maintenance and upkeep of the Board’s Transportation Fleet of vehicles. **BOE fleet to be maintained by same garage and mechanic’s as contractor’s fleet.**

Pricing Alternate

2014/2015 _____
2015/2016 _____
2016/2017 _____
2017/2018 _____
2018/2019 _____

Training and testing of Board Employed Drivers

The annual cost to provide training programs to up to 10 Cheshire Public Schools’ employees operating transportation vehicles. This should encompass all safety training, mandatory workshops and other programs that in which the contractor’s employees may participate.

Pricing Alternate

2014/2015 _____
2015/2016 _____
2016/2017 _____
2017/2018 _____
2018/2019 _____

Schools’ employees may participate in regularly scheduled group safety meetings at no cost to the Schools. Individualized or specialized training will be conducted at above rates.

Bidder _____
Address _____

By: Signature _____
Name: Printed _____
Title _____
Telephone _____

CHESHIRE PUBLIC SCHOOLS
TRANSPORTATION BID 1408-AB BID FORM 7

This Statement of Bidder's Qualifications is to be submitted by the bidder at the time of bid. All questions must be answered and the data given must be clear and comprehensive. The bidder may submit any additional information desired. It is understood that when the Board of Education has executed an agreement, to which these General Conditions are a part of, it is done upon the reliance of the answers provided herein by the bidder or the agent of the bidder.

Firm Name _____

Business Address _____

Name of Parent Company _____

Telephone Number _____

Year Established _____

Number and type of Vehicles _____

Location of Maintenance Facility _____

No. of Towing Vehicles (Owned/Operated in CT) _____

Personnel Total _____ Drivers _____

 Mechanics _____ Support _____

Training Staff _____ Persons _____

References _____

ADDITIONAL INFORMATION REQUIRED FROM BIDDERS:

Bidders are asked to provide specifications on all installed equipment but at a minimum for the School Bus Radios, GPS System and Camera System.

The bidders shall furnish, with bid, a statement of experience in the field of pupil bus transportation during the past five (5) years. If the bidder is a corporation, it shall submit a certificate of good standing with the Secretary of State of the State of Connecticut with its bid.

Each bidder must be prepared, upon request, to furnish a current financial statement prepared in accordance with generally accepted accounting principles which statement shall bear the certificate of a Certified Public Accountant.

BIDDER'S FULL LEGAL NAME: _____

Pursuant to and in full compliance with the Invitation to Bid, the undersigned bidder, having visited the site or property if applicable, and having thoroughly examined each and every document comprising the Invitation to Bid, including any addenda, hereby offers and agrees as follows:

ACKNOWLEDGEMENT

In submitting this Bid Form, the undersigned bidder acknowledges that the price(s) include all labor, materials, transportation, hauling, overhead, fees and insurances, bonds or letters of credit, profit, security, permits and licenses, and all other costs to cover the completed work called for in the Invitation to Bid. Except as otherwise expressly stated in the Invitation to Bid, no additional payment of any kind will be made for work accomplished under the price(s) as proposed.

REQUIRED DISCLOSURES

1. Exceptions to the Invitation to Bid

_____ This bid does not take exception to any requirement of the Invitation to Bid, including but not only any of the Contract Terms set forth in Section 26 of the Standard Instructions to Bidders.

OR

_____ This bid takes exception(s) to certain of the Invitation to Bid requirements, including but not only the following Contract Terms set forth in Section 27 of the Standard Instructions to Bidders. **Attached is a sheet fully describing each such exception.**

2. State Debarment List

Is the bidder on the State of Connecticut's Debarment List?

_____ Yes
_____ No

3. Occupational Safety and Health Law Violations

Has the bidder or any firm, corporation, partnership or association in which it has an interest (1) been cited for three (3) or more willful or serious violations of any occupational safety and health act or of any standard, order or regulation promulgated pursuant to such act, during the three-year period preceding the bid (provided such violations were cited in accordance with the provisions of any state occupational safety and health act or the Occupational Safety and Health Act of 1970, and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction) or (2) received one or more criminal convictions related to the injury or death of any employee in the three-year period preceding the bid?

_____ Yes
_____ No

If “yes,” attach a sheet fully describing each such matter.

4. Arbitration/Litigation

Has either the bidder or any of its principals (regardless of place of employment) been involved for the most recent ten (10) years in any resolved or pending arbitration or litigation?

_____ Yes
_____ No

If “yes,” attach a sheet fully describing each such matter.

5. Criminal Proceedings

Has the bidder or any of its principals (regardless of place of employment) ever been the subject of any criminal proceedings?

_____ Yes
_____ No

If “yes,” attach a sheet fully describing each such matter.

6. Ethics and Offenses in Public Projects or Contracts

Has either the bidder or any of its principals (regardless of place of employment) ever been found to have violated any state or local ethics law, regulation, ordinance, code, policy or standard, or to have committed any other offense arising out of the submission of a bid or bids or the performance of work on public works projects or contracts?

_____ Yes
_____ No

If “yes,” attach a sheet fully describing each such matter.

BID SECURITY

I/we have included herein the required certified check or bid bond in the amount of \$25,000.

NOTE: THIS DOCUMENT, IN ORDER TO BE CONSIDERED A VALID BID, MUST BE SIGNED BY A PRINCIPAL OFFICER OR OWNER OF THE BUSINESS ENTITY THAT IS SUBMITTING THE BID. SUCH SIGNATURE CONSTITUTES THE BIDDER’S REPRESENTATIONS THAT IT HAS READ, UNDERSTOOD AND FULLY ACCEPTED EACH AND EVERY PROVISION OF EACH DOCUMENT COMPROMISING THE INVITATION TO BID, UNLESS AN EXCEPTION IS DESCRIBED ABOVE.

BY _____
(PRINT NAME)

TITLE: _____

(SIGNATURE)

DATE: _____

END OF BID FORM

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID# 1408-AB**

BIDDER'S LEGAL STATUS DISCLOSURE

Please fully complete the applicable section below, attaching a separate sheet if you need additional space.

For purposes of this disclosure, "permanent place of business" means an office continuously maintained, occupied and used by the bidder's regular employees regularly in attendance to carry on the bidder's business in the bidder's own name. An office maintained, occupied and used by a bidder only for the duration of a contract will not be considered a permanent place of business. An office maintained, occupied and used by a person affiliated with a bidder will not be considered a permanent place of business of the bidder.

IF A SOLELY OWNED BUSINESS:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business under sole proprietor or trade name _____

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

IF A CORPORATION:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Officers

President

Secretary

Chief Financial Officer

Does the bidder have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A LIMITED LIABILITY COMPANY:

Bidder’s Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner’s Full Legal Name _____

Number of years engaged in business _____

Names of Current Manager(s) and Member(s)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the bidder have a “permanent place of business” in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that “permanent place of business.”

IF A PARTNERSHIP:

Bidder's Full Legal Name _____

Street Address _____

Mailing Address (if different from Street Address) _____

Owner's Full Legal Name _____

Number of years engaged in business _____

Names of Current Partners

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Name & Title (if any)

Residential Address (street only)

Does the bidder have a "permanent place of business" in Connecticut, as defined above?

_____ Yes _____ No

If yes, please state the full street address (not a post office box) of that "permanent place of business."

Bidder's Full Legal Name

(print)
Name and Title of Bidder's Authorized Representative

(signature)
Bidder's Representative, Duly Authorized

Date

END OF LEGAL STATUS DISCLOSURE FORM

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID #1408-AB**

**BIDDER'S CERTIFICATION
Concerning Equal Employment Opportunities
And Affirmative Action Policy**

I/we, the bidder, certify that:

- 1) I/we are in compliance with the equal opportunity clause as set forth in Connecticut state law (Executive Order No. Three, <http://www.cslib.org/xeorder3.htm>).
- 2) I/we do not maintain segregated facilities.
- 3) I/we have filed all required employer's information reports.
- 4) I/we have developed and maintain written affirmative action programs.
- 5) I/we list job openings with federal and state employment services.
- 6) I/we attempt to employ and advance in employment qualified handicapped individuals.
- 7) I/we are in compliance with the Americans with Disabilities Act.
- 8) I/we (check one):
_____ have an Affirmative Action Program, or
_____ employ 10 people or fewer.

Legal Name of Bidder

(signature)
Bidder's Representative, Duly Authorized

Name of Bidder's Authorized Representative

Title of Bidder's Authorized Representative

Date

END OF BIDDER'S CERTIFICATION FORM

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID #1408-AB**

BIDDER'S NON COLLUSION AFFIDAVIT

The undersigned bidder, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) the bid is genuine; it is not a collusive or sham bid;
- (2) the bidder developed the bid independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (3) the bidder, its employees and agents have not communicated the contents of the bid to any person not an employee or agent of the bidder and will not communicate the bid to any such person prior to the official opening of the bid; and
- (4) no elected or appointed official or other officer or employee of the Cheshire Public Schools is directly or indirectly interested in the bidder's bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned bidder further certifies that this affidavit is executed for the purpose of inducing the Cheshire Public Schools to consider its bid and make an award in accordance therewith.

Legal Name of Bidder

(signature)

Bidder's Representative, Duly Authorized

Name of Bidder's Authorized Representative

Title of Bidder's Authorized Representative

Date

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission Expires:

END OF BIDDER'S NON COLLUSION AFFIDAVIT

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID #1408-AB**

BIDDER'S STATEMENT OF REFERENCES

Provide at least three (3) references:

1. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

2. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

3. BUSINESS NAME _____
ADDRESS _____
CITY, STATE _____
TELEPHONE: _____
INDIVIDUAL CONTACT NAME AND POSITION _____

END OF STATEMENT OF REFERENCES

**CHESHIRE PUBLIC SCHOOLS, CONNECTICUT
INVITATION TO BID ON
PUPIL TRANSPORTATION SERVICES
BID #1408-AB**

FORM OF CONTRACT

This Contract is made as of the ____ day of _____, 20__ (the “Effective Date”), by and between the Cheshire Public Schools, 29 Main Street, Cheshire, Connecticut, a municipal corporation organized and existing under the laws of the State of Connecticut (the “Schools”), and [*name and address of successful bidder*] (the “Contracting Party”).

RECITALS:

WHEREAS, the Schools has issued an INVITATION TO BID ON Construction of a Storage Building (the “Invitation to Bid”), a copy of which, along with any addenda, is attached as Exhibit A;

WHEREAS, the Contracting Party submitted a bid to the Schools dated _____ (the “Invitation to Bid”), a copy of which is attached as Exhibit B;

WHEREAS, the Schools has selected the Contracting Party to perform the Work (as defined in Section 1 below); and

WHEREAS, the Schools and the Contracting Party desire to enter into a formal contract for the performance of the Work.

NOW THEREFORE, in consideration of the recitals set forth above and the parties’ mutual promises and obligations contained below, the parties agree as follows:

1. Work: The Contracting Party agrees to perform the Work described more fully in the attached Exhibits A and B (collectively, the “Work”).

The Contracting Party also agrees to comply with all of the terms and conditions set forth herein and in the Invitation to Bid including but not only **all of the terms set forth in Section 26 (the “Contract Terms”) of the Standard Instructions to Bidders.**

2. Term:

3. Contract Includes Exhibits; Order of Construction: The Contract includes the Invitation to Bid (Exhibit A) and the Bid (Exhibit B), which are made a part hereof. In the event of a conflict or inconsistency between or among this document, the Invitation to Bid and the Bid, this document shall have the highest priority, the Invitation to Bid the second priority, and the Bid the third priority.

4. Price and Payment:

5. Right to Terminate – If the Contracting Party’s fails to comply with any of the terms, provisions or conditions of the Contract, including the exhibits, the Schools shall have the right, in addition to all other available remedies, to declare the Contract in default and, therefore,

to terminate it and to resubmit the subject matter of the Contract to further public procurement. In that event, the Contracting Party shall pay the Schools, as liquidated damages, the amount of any excess of the price of the new contract over the Contract price provided for herein, plus any legal or other costs or expenses incurred by the Schools in terminating this Contract and securing a new contracting party.

6. No Waiver or Estoppel – Either party’s failure to insist upon the strict performance by the other of any of the terms, provisions and conditions of the Contract shall not be a waiver or create an estoppel. Notwithstanding any such failure, each party shall have the right thereafter to insist upon the other party’s strict performance, and neither party shall be relieved of such obligation because of the other party’s failure to comply with or otherwise to enforce or to seek to enforce any of the terms, provisions and conditions hereof.

7. Notice – Any notices provided for hereunder shall be given to the parties in writing (which may be hardcopy, facsimile, or e-mail) at their respective addresses set forth below:

If to the Schools:

Vincent J. Masciana
Director of Management Services
29 Main Street, Cheshire, CT 06410
fax 203.250.2438 e-mail: vmasciana@cheshire.k12.ct.us

8. Execution - This Contract may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement, and shall become binding when one or more counterparts have been signed by each of the parties hereto and delivered (including delivery by facsimile) to each of the parties.

IN WITNESS THEREOF, the parties have executed this contract as of the last date signed below.

CHESHIRE PUBLIC SCHOOLS

By _____

Greg J. Florio
Its Superintendent of Schools

Date: _____

[CONTRACTING PARTY LEGAL NAME]

By _____

Its _____, Duly Authorized

Date: _____

CHESHIRE PUBLIC SCHOOLS

*29 Main Street
Cheshire, Connecticut 06410*

SCHOOL	REGULAR SCHOOL HOURS		90-MINUTE DELAYED OPENING		EARLY DISMISSAL	
	Start AM	Dismiss PM	Start AM	Dismiss PM	Start AM	Dismiss PM
Cheshire High School 525 South Main Street; 203-250-2511	7:30*	2:00	9:00	2:00	7:30	12:10
Dodd Middle School 100 Park Place; 203-272-3249	8:06**	2:45	9:36	2:40	8:06	12:55
Chapman Elementary School 38 Country Club Road; 203-272-3591	8:05	2:35	9:35	2:35	8:05	12:40
Doolittle Elementary School 735 Cornwall Avenue; 203-272-3549	8:05	2:35	9:35	2:35	8:05	12:40
Highland Elementary School 490 Highland Avenue; 203-272-0335	8:50	3:20	10:20	3:20	8:50	1:25
Norton Elementary School 414 North Brooksvale Road; 203-272-7283	8:50	3:20	10:20	3:20	8:50	1:25
Humiston Alternative HS Grades 9 – 12 30 Spring Street; 203-250-2435	8:00	1:00	9:30	1:00	8:00	12:30
Darcey Kindergarten & EIC Pre-School - AM Session	8:55	11:36	A.M. Cancelled		8:55	10:50
- PM Session 1686 Waterbury Road; 203-272-3343	12:34	3:15	12:34	3:15	P.M. Cancelled	
St. Bridget*** 171 Main Street; 203-272-5860	8:50	3:20	10:20	3:20	8:50	1:25

* CHS starting time is for 1st instructional period

** Dodd starting time is for morning exercise

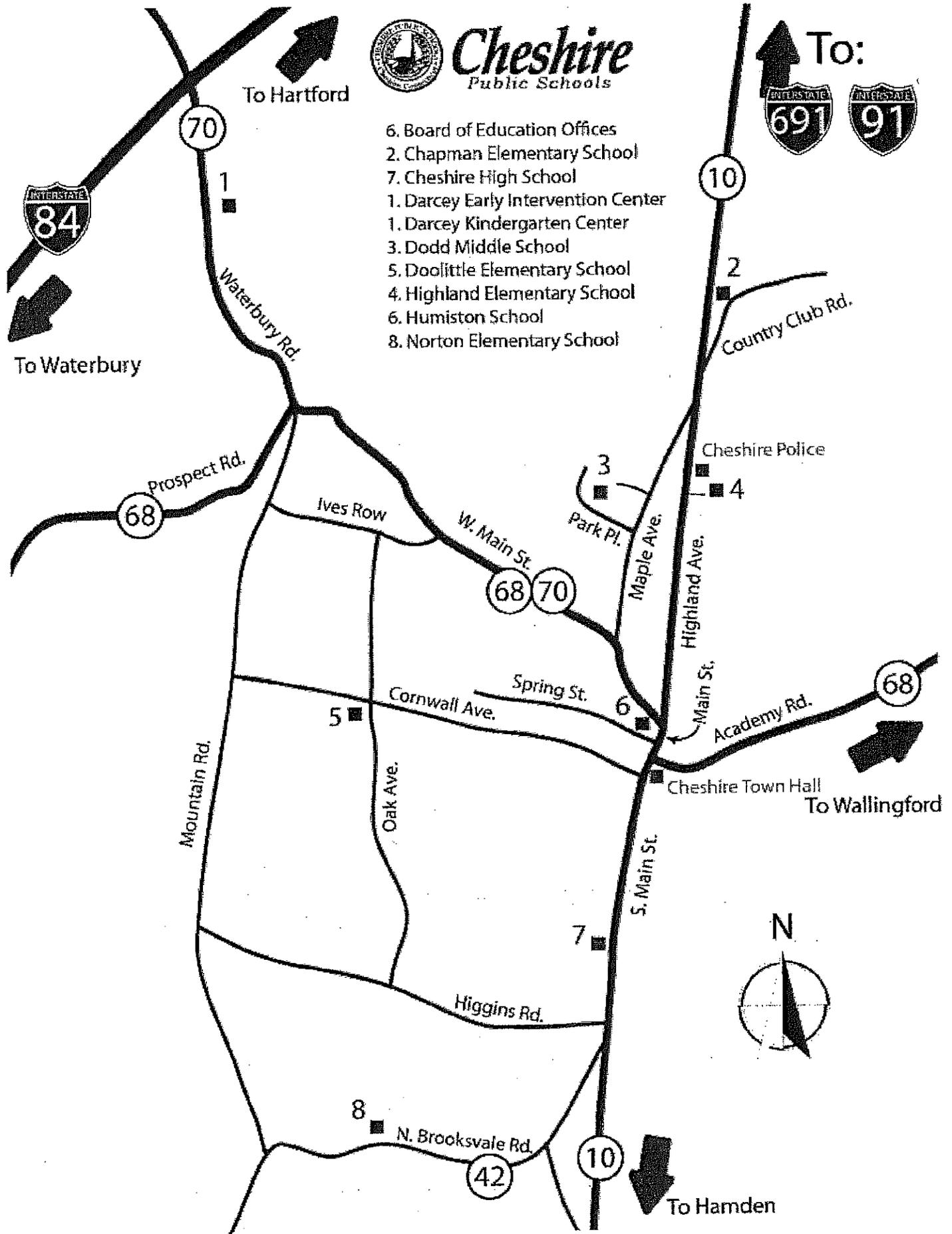
*** Private School – Listed on this Form For Transportation Purposes Only



Cheshire

Public Schools

- 6. Board of Education Offices
- 2. Chapman Elementary School
- 7. Cheshire High School
- 1. Darcey Early Intervention Center
- 1. Darcey Kindergarten Center
- 3. Dodd Middle School
- 5. Doolittle Elementary School
- 4. Highland Elementary School
- 6. Humiston School
- 8. Norton Elementary School



Bus No.	Capacity	7:30 - 2:00		8:06 - 2:45		8:05 - 2:35		8:50 - 3:20		8:55 - 11:36	12:34 - 3:15	8:50 - 3:20		ELIGIBLE RIDER COUNT						
		CHS AM	including Wilcox PM	Dodd AM	Middle PM	Chapman AM	PM	Doolittle AM	PM	Highland AM	PM	Norton AM	PM	Darcey A.M.	Darcey P.M.	St. Bridget AM	PM	AM	PM	
1	71	70	53	35	23					56	59						161	135	3	
2	83	51	51	22	20					60	60						133	131	3	
3	77	58	58	25	27					54	61						137	146	3	
4	77	81	82	53	50					28	30						162	162	3	
5	71	67	65			39	40								15	16	121	121	3	
6	77	61	63			52	64			40	43						163	170	3	
7	71	26	26			24	23								11	13	61	62	3	
8	71	71	71	44	46										16	17	131	134	3	
9	78	30	30	13	13					60	61						103	104	3	
10	71	64	64	39	39					55	56						158	159	3	
11	71	70	70	37	37										17	18	124	125	3	
12	71	78	80	20	20					28	26						126	126	3	
13	77	56	56	27	27					55	55						138	138	3	
14	71	91	93					53	56						15	14	159	163	3	
15	71	80	77			53	55			47	44						180	176	3	
16	77	89	90					74	76								202	208	3	
17	78	76	76	48	46					39	42						174	171	3	
18	78	82	82	58	54					50	49						186	182	3	
19	83	75	66	27	23					46	46						146	133	3	
20	T2-26	22	22	10	8							B 13	Q 16				45	46	3	
21	83 Wilcox	7	7							33	34						40	41	2	
22	71	69	68	26	27					54	52						149	147	3	
23	71			31	30					47	47						78	77	2	
24	71							47	48			A 17	J 10				64	58	2	
25	71					35	34					F 11	N 10				46	44	2	
26	83							49	49			D 8	R 15				57	64	2	
27	78			29	29					56	54						85	83	2	
28	T2-26							15	14							12	13	27	27	2
29	71							64	68								79	78	2	
30	71	17	18	35	39										18	19	70	76	3	
31	71			24	24							E 13	L 17				37	41	2	
32	42			29	30					15	18						44	48	2	
33	71							56	59							17	20	73	79	2
34	71			39	39							G 8	M 14				47	53	2	
35	71			42	45							I 19	K 22				61	67	2	
36	71							47	49	51	51						98	100	2	
37	71					49	48			52	50						101	98	2	
51	26														15	15	15	15	1	
54	26	12	12												25	24	37	36	2	
20 Sound		4	4																	
21 Lyman		6	6												15	15				
26 Wilcox		12	11												13	14				
TOTALS		1,425	1,430	713	711	262	264	405	419	642	648	328	334	104	114	189	198	4068	4118	

Payment For 1 Eli Whitney & 1 Kaynor Students = 2 More Vocational

Maximum counts from each school and total below

Busing amt	1402	28	713	264	419	648	334	218	198											
Resident Stds	1538	38	743	292	523	729	426	217	217											
Walkers/Other	136	10	30	28	104	81	92	-1	19											
Walkers#s 11/28								0												

Type 1 Buses	21	1 Wilcox	21	7	7	14	7	7	7			7	7				92	Type 1 Bus	
Mini-Buses		2 Vo-AgsSE	1	0	1	0	0	1	3			1	10				8	Mini-Buses	
Total Routes	23	1	22	7	8	14	7	8	10			8	10				100		

After entered Resident Student numbers, emailed spreadsheet to Luther Miller, Brian Adams, Vin Masciana & Greg Florio 12/09/13

October 2013
Regular School Enrollments

Resident PK-12	4,563
Subtract Resident PK	(75)
Subtract Humiston	(20)
+ St. Bridget Resid. K-8	217
Plus Sound School	6
Plus Lyman Hall	5
Plus Wilcox	27
Total	4,723

4,224	-198	St. Bridget's
4,723	-18	Wilcox V.T.
499	-4	Sound School
0	-6	Lyman Hall
		Public Sch. Busers

School District Operations

3541(a)

Transportation

Section 1. Statement of Policy

- A. The Board shall furnish school transportation accommodations to eligible students so that they may attend the Cheshire Public Schools as provided by law.
- B. The Board's transportation accommodations shall comply with this Policy and with applicable state laws and regulations, which laws and regulations shall govern any matters not covered by specific declaration within this Policy.
- C. The Board shall provide transportation accommodations to transport students to and from school and the bus stop established for their dwellings in a safe, efficient, and economical manner.
- D. The Board may provide transportation to enrich the instructional program through planned field trips, as recommended by the staff, and to support the co-curricular program, athletics, music, drama, and other such Board programs.
- E. The Board shall also provide transportation accommodations to, or shall pay for transportation services of, students residing in Cheshire but attending a school within the Town of Cheshire as such is required pursuant to Section 10-281 of the General Statutes, as amended.

Section 2. Definitions

- A. As used in this Policy, the words or phrases shall be as defined in this Section, unless a different meaning is required by the context or is specifically prescribed.
- B. Definitions
 - 1. "Available Seat" means a seat which is not assigned for use by students who are assigned to the school bus and which seats, therefore, are available to be used by students in accordance with the provisions of Section 11 of this Policy.
 - 2. "Board of Education" and "Board" mean the Cheshire Board of Education.

Transportation

Section 2.B Definitions (continued)

3. "Bus Stop" means a geographical location designated by the Board or school administration where students can wait for purposes of boarding or exiting a school bus.
4. "Hearing Board" means the board, which conducts the transportation accommodation hearings pursuant to Section 10-186(b)(1) of the General Statutes, as amended, and pursuant to this Policy and the Bylaws of the Board of Education.
5. "Parent" means a student's mother, father, surrogate parent, and/or legal guardian.
6. "Private Road" means a travelway for motor vehicles which is not under the control of the Town of Cheshire or the State of Connecticut as a public road; rather, it is privately owned and controlled, and includes any private street, avenue, boulevard, and highway.
7. "Road" means a travelway for motor vehicles, which is under the control of the Town of Cheshire or the State of Connecticut as a public road, including any public street, avenue, boulevard, and highway.
8. "School Bus" or "Bus" means any motor vehicle used by the Board to provide transportation accommodations to students, including, but not limited to, buses, vans, and passenger cars.
9. "School Transportation Accommodations" and "Transportation Accommodations" means the approved and implemented program by which students are conveyed to and/or from school to and/or from the bus stop established for their dwelling at public expense, whether by use of publicly owned equipment or by contract carrier or parent transportation, as set forth in Section 7 of this Policy.
10. "Sidewalk" means any pedestrian walkway which is located generally parallel to a public or private road, which walkway has been laid out by the Town of Cheshire or the State of Connecticut or has been reserved by custom or which has been otherwise specially prepared for pedestrian use, such as by paving. "Sidewalk" does not include crosswalks.

Transportation

Section 2.B Definitions (continued)

11. "Shoulder" means that portion of a road, which is immediately contiguous to the travel lanes or main traveled portion of the road.
12. "Student" means any individual of school age, enrolled in a public or private school located within the Town of Cheshire.
13. "Walking Area" means the area encompassed by the student's walking route. The walking area may be paved or unpaved and is usually parallel to a public road and is usually distinguished by curbing, drainage ditch, grass area, fencing, or other feature independent of any white line safety markings along the road pavement. Walking area includes "sidewalks".
14. "Walking Distance To School" means the linear measure of the student's walking route, one way, that is, to the student's school as measured to a point at the nearest school building entrance; to a point at the nearest, safe entrance to the school grounds located within one hundred feet of the school building entrance; or to the bus pick-up/drop off area.
15. "Walking Distance To The Bus Stop" means the linear measure of the student's walking route, one way, that is, to the bus stop established for the student's dwelling.
16. "Walking Route" means the prescribed or authorized path which a student follows to walk to and from the student's school or to walk to and from the school bus stop established for the student's dwelling, but it does not include the route between the student's dwelling and the curb or edge of the public road.

Section 3. Eligibility for School Transportation Accommodations

- A. The following standards shall guide the decision-making concerning a student's eligibility for school transportation accommodations:
 1. The student shall be over five (5) and under twenty-one (21) years of age or shall be duly enrolled in kindergarten or in the Board's Early Intervention Center as a student requiring special education and related services, but the student shall not be a graduate of high school or vocational school nor shall he be legally excluded from school.

Transportation

Section 3.A Eligibility for School Transportation Accommodations (continued)

2. The student shall reside in a dwelling, which is located wholly or partly within the Town of Cheshire.
 3. The student's walking distance to school, as defined in Section 2 of this Policy, shall not exceed the following standards:
 - a. Students who are in kindergarten shall not be required to walk farther than one-half ($\frac{1}{2}$) mile to school.
 - b. Students who are in grades 1 through 6 shall not be required to walk farther than one (1) mile to school.
 - c. Students who are in grades 7 through 12 shall not be required to walk farther than one and one-half ($1\frac{1}{2}$) miles to school.
 - d. Students in grades kindergarten through 8 shall not be required to walk to and from school at any time prior to one-half hour before sunrise or one-half hour after sunset.
 4. School transportation accommodations shall be provided if required to provide for the safety of students if the student's walking area or walking route is determined to be hazardous considering the provisions of Section 8 of this Policy.
 5. School transportation accommodations shall be provided if required to provide for the safety of students considering the opening and closing of school hours and the daylight available during walking times.
- B.** Students requiring special education and related services shall be provided with transportation accommodations in accordance with this Policy unless their individualized education plan specifically provides otherwise.
- C.** Disabled students who require transportation to and/or from school because they are unable to walk to school due to temporary or permanent mental, physical, or health disabilities shall be provided with transportation accommodations. The Superintendent or his designee shall provide these accommodations on a case-by-case basis, upon written request made by the student's parent accompanied by supporting documentation from the student's physician and the school medical advisor.

Transportation

Section 4. The Establishment of Bus Routes

- A. The Superintendent or his designee shall establish bus routes annually.
- B. The following standards shall guide the decision-making concerning the establishment of bus routes along public roads and private roads:
 - 1. Bus routes shall be established to provide the safest and shortest routes as economically as possible.
 - 2. The length of routes shall be equalized, as nearly as possible, and busloads shall be established as close to bus capacity as possible.
 - 3. Transportation accommodations shall be provided to transport students within reasonable time limits. Generally, and absent unusual circumstances, the first student pick-up shall begin no earlier than sixty (60) minutes before school opens, and students shall not be in transit from school for more than sixty (60) minutes.

Section 5. The Establishment of Bus Stops

- A. The Superintendent or his designee shall establish bus stops annually.
- B. The following standards shall guide the decision-making concerning the establishment of bus stops on public roads and on private roads:
 - 1. The student's walking distance to the bus stop, as defined in Section 2 of this Policy, shall not exceed the following standards:
 - a. Students who are in kindergarten shall not be required to walk farther than one-half ($\frac{1}{2}$) mile to the bus stop.
 - b. Students who are in grades 1 through 6 shall not be required to walk farther than one (1) mile to the bus stop.
 - c. Students who are in grades 7 through 12 shall not be required to walk farther than one and one-half ($1\frac{1}{2}$) miles to the bus stop.

Transportation

Section 5.B The Establishment of Bus Stops (continued)

2. The bus stop shall not be established at a location at which conditions exist which substantially diminish the safety of students while walking to and from the bus stop and while waiting at the bus stop.

Section 6. Transportation Over Private Roads

- A. No bus route or bus stop shall be established which requires a bus to travel over roads that are not maintained by the Town of Cheshire or the State of Connecticut unless the Board specifically authorizes such a bus route or bus stop.
- B. The Board shall only authorize such a bus route or bus stop consistent with Section 10-220c of the General Statutes, as amended, and with the provisions of this Policy.

Section 7. Transportation By Contract Carrier Or By Parent Transportation

- A. The Board may provide for transportation accommodations by private carrier whenever such practice is more economical and/or convenient than using school Board-owned facilities.
- B. Parents may be reimbursed for transportation of eligible students whenever such practice is more economical and/or convenient to the Board.
- C. Student transportation by private carrier and by parent transportation shall comply with the provisions of this Policy and the General Statutes, as amended.

Section 8. Hazardous Walking Area and/or Walking Route

- A. The Superintendent or his designee shall examine the following factors to determine whether a walking area or walking route is hazardous:
 1. The grade levels of the students who will be using the walking area or walking route.

Transportation

Section 8.A. Hazardous Walking Area and/or Walking Route (continued)

2. The geometry and character of the walking area or walking route, including the following factors:
 - a. The existence of sidewalks generally parallel to the road or roads along the walking area or walking route;
 - b. The existence of intersecting roads along the walking area or walking route;
 - c. The existence of traffic controls and/or safety provisions (such as traffic lights, pedestrian crossing lights, stop signs, marked crosswalks, and crossing guards) at the intersections at which the students will be crossing.
3. The geometry and character of the road or roads along the walking area or walking route, including such factors as the following: Paved road width and length; traveled width when plowed free of snow accumulations; vertical and horizontal curves; surface condition; stopping or braking sight distances; intersection sight distances; the existence of line of sight obstructions (such as hills, curves, structures, out cropping land forms, plantings, or other obscuring objects or structures); posted and prevailing speed limits; traffic volume during the time that students will be walking there; and accident history;
4. The existence of potential hazards along or within the walking area or walking route, including the following:
 - a. Whether the walking area or walking route is contiguous (in whole or in part) to a lake, pond, stream, culvert, waterway, or bridge and whether there is a fence or other suitable, physical barrier present and fixed along that part of the walking area or walking route between the students and the lake, etc.;

Transportation

Section 8.A.4 Hazardous Walking Area and/or Walking Route (continued)

- b. Whether the walking area or walking route (in whole or in part) is contiguous to a road, sidewalk, or bridge having a drop of three (3) or more feet per each four (4) feet of travel length on either side of the established lanes and whether there is a fence or other suitable, physical barrier present and fixed along that part of the walking area or walking route between the students and the steep grade;
 - c. Whether there are usually or frequently within the walking area or along the walking route, hazardous conditions (such as open manholes, construction, snow which is always plowed or piled on the walking area making the area unwalkable, loading zones where motor vehicles are permitted to park within walking areas, commercial entrances and exits in which motor vehicles cross walking areas at speeds in excess of five (5) miles per hour) and/or other such hazardous conditions which are attractive to children; and
 - d. Whether the walking area or walking route passes through an area, which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation and such acts occur during the time that students will be walking within that area.
- B.** If the Superintendent or his designee determines that a walking area or walking route is hazardous; school transportation accommodations shall be provided to students who would otherwise be walking within that walking area or along that walking route.
- C.** Crossing guards shall be provided at intersections and main crossing points when the Superintendent or his designee and the Traffic Authority have determined their use to be necessary.
- D.** Parents may petition the Board, in accordance with Section 10 of this Policy, to establish or to alter a bus route or bus stop based upon the existence of hazardous conditions, which exist in the walking area or along the walking route.

Transportation

Section 9. Public Notice of Bus Routes and Significant Changes in Bus Stops

A. Annual Notice of Bus Routes

1. The Superintendent or his designee shall give public notice of bus routes.
2. This notice shall be made in any one or a combination of the following ways: Publishing the routes in a newspaper having a general circulation within the Town; mailing postcards to the affected parents; posting the routes at school buildings, the Board of Education offices, the Cheshire Public Library, or the Cheshire Town Hall; posting the routes on the Board's website; and/or broadcasting the routes on the local access cable television station which services the Town of Cheshire.
3. The notice shall specify the routes to be traveled by the buses, not each individual stop and not student addresses.
4. The notice shall be given at least one (1) week prior to the first day of school, each school year.

B. Notice of Significant Changes in Bus Routes or Bus Stops

1. If a bus route or stop is to be significantly changed from the prior school year, the Superintendent or his designee shall provide written notice of the change to the affected parent or parents before the school year begins.
2. This notice requirement applies to any change, which will result in a student's being provided with bus transportation when the student was a walker the prior year or which will result in the elimination of bus transportation to students who were provided with such transportation in the prior year.

Section 10. Petitions Concerning School Transportation Accommodations

- A. The provisions of this Section shall control the submission and consideration of petitions seeking determinations as to a student's eligibility for transportation accommodations and petitions seeking to establish or alter bus stops or bus routes.

Transportation

Section 10. Petitions Concerning School Transportation Accommodations (continued)

- B.** The parent shall submit a written petition to the Superintendent or his designee on a form developed by the Superintendent or his designee for that purpose.
- C.** The Superintendent or his designee shall evaluate and give due consideration to the petition in light of the provisions set forth in this Policy.
- D.** The Superintendent or his designee shall act on the petition and shall send a written response to the parent within thirty (30) days of the date the petition was received.
- E.** If the petition is not granted, the Superintendent's or his designee's response shall inform the parent of his right to make a written request for a hearing by the Cheshire Board of Education in accordance with Section 10-186(b) of the General Statutes, as amended.
- F.** The hearing shall be scheduled and conducted in accordance with the Board's Hearing Bylaws, Section 9350 of this Policy Manual. Unless the parent grants the Board an extension of time, the hearing shall be commenced within ten (10) days of receipt of the written request for a hearing and the Hearing Board's decision shall be rendered within ten (10) days after the hearing.
- G.** Written notice of the Hearing Board's decision shall be given to the parent and shall include a notice of the parent's right to appeal the Hearing Board's decision to the Connecticut State Department of Education.
- H.** The right to appeal to the State Board of Education shall not apply to any decision of the Hearing Board regarding the use of "available seats" as discussed in Section 11 of this Policy.

Section 11. Petitions Requesting The Use Of Available Seats

- A.** Permitting the use of available seats is not a transportation accommodation as defined in this Policy or in Section 10-186 of the General Statutes, as amended; instead, the use of available seats is a privilege, which may be granted by the Superintendent or his designee and only in conformance with the provisions of this Section 11.

Transportation

Section 11. Petitions Requesting The Use Of Available Seats (continued)

B. Standards Governing the Use of Available Seats

1. The Superintendent or his designee may permit a student to use an available seat for transportation to and/or from a location (the “alternate location”) other than the student’s assigned bus stop (the “home stop”) but only in following circumstances:
 - a. The alternate location is the bus stop established for a day care provider located within the Town who cares for the student at least two (2) days per school week, and the parent or student cannot provide or arrange transportation to the alternate location;
 - b. The alternate location is the bus stop established for the community program operated within the Town of Cheshire for which the student volunteers at least two (2) days per school week, and the parent or student cannot provide or arrange transportation to the alternate location;
 - c. The alternate location is the bus stop established for the student’s workplace within the Town of Cheshire, at which the student works at least two (2) days per school week, and the parent or student cannot provide or arrange transportation to the alternate location; or
 - d. The student or his parent suffers unique and individual hardship not addressed elsewhere in this Policy; and the use of available seats is warranted considering the welfare of the student, the hardship circumstances at issue, and the provisions governing the use of available seats, as set forth in this Section 11.
2. An available seat must exist on the desired bus.
3. No bus route shall be altered to pick up or drop off the student. This includes, but is not limited to, changing the route by traveling roads, which are not included in the existing route and traveling those parts of roads, which are not traveled in the existing route.

Transportation

Section 11.B Petitions Requesting The Use Of Available Seats (continued)

4. Students shall not be transported to after school activities, such as, but not limited to, scouts, dance classes, sports, etc.
5. Students shall not be transported to and/or from a location, which is not within the Town of Cheshire nor to and/or from a location which is not within the school district boundaries of the school which the student attends.
6. Available seat transportation shall only be provided to transport students to and/or from an established, alternate location in addition to the student's home stop. The parent's available seat petition shall contain a set transportation schedule which clearly shows the days of the week and on which days transportation is to be provided to and/or from the home stop and to and/or from the alternate location. Except as to changes regarding alternate locations permitted pursuant to Section 11(C)(1)(c) of this Policy, the schedule shall control the student's transportation, five (5) days per week for the school year.
7. Bus stops shall be established in accordance with Section 5 ("Establishment of Bus Stops") of this Policy.
8. In the event that available seats become assigned during the school year due to changes in bus assignments, the students permitted to use previously available seats shall relinquish them. The Superintendent or his designee shall determine which students shall relinquish the seats by considering the reverse, chronological order of the date of the students' available seat petitions and any other relevant factors, including the circumstances supporting the parent's petition for use of available seats.

C. Procedure for Granting the Use of Available Seats

1. Petition for Use of Available Seats
 - a. The parent shall submit a written petition to the Superintendent or his designee on a form developed by the Superintendent or his designee for purposes of applying to use an available seat.

Transportation

Section 11.C.1 Petitions Requesting The Use Of Available Seats (continued)

- b. The parent shall submit the petition so that it is received no later than the June 15th preceding the school year in which the available seat is sought.
- c. If the parent desires to change the student's alternate location for the school year, the parent shall seek approval of the change by submitting a new petition so that it is received no fewer than thirty (30) days before the change is to take place.
- d. The petition shall establish the following:
 - 1. The student is over five (5) and under twenty-one (21) years of age or is duly enrolled in kindergarten or in the Board's Early Intervention Center as a student requiring special education and related services, but the student is not a graduate of high school or vocational school nor is he legally excluded from school.
 - 2. The student resides in a dwelling, which is located wholly or partly within the Town of Cheshire.
 - 3. One or more of the circumstances set forth in Section 11(B)(1) of this Policy supports the request for available seats; and
 - 4. Compliance with the provisions set forth in Section 11(B) of this Policy.

2. Decision Concerning Petition for Use of Available Seats

- a. The Superintendent or his designee shall act on the petition and shall endeavor to respond to the parent no later than August 21st of the school year for which the available seat is sought.
- b. The Superintendent or his designee shall evaluate and decide whether or not to grant the petition based on the standards set forth in this Section 11.

Transportation

Section 11.C.2 Petitions Requesting The Use Of Available Seats (continued)

- c. Approval of the petition shall not be construed as approval by the Board of the student's ultimate destination. It is the parent's--not the Board's nor its agents--responsibility to investigate and select the student's day care provider, community program, or workplace at issue.
- d. If the petition is not granted, the Superintendent's or his designee's denial shall inform the parent of his right to make a written request for a hearing by the Cheshire Board of Education.
- e. The hearing shall be scheduled and conducted in accordance with the Board's Hearing Bylaws, Section 9350 of this Policy Manual; and unless the parent grants the Board an extension of time, the hearing shall be commenced within ten (10) days of receipt of the written request for a hearing, and the Hearing Board's decision shall be rendered within ten (10) days after the hearing.
- f. Written notice of the Hearing Board's decision shall be given to the parent. The decision shall be final and cannot be appealed to the State Board of Education.

D. Use Of Available Seats By Non-Resident Students For Transportation To Day Care Providers Located Within The Town Of Cheshire

- 1. The Superintendent or his designee may permit a non-resident student to use an available seat for transportation to and/or from the bus stop established for a day care provider located within the Town who cares for the student.
- 2. The student's parent shall file a petition in accordance with Section 11(C)(1) of this Policy seeking permission to use an available seat, except that the petition shall establish the following:
 - a. The student is over five (5) and under twenty-one (21) years of age or is duly enrolled in kindergarten and is not legally excluded from school;

Transportation

Section 11.D.2 Petitions Requesting The Use Of Available Seats (continued)

- b. The student is attending a non-public school located within the Town of Cheshire for which the Board is providing transportation accommodations;
 - c. Neither the parent nor the student can provide or arrange transportation to the day care provider; and
 - d. Compliance with the provisions set forth in Section 11(B) of this Policy.
- 3. The Superintendent or his designee shall evaluate and decide the petition pursuant to Section 11(C)(2) of this Policy.
 - 4. If the petition is granted it shall also be made conditioned upon the parent's paying to the Board the cost for such transportation as such cost is determined from year-to-year by the Superintendent or his designee. The student shall not be permitted to use the available seat until the Board receives payment for the transportation.

E. Day Bus Passes

- 1. The school principal or his designee may, if circumstances dictate, grant permission for a day bus pass to transport a student to another student's house after school.
- 2. Unless an emergency situation exists, permission shall be sought on a day-by-day basis, by written parental request submitted to the school principal the morning of the school day before the day the transportation is requested.
- 3. The school principal or his designee may, in his/her sole discretion, issue the bus pass if an available seat exists to transport the additional passenger.
- 4. Day bus passes shall not be used to circumvent the Available Seat provisions set forth in Section 11.A through 11.D of this Policy.

Transportation

Section 12. Responsibilities

A. Responsibilities of Parents

1. Parents are responsible for the actions and safety of their child walking to and from bus stops and to and from school.
2. Parents are responsible for the actions and safety of their child if their child is being transported in any vehicle other than a school bus going to or returning from school.
3. Parents are responsible for the actions and safety of their child at the bus stops.
4. Parents are responsible for their child's conduct while riding on school buses.

B. Responsibilities of the Board

1. The Board shall cause the schools to provide instruction to students at the start of the school year emphasizing the safety aspects of walking to school and to bus stops and the safety aspects of riding the school buses.
2. The Board assumes responsibility for the student's safety only after he or she has boarded the school bus and relinquishes this responsibility after the student disembarks from the bus.

C. Responsibilities of the Superintendent

1. The Superintendent or his designee shall manage and supervise the school transportation system.
2. The Superintendent or his designee shall determine eligibility for school transportation in accordance with this Policy.
3. The Superintendent or his designee shall establish bus routes and bus stops.
4. The Superintendent or his designee shall develop, circulate, and enforce codes of behavior for students using the school buses.

Transportation

Section 12.C Responsibilities (continued)

5. The Superintendent or his designee shall develop procedures for responding to petitions pertaining to matters of school transportation accommodations and the use of available seats.
6. The Superintendent or his designee shall perform all other duties and responsibilities related to the furnishing of school transportation accommodations in a manner consistent with this Policy.

Section 13. Disciplinary Action For Violation of This Policy

The Board, the Superintendent or his designee, and the principals of each school or their designees shall have all the remedies provided in Board Policy 5114 (“Discipline of Students”) and Board Policy 5144.3 (“Discipline of Students Requiring Special Education And Related Services”) to address a violation of this Policy.

Section 14. Transportation of Out-of-District and Non-Resident Students

A. Kindergarten Students

1. If a kindergarten student is attending a day care, at least two (2) days per school week, which day care is located in a kindergarten session district which is different from the student’s home district and if the school principal has given permission to have the student attend the kindergarten session for that out-of-district day care, transportation accommodations shall not be provided to the student unless the parent obtains approval of a petition to use available seats, pursuant to Section 11 of this Policy.
2. If the parent’s available seat petition is denied, transportation to and from school and to and from the out-of-district location shall be provided by the student’s parent.

Transportation

Section 14. Transportation of Out-of-District and Non-Resident Students (continued)

B. Students in First Through Sixth Grades

1. Transportation accommodations shall not be provided to any student in grades 1 through 6 who moves out of town or out of the school district for the elementary school he attends even if he continues to attend the same elementary school with the permission of the school principal.
2. Transportation to and from school shall be provided by the student's parent.

C. Students in Middle School or High School

1. Transportation accommodations shall not be provided to any student in grades 7 through 12 who moves out of town even if the student continues to attend middle school or high school with the permission of the school principal in the Cheshire Public Schools.
2. Transportation to and from school shall be provided by the student's parent.

D. Students Requiring Special Education and Related Services

1. Students requiring special education and related services shall be provided with transportation accommodations in accordance with this Policy unless their individualized education plan specifically provides otherwise.
2. Depending on the student's individualized education plan, transportation may be provided for such student to attend a school which is located outside the district boundaries of the student's elementary school or which is located outside the Town of Cheshire.

Transportation

Section 14. Transportation of Out-of-District and Non-Resident Students (continued)

E. Non-Resident Students Attending A Non-Public School Located Within the Town

1. Pursuant to Section 11.D of this Policy, if a non-resident student attends a non-public school located within the Town for which school the Board is providing transportation accommodations, the student's parent may seek permission for the student to use an available seat for transportation to and/or from the bus stop established for a day care provider located within the Town.
2. Unless the parent's available seat petition is approved, all non-resident student transportation shall be provided by the student's parent.

Legal References, Connecticut General Statutes

Section 10-76d:	Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. Relationship of insurance to special education costs
Section 10-97:	Transportation to vocational schools
Section 10-186:	Duties of local and regional boards of education re school attendance Hearings. Appeals to state board. Establishment of hearing board
Section 10-187:	Appeal from finding of hearing board
Section 10-220:	Duties of boards of education
Section 10-220c:	Transportation of children over private roads. Immunity from liability
Section 10-221:	Development of policy for reporting complaints re school transportation safety. Reporting of accidents at school bus stops
Section 10-273a:	Reimbursement for transportation to and from elementary and secondary schools
Section 10-280a:	Transportation for pupils in nonprofit private schools outside school district
Section 10-281:	Transportation for pupils in nonprofit private schools within school district
Section 14-275a:	Use of standard school bus required, when
Section 14-275b:	Transportation of handicapped students
Section 14-275c:	Regulations re school buses and motor vehicles used to transport special education students
Section 14-280:	Letters and signals to be concealed when not used in transporting children. Signs on other vehicles
Chapter 248:	Vehicle Highway Use

Policy adopted: June 3, 1996
Policy revised: June 21, 2001, June 20, 2002

CHESHIRE PUBLIC SCHOOLS
Cheshire, Connecticut

Approved 3/13

CHESHIRE PUBLIC SCHOOLS
PROPOSED DRAFT 2014-2015 School Calendar

2014

AUGUST				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

2 Student Contact Days
 8/25 Professional Dev. Day
 8/26 Professional Dev. Day
 8/27 Convocation/Staff Prep. Day
 8/28 First Day of School

SEPTEMBER				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

20 Student Contact Days
 9/1 Labor Day
 9/25 Rosh Hashanah

OCTOBER				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

22 Student Contact Days
 10/13 Columbus Day

NOVEMBER				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26*	27	28

17 Student Contact Days
 11/4 Professional Development Day-Election Day
 11/26 Early Dismissal - all schools
 11/27-11/28 Thanksgiving Break

DECEMBER				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23*	24	25	26
29	30	31		

17 Student Contact Days
 12/23 Early Dismissal - all schools
 12/24-12/31 Winter Break
 12/25 Christmas Day

2015

JANUARY				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

19 Student Contact Days
 1/1 New Year's Day
 1/2 Winter Break
 1/19 Martin Luther King Day

FEBRUARY				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

15 Student Contact Days
 2/16 President's Day
 2/17-2/20 February Break

MARCH				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

22 Student Contact Days
 CMT & CAPT Testing

APRIL				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

15 Student Contact Days
 4/3 Good Friday
 4/6 Professional Dev. Day
 4/13-4/17 Spring Break

MAY				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20 Student Contact Days
 5/25 Memorial Day

JUNE				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15*	16	17	18	19
22	23	24	25	26
29	30			

11 Student Contact Days
 6/15 Last Student Contact Day
 6/16 Teacher Work Day

28 Five - Day weeks of school.

[] First/Last Day of School for Students ○ Profess. Devel. Day-No School for Students
 * Early Dismissal for Students □ Vacation/Holiday-NoSchool

Snow days will be made up June 16-30 (11 days). Additional snow days needed beyond these 6 days will begin with April 17 and move backward.

CHESHIRE PUBLIC SCHOOLS
2013-2014 School Calendar

2013

2014

AUGUST				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

2 Student Contact Days
 8/26 Professional Dev. Day
 8/27 Professional Dev. Day
 8/28 Convocation/Staff Prep. Day
 8/29 First Day of School

JANUARY				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

21 Student Contact Days
 1/1 New Year's Day
 1/20 Martin Luther King Day
 Report Cards CHS-1/31; Dodd-1/31

SEPTEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

19 Student Contact Days
 9/2 Labor Day
 9/5 Rosh Hashanah
 Open Houses CHS-9/12; Darcey-9/23, 9/25; Dodd-9/10, 9/18
 Grades 1-6 - 9/11, 9/17, 9/19

FEBRUARY				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

15 Student Contact Days
 2/17 President's Day
 2/17 - 2/21 Winter Break
 Prof. Develop Dodd Only-2/4 (early dismissal)

OCTOBER				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22 Student Contact Days
 10/14 Columbus Day
 Open Houses Darcey EIC-10/9
 Parent Conf. CHS-10/17 (early dismissal)
 Dodd-10/10, 10/23, 10/28 (early dismissal)
 Grades 1-6 - 10/16, 10/22, 10/24 (early dismissal)

MARCH				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20 Student Contact Days
 TBD CMT & CAPT Testing
 3/28 Professional Dev. Day - Tentative
 Prof. Develop CHS Only-3/25 (early dismissal)
 Parent Conf. Grades 1-6 - 3/26 (early dismissal)
 Report Cards Grades 1-6 - 3/24

NOVEMBER				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27*	28	29

18 Student Contact Days
 11/5 Professional Dev. Day-Election Day
 11/27 Early Dismissal - all schools
 11/28-11/29 Thanksgiving Break
 Prof. Develop Dodd Only-11/21 (early dismissal)
 Report Cards CHS-11/15; Dodd-11/15

APRIL				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

17 Student Contact Days
 4/14- 4/18 Spring Break
 4/18 Good Friday
 Parent Conf. Grades 1-6 - 4/1, 4/3 (early dismissal)
 Report Cards CHS-4/9; Dodd-4/9

DECEMBER				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

15 Student Contact Days
 12/23-12/31 Winter Break
 Prof. Develop CHS Only-12/5 (early dismissal)
 Report Cards Grades 1-6 - 12/10

MAY				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

21 Student Contact Days
 5/26 Memorial Day

JUNE				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13*
16	17	18	19	20
23	24	25	26	27
30				

10 Student Contact Days
 6/13 Last Student Contact Day
 6/16 Teacher Work Day

- [] First/Last Day of School for Students
- Profess. Devel. Day-No School for Students
- * Early Dismissal for Students
- Vacation/Holiday-No School

Snow days will be made up June 16 - 30 (11 days). Additional snow days needed beyond these 11 days will begin with April 17 and move backward.

30 Five - Day weeks of school.

ST. BRIDGET SCHOOL
2013-2014 School Calendar

Aug-13						
S	M	T	W	Th	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

2 Student Contact Days
 8/26 Prof Dev. Day
 8/27 Prof Dev. Day
 8/28 Staff Prep Day
 8/29 First Day of School /
 Early Dismissal

Jan-14						
S	M	T	W	Th	F	S
				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 Student Contact Days
 1/1 New Years Day
 1/2 Return Back to School
 1/20 Martin Luther King Day

Sep-13						
S	M	T	W	Th	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					

20 Student Contact Days
 9/2 Labor Day

Feb-14						
S	M	T	W	Th	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	

15 Student Contact Days
 2/17 - 2/21 Winter Break

Oct-13						
S	M	T	W	Th	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 Student Contact Days
 10/4 Early Dis / Prof. Dev.
 10/14 Columbus Day
 10/22 Prof. Dev. / No School

Mar-14						
S	M	T	W	Th	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 Student Contact Days
 3/7 Early Dis / Prof. Dev.

Nov-13						
S	M	T	W	Th	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

19 Student Contact Days
 11/8 Early Dis / Prof. Dev.
 11/27 Early Dismissal
 11/28 Thanksgiving Break
 11/29 Thanksgiving Break

Apr-14						
S	M	T	W	Th	F	S
			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			

16 Student Contact Days
 4/1 Prof. Dev./ No School
 4/14-4/18 Spring Break
 4/17 Holy Thursday
 4/18 Good Friday

Dec-13						
S	M	T	W	Th	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				

15 Student Contact Days
 12/23 -1/1 Christmas Break
 12/6 Early Dis / Prof. Dev.

May-14						
S	M	T	W	Th	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 Student Contact Days
 5/2 Early Dis. /Prof. Dev.
 5/26 Memorial Day

Jun-14						
S	M	T	W	Th	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					

9 Student Contact Days
 6/12 Early Dis. /
 Last Day of School

Holidays / Vacations
 Early Dismissal Days
 First / Last Day of School
 Prof Day / No School

H.C. Wilcox Technical High School
Calendar for School Year 2013-2014

Tel. # 203-238-6260
website: www.cttech.org/wilcox

#7
Rev. 1-6-2014

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
August-13 3 days					September-13 20 days					October-13 22 days				
					2H	3#	4	5	6		1#	2	3	4
					9	10/	11	12	13	7pd	8/	9	10ttac	11
					16	17	18	19	20	14H	15	16	17	18
19	20	21	22	23	23	24	25//	26MTT	27pd	21	22//	23	24	25
		28	29	30	30					28	29	30pd	31/	
November-13 17 days					December-13 13 days					January-14 20 days				
				1	2	3/#pd	4	5	6			1H	2	3W
4	5PD	6	7	8	9	10W	11	12	13	6	7#	8TSN	9	10
11H	12#	13	14OH//	15	16	17W	18	19	20sd//	13	14	15	16	17sd
18	19	20	21	22	23V	24V	25H	26V	27V	20H	21	22/	23	24
25	26	27sd	28H	29V	30V	31V				27	28	29	30	31pd
February-14 17 days					March-14 19 days					April-14 16 days				
3//	4#	5	6	7	3	4#	5	6	7		1#	2	3	4
10	11	12H	13	14	10	11	12pd	13	14//	7	8ttac	9	10	11//
17H	18V	19	20	21	17	18	19	20	21	14V	15V	16V	17V	18H
24	25	26/	27	28pd	24	25	26	27/	28skls	21	22	23	24	25
					31PD					28	29PD	30		
May-14 21 days					June-14 14 days					Total Student Days 182		Total Teacher Days 188		
			1	2/	2/	3#	4	5	6pd			Marking Periods		
5	6#	7	8NSW	9pd	9	10	11	12	13			1st 8/28-10/31 45		
12	13	14	15	16//pd	16	17	18sd	19sd//	20PD*			2nd 11/1-01/22 43		
19	20	21	22	23	23	24	25	26	27			3rd 1/23-04/04 47		
26H	27	28	29	30	30							4th 04/7-06/16 47		
August 19 & 20 New Teacher Orientation														
August 28 First Day of School for Students														
NO SCHOOL ON THE FOLLOWING DAYS														
Sept. 2 Labor Day														
Oct. 14 Columbus Day														
Nov. 5 Full Day Professional Development														
Nov. 11 Veteran's Day														
Nov. 28-29 Thanksgiving Recess														
Dec. 23 - Jan. 1 Holiday Recess														
Jan. 20 Martin Luther King Day														
Feb. 12 Lincoln's birthday														
Feb. 17-18 Winter Break														
Mar. 28 Skills USA Competition (students/Faculty Off)														
Mar. 31 Full Day Professional Development														
Apr. 14 - 18 Spring Break														
Apr. 29 Full Day Professional Development														
May 26 Memorial Day														
June 20* Full Day Professional Development														
* Tentative - Subject to Change														
pd	1/2 day professional development													
sd	shortened day													
H	Holiday													
V	Vacation													
-	End of Marking Period													
G	Graduation Day													
OH	Open House													
MTT	Meet The Teacher													
#	Indicates 6:30 pm PTO meeting dates													
/	Indicates Last Day f A cycle (9/12) academics													
//	Indicates Last Day f B cycle (10/11) academics													
W	Weather Day - no school													
										Shortened and PD days/Dismissal @ 12:03				
										Sep. 27 1/2 Day for Students/PD for Teachers				
										Oct. 7 1/2 Day for Students/PD for Teachers				
										Oct. 30 1/2 Day for Students/PD for Teachers				
										Nov. 27 1/2 Day (Students/Faculty) for Thanksgiving Recess				
										Dec. 3 1/2 Day for Students/PD for Teachers				
										Dec. 20 1/2 Day (Student/Faculty) for Holiday Recess				
										Jan. 17 1/2 Day (Students/Faculty) for Trade Selection				
										Jan. 31 1/2 Day for Students/PD for Teachers				
										Feb. 28 1/2 Day for Students/PD for Teachers				
										Mar. 12 1/2 Day for Students/PD for Teachers				
										May 9 1/2 Day for Students/PD for Teachers				
										May 16 1/2 Day for Students/PD for Teachers				
										Jun. 6 1/2 Day for Students/PD for Teachers				
										Jun. 18* 1/2 Day (Students/Faculty) Meet the Teachers				
										Jun. 19* 1/2 Day (Students/Faculty) Open House				
										* Tentative - Subject to Change				
										SPECIAL EVENTS				
										Sept. 26 Meet the Teachers 5:30 - 8:00pm				
										Oct. 10 Fall TTAC Meeting				
										Nov. 14 Open House 6:00 - 8:30pm				
										Jan. 8 Trade Selection Night 6:00 - 8:30pm				
										Apr. 8 Spring TTAC Dinner				
										May 8 New Student Welcome 6:00-7:30pm				
										Jun. 19 Tentative Last Day of School				
										Jun. 19 Tentative Graduation				

WALLINGFORD PUBLIC SCHOOLS
Calendar for 2013-2014 School Year

August 2013 0 days
M T W R F
26 27 28^ 29* 30*

189 days for teachers
184 days for students

September 2013 20 days
M T W R F
2 (3) 4 5 6
9 10 11 12 13
16 17 18 19 20
23 24 25# 26 27
30

October 2013 22 days
M T W R F
1 2 3 4
7 8 9 10 11
14 15 16 17+ 18
21 22 23# 24 25
28 29 30 31

November 2013 16 days
M T W R F
1
4* 5* 6 7 8
11 12 13 14 15
18 19 20 21 22
25 26 27 28 29

December 2013 15 days
M T W R F
2 3 4# 5 6
9 10 11 12 13
16 17 18 19 20
23 24 25 26 27
30 31

January 2014 21 days
M T W R F
1 2 3
6 7 8 9+ 10
13 14 15 16 17
20 21 22 23 24
27 28 29 30 31

February 2014 18 days
M T W R F
3 4 5 6 7
10 11 12 13 14
17 18 19 20+ 21
24 25 26# 27 28

March 2014 21 days
M T W R F
3 4 5 6 7
10 11 12 13 14
17 18 19 20 21
24 25 26 27+ 28
31

April 2014 17 days
M T W R F
1 2 3 4
7 8 9 10 11
14 15 16 17 18
21 22 23 24 25
28 29 30

May 2014 21 days
M T W R F
1 2
5 6 7# 8 9
12 13 14 15 16
19 20 21 22 23
26 27 28 29 30

June 2014 13 days
M T W R F
2 3 4 5 6
9 10 11 12 13
16 17 (18) 19 20
23 24 25 26 27
30

- () first and last day of school for students
- *In-service days for teachers 8/29, 8/30, 11/4, 11/5
- ^Convocation for teachers 8/28
- Shortened session 11/27, 2/13, and the last day of school
- Shortened session 4/3, afternoon conferences, all levels
- + After-school PD for teachers, 10/17, 1/9, 2/20, 3/27
- # **Student 2-hour early release** 9/25, 10/23, 12/4, 2/26, 5/7
- Schools are closed

8/28/2013
8/29, 8/30, 11/4, 11/5
Tuesday, September 3, 2013
Wednesday, June 18, 2014

Convocation for TEACHERS
Staff Dev for TEACHERS - SCHOOLS ARE CLOSED
Opening Day of School for STUDENTS
Last day - STUDENTS&TEACHERS WITHOUT SNOW DAYS

Monday, September 2, 2013	Labor Day	Monday, January 20, 2014	M.L.King Day
Monday, October 14, 2013	Columbus Day	Monday, February 17, 2014	Presidents' Day
Monday, November 11, 2013	Veterans' Day	Friday, April 18, 2014	Good Friday
Th. & Fri. November 28 & 29, 2013	Thanksgiving Holiday	Monday, May 26, 2014	Memorial Day

Christmas Break - Monday, December 23, 2013 - Wednesday, January 1, 2014
Winter Break - Thursday, February 13 (shortened day); Friday, February 14, 2014
Spring Break - Monday, April 14 - Friday, April 18, 2014

THE FIRST 8 DAYS LOST TO SCHOOL CLOSINGS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. ANY DAYS BEYOND THAT WILL BE MADE UP AT THE BEGINNING OF THE APRIL VACATION. THIS WILL ACCOMMODATE THE GOOD FRIDAY HOLIDAY.

EXHIBIT F

CHESHIRE PUBLIC SCHOOLS - TOTAL NUMBER OF CHARTERS BY SEASON - 2012-2013							Total # Charters by Season	Total # Buses by Season
	Dodd Middle School Sports		Cheshire High School Sports		All Field Trips			
		# of Charters	# of Buses	# of Charters	# of Buses	# of Charters	# of Buses	
Fall (August - November)	28	28	161	168	70	111	259	307
Winter (December - March)	15	15	192	195	57	68	264	278
Spring (April - June)	17	17	162	162	124	200	303	379
Totals	60	60	515	525	251	379	826	964
Average Number of Charter Buses per Week by Season:								
14 Weeks - Fall	21.92							
17 Weeks - Winter	16.35							
11 Weeks - Spring	34.45							

Out of Town and In Town Sped
2013-2014

SCHOOL	ADDRESS	TIMES	TRANS REQUIREMENT	AIDE	MILES 1 Way
HIGH ROADS	29 Village Ln. 06492	900am-230pm	STV	1	8.5
GENGRAS/Humiston	1676 Asylum, 06117	845am-250pm	TYPE II	1	24
LYMAN HALL	70 POND HILL, 06492	720am-155pm	TYPE II	0	6
SOUND SCHOOL	60 South Water, 06519	805am-225pm	TYPE II	0	20.5
ACES SAILS	28 Old Post Rd, 06472	830am-230pm	STV	1	17.5
HOPE	89 Marsh Hill Rd, 06477	830am-300pm	STV	0	24.5
CEDARHURST	871 Prospect St, 06517	830am-300pm	STV	0	14.5
CCCD	95 Wolf Harbor, 06460	900am-300pm	STV	0	38
QUINNIPIAC	370 Bassett Rd, 06473	800am-2pm	Type II	1	14
GROVE	177 Copse Rd, 06443	830am-300pm	STV	0	33
ACES	205 Skiff St, 06517	830am-230pm	Type II	1	12
Wilcox/Humiston	298 Oregon Rd	735am-220pm	Type II	0	5
Webb**	In Town	815am-220pm	STV	0	
CHS/Dodd/Darcy**	In Town	3 tier WC	Type II (WC)	1	
East Haven/Humiston	300 Bradley St, 06510	730am-200pm	STV	0	19
DOOLITTLE**				0	1
** In Town					