



Prospect Heights School District 23 is accepting sealed bids for:

**STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32**

Submit your bids to the attention of:

Ms. Amy K. McPartlin, CSBO
Asst. Superintendent for Finance & Operations
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, IL 60070

Bids must be received at the above address no later than the following date and time of the scheduled public bid opening: **Friday, November 13, 2026 at 1:00 PM**

There will be a **MANDATORY** pre-bid meeting on **Wednesday, November 4, 2026 at 1:00 PM** at the Grodsky Administration Building.

Your bid **MUST** be submitted in a **SEALED ENVELOPE CLEARLY MARKED:**

“2027-2032 STUDENT TRANSPORTATION SERVICES BID”

Bid documents can be received via email by contacting Ms. Amy K. McPartlin, CSBO, Assistant Superintendent for Finance & Operations at amcpartlin@d23.org

Company Name: _____

Company Address: _____

Phone: _____

Email: _____

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
TERMS & CONDITIONS

GENERAL

1. Bid proposals are to be for a five-year contract, with mutual optional annual renewals for years six through ten as set forth in the contract below. The contract period will be for the 2027-28, 2028-29, 2029-30, 2030-31, and 2031-32 school years, unless sooner terminated by one of the parties as set forth below.
2. Bids will be accepted by the District until 10:00 a.m., Central Standard Time, on Friday, November 13, 2026, at which time they will be publicly opened and read aloud. No bids or amendments to bids will be accepted after that time.
3. Any bids received after 10:00 a.m. on Friday, November 13, 2026, will be returned to the Bidder unopened. The sealed envelope shall include your bid in the following format: [3] paper copies and one electronic version in PDF format submitted on a thumb drive or flash drive. Bidders bear all risk of late delivery or non-delivery of bids.
4. Bids shall be submitted to the attention of the Asst. Superintendent for Finance & Operations in a sealed envelope, properly marked with the title of the bid, date, and time of opening. All bids must be made of the forms included with this bid package.
5. Unsigned or late bids will not be considered.
6. All questions regarding the bid shall be directed to the Asst. Superintendent for Finance & Operations via email ONLY to amcpartlin@d23.org.
7. The Bid documents include the Terms and Conditions, General Information & Contractor Requirements, Transportation Service Details, Specifications, Bid Submission Checklist, and Certifications. Should a bidder find any discrepancies in, or omission from, any of the documents, or be in doubt as to its meanings, they shall advise the Asst. Superintendent for Finance & Operations via email who will issue the necessary clarifications to all prospective bidders by means of addenda. In the event a discrepancy between requirements in the Bid Documents, absent of notice to the Assist. Superintendent of Finance & Operations and written clarification as required above, the provision that requires the higher level of service or performance or is of more benefit to the School District shall control.
8. Any interpretation of the proposed documents will be made only by addendum issued by the School District. A copy of the addendum will be emailed to each person receiving a set of bid documents. Bidders shall acknowledge receipt of each addendum issued in the space provided on the bid form. Oral explanations will not be binding.
9. School District 23 is exempt from all Federal, State, and Municipal taxes, under Tax Exempt #E89997 8520 07
10. All prices must be quoted F.O.B. destination. Prices shall include all charges for packing, transportation, and delivery. Shipments will become the property of the consignee after delivery and acceptance.

ERRORS AND OMISSIONS

1. It is understood that the bidder has bid in strict accordance with the specifications, unless indicated by the bidder. Any explanation or statement which the bidder wishes to make may be placed in the

same envelope with the bid but shall be written separately and independently of the bid documents. Bidder acknowledges that any variation from the specifications will be grounds for the Board of Education to reject the bid, although the Board of Education may accept the bid with the verification if, in its sole discretion, it determines that such bidder's bid is in the School District's best interest.

2. All bids shall be deemed final and conclusive once submitted and irrevocable pending acceptance and approval by the Board of Education. After the submission of the proposal, no complaint or claim that there was any misunderstanding in regard to items listed for bidding will be entertained from either party.
3. As permitted by law, the Board of Education reserves the right to reject any or all bids, or portion thereof, or to waive any informality, irregularities or defects in any or all bids and to accept that bid which in its opinion is in the best interest of the District. Any such decision shall be considered final.

FIRM BID

All prices, terms, and conditions will be considered to be firm for a period of ninety (90) days from the date of the bid opening.

WITHDRAWAL OF BIDS

Bids may be withdrawn by letter, email, or in person prior to the time and date established for the opening of bids. No bid shall be withdrawn without the consent of Prospect Heights School District 23 Board of Education after the scheduled bid opening

FINANCIAL STABILITY

1. The School District may require evidence as to the financial stability of the bidder.
2. Upon request, the bidder shall provide the following information to the District within 48 hours:
 - a. The name of any owner or co-owner, the equity of each co-owner or corporate office of the entity submitting the bid, and the name, address, and business telephone number of each such person.
 - b. The last financial statement and balance sheet of the bidder, including a specification in detail of all loans outstanding, or a copy of the last certified annual audit.

INVESTIGATION OF BIDDERS

1. District 23 will make such investigations as is necessary to determine the ability of the bidder to fulfill bid requirements. If requested, the bidder shall be prepared to show completed installations of equipment, types of service, or supplies similar to those included in this bid.
2. The Board of Education reserves the right to reject any bid if it is determined that the bidder is not properly qualified to carry out the obligations of the contract.

RESERVATION OF RIGHTS BY THE DISTRICT

1. The Board of Education reserves the right to reject any and all bids or portions of bids, waive informalities or irregularities in any bid or the bid process, and award the contract in the best interest of the School District, considering conformity with specifications, terms of delivery, quality, and serviceability, as determined in the sole discretion of the Board of Education. The contract will be awarded, if at all, to the bidder meeting specifications, and most able to provide safety and comfort for the pupils, stability of service, and other factors as set forth in the Bid Documents, as determined by the Board of Education. While the financial responsibility of the bidder is a significant concern, the Board of Education is equally concerned with the proven ability of the bidder to satisfactorily perform the contract so that the service will be provided in accordance with the proposed contract documents.

2. The Board reserves the right to award each item to different bidders or all items to a single bidder unless otherwise noted on the bid request
3. The Board reserves the right to determine whether:
 - a. an equal or alternate is a satisfactory substitute.
 - b. the delivery date is entitled to more consideration than price.
 - c. a bidder is not a responsible bidder.
 - d. what exceptions or deviations from the written specifications will be accepted.

AWARD AND CONTRACT

1. All bids will be awarded upon approval by the Board of Education.
2. The contract will be awarded by the District, if at all, to the Bidder most able to provide safety and comfort to the pupils, stability of service and other factors relating to the terms of delivery, quality and serviceability as set forth in the Specifications. Price shall also be a significant but not dispositive factor.
3. The successful bidder will be required to enter into a contract incorporating the terms and conditions of this bid document.
4. At no time shall a cause of action lie against the Board of Education for awarding this pupil transportation contract unless such cause of action is based on fraudulent conduct per 105 ILCS 5/10-20.21.

SIGNATURE CONSTITUTES ACCEPTANCE

The signing of these forms will indicate the bidder's compliance with all bid specifications and included terms and conditions.

EXAMINATION OF DOCUMENTS AND SITES

1. Before submitting a proposal for work on any project, each bidder shall carefully examine all relevant information, the Bid Documents, and all other contract documents, fully informing itself of the existing conditions for service and terms and conditions for provision of the pupil transportation services.
2. After the opening of bids, no additional allowance will be made for changes in project scope and/or price due to work that would have been apparent by examination of the documents and sites. Each bidder shall be held to represent that it has made the examination in complete detail and has determined that the documents and existing conditions are sufficient, adequate, and satisfactory for its completion of the work.

DAMAGES TO PROPERTY

1. While on District premises, extreme care must be taken not to damage vehicles, lawns, landscaping, plants, structures, equipment, or any other fixtures. Any damages caused by the contractor shall be repaired or replaced at the discretion of the District.
2. The District may authorize necessary repairs using current/preferred vendors. Such repairs and/or replacements will be the sole responsibility of the contractor.
3. The District may reserve the right to withhold payment for unpaid damages.

DISTRICT EMPLOYEES

Each bidder shall affirm that no Board of Education member, officer, or employee of District 23 or their immediate family members, is interested financially in the proposed contract.

HOLD HARMLESS AND INDEMNIFICATION

The contractor shall assume all liability for, and shall protect, defend, indemnify, and hold harmless the Board of Education and its members individually, their officers, employees, servants, and agents from and against all claims, actions, suits, judgments, costs, losses, expenses, and liabilities of whatsoever kind or nature including reasonable legal fees incurred by owner arising out of:

1. Any infringement (actual or claimed) of any patents, copyrights, or trade names by reason of any work performed or to be performed by the contractor under this contract or by reason of anything to be supplied by the contractor pursuant to this contract.
2. Bodily injury, including death, to any person or persons (including contractor's officers, employees, agents, and servants) or damage to or destruction of any property, including the loss of use thereof:
 - a. Caused in whole or in part by any act, error, or omissions by the contractor or any subcontractor or anyone directly or indirectly employed by any of them regardless of whether or not it is caused in part by a party to be indemnified hereunder.
 - b. Arising directly or indirectly out of the presence of any person in or about any part of the project site or the streets, sidewalks, and property adjacent thereto.
 - c. Arising directly or indirectly out of the use, misuse, or failure of any machinery or equipment used directly or indirectly in the performance of this contract.

The contractor hereby waives any limitation of liability defense based on workers compensation or benefit laws with respect to any claim for bodily injury or death of contractor's employees.

GOVERNING LAW & VENUE

The contract shall be governed and construed in accordance with the laws of the State of Illinois. If any provision hereof shall be held to contravene any applicable law, such provision shall be deemed reformed to the extent of conforming to said law, and in all other respects the terms hereof shall remain in full force and effect. Venue for any litigation between the parties will be in the Circuit Court for Cook County, Illinois.

FORCE MAJEURE

1. Except as described in Title 23, Part 120, Section 120.30e of the Illinois Administrative Code, In the event the District or the Contractor is prevented from performing in the customary manner by an act of God, civil disturbance, fire, flood, riot, war, loss of transportation facilities, oil or fuel shortage or embargo, governmental action, or condition/cause beyond the party's control, the party shall be excused from performance under this agreement.
2. The partial or total failure of the Contractor to perform its services as a result of extreme weather conditions, impassable roads, or Acts of God shall not be judged a breach of the proposed contract; however, the Contractor shall not be paid for any lack of total performance.
3. The Contractor shall be responsible for assisting the District in providing non-disruptive transportation services.

CANCELLATION OF CONTRACT & PENALTIES FOR NON-COMPLIANCE

1. In the following situations described below, the Board of Education may terminate the contract in whole or in part and either take over transportation services or subcontract them to a third party.
2. The Contractor shall remain liable to the District for all costs in excess of the costs that would have become payable to the Contractor had services not been canceled and/or subcontracted until the end of the contract.
3. Conditions Permitting Cancellation or Termination of the Contract by the Board of Education:

- a. Bankruptcy, receivership or insolvency of the Contractor
 - b. Failure of the Contractor to pay for equipment and supplies
 - c. Failure of the Contractor to pay workers
 - d. A work stoppage or a failure to provide sufficient workers
 - e. Failure to provide sufficient buses
 - f. Failure to remedy non-compliance with this contract as prescribed below. Non-compliance includes, but is not limited to, the failure by the Contractor to transport students on a route or routes as contracted or as requested in accordance with the terms of this contract or the failure to make changes to routes as specified and directed by the District in accordance with the terms of this contract.
 - i. In the event that the Contractor at any time fails to comply with, fully perform or strictly adhere to any covenant herein contained to be performed by the Contractor or its agents or employees, the District shall give notice in writing specifically informing the Contractor that they are in non-compliance and the parameters that must be met to become compliant.
 - ii. In the event that the Contractor does not remedy such failure to comply within twenty-four (24) hours of receipt of such notice, or in the event that the Contractor shall at any time, except because of weather, fail to furnish at least ninety-five percent (95%) of the fully equipped and operating buses required by this contract for a period of twenty-four (24) hours; then at the option of the District, this contract may be terminated by delivery to the Contractor of written notice of such election to terminate.
 - g. Other material breach of the Contract.
4. If this contract is terminated in accordance with any of the foregoing provisions, all of the Contractor's rights shall cease and execution of the Performance Bond or Guarantee of Performance will be implemented. The Contractor shall remain liable for all costs to the District for vehicle transportation until the end of the contract in excess of the cost that would have become payable to the Contractor had the route or routes not been canceled and subcontracted.
 5. In the event of termination the District reserves the right to arrange for the transportation of students itself or to enter into a contract with another person, firm, or corporation, to ensure continuity in the transportation of students.
 6. In the event of any such termination, the District shall retain any other rights or remedies it may have against the Contractor and its surety including, but not limited to, recovering damages for breach of contract, recovery under the surety bond required under this contract, and recovering reasonable attorney's fees and costs should legal action become necessary to enforce any of the terms and provisions of the contract.

INSURANCE

1. The Contractor shall carry, pay for, and keep in force during the term of this contract, and any extension thereof, in companies rated "A" VII by A.M. Best, the coverage provided below.
 - a. **Workers' Compensation**
Contractor will maintain policies of insurance in companies satisfactory to the District covering Workers' Compensation including Occupational Diseases, with Statutory Limits as

provided by the laws of the State of Illinois or any other state which might take jurisdiction.

Workers Compensation coverage:

- i. Coverage A: Statutory
- ii. Coverage B: \$1,00,000

b. General Liability

- i. \$2,000,000 General Aggregate
- ii. \$2,000,000 Products – Comp/Op Aggregate
- iii. \$1,000,000 Personal & Adv. Injury
- iv. \$1,000,000 Each Occurrence
- v. \$10,000 Medical Payments (any one person)
- vi. \$1,000,000 Sexual Misconduct

c. Automobile Liability

- i. \$1,000,000 Limit of Liability (Incl. owned, non-owned and hired auto)
- ii. \$10,000 Medical Payments per Person
- iii. \$1,000,000 Uninsured Motorist
- iv. \$1,000,000 Underinsured Motorist

d. Umbrella Liability

- i. \$25,000,000 Umbrella Liability
- ii. Follow from excess of all primary coverage.

2. Such insurance shall name the District as an additional insured on a primary and noncontributory basis and in addition, such coverage shall insure members of the Board of Education, officers, employees, and agents in all of their official capacities, and other persons, firms, or corporation as the District from time to time may direct for claims arising out of the performance of this contract.
3. Contractual liability shall be provided under the Commercial General Liability policy to include the indemnification provisions below.
4. A certificate of insurance shall be provided to the District evidencing the coverages below and must include the requirement of a thirty day cancellation notice. In such a case of termination, the Contractor will provide evidence of new insurance at the earliest possible date, but not later than ten days prior to the termination of the original policy.
5. A waiver of subrogation must be included in favor of the District. Also, an alternate employer endorsement naming the District must be included.
6. Contractor shall indemnify, hold harmless, and defend the District, members of the Board of Education, officers, employees, and agents thereof against all suits, actions, legal proceedings, claims and demands, and against all damages, losses, costs, expenses, and attorneys' fees, in any manner caused by, arising from, incident to, connected with, or growing out of the operation of buses under performance of this transportation contract.
7. Contractor shall present all policies or exact copies of original policies to the District for insurance required herein for approval and safekeeping during the life of this transportation contract.
8. Each insurance company must agree not to terminate their coverage without at least thirty (30) days written notice to both the District and Contractor and to include this clause in the insurance policy. In such cases of termination, the Contractor will provide evidence of new insurance at the earliest possible date, but not later than ten (10) days prior to the termination of the original policy.

BID & PERFORMANCE BONDS

1. A Bid Bond by a surety rated "A10" or better in the current edition of A.M. Best's Key Rating Guide of at least ten percent (10%) of the first year contract price shall be provided with this bid.

2. Within ten (10) days of the date of the Notice of Award, the successful Contractor shall enter into a formal contract with the Board of Education consistent with the Bid Documents, and shall provide a Performance Bond in the full estimated amount of the first year of the contract per the bid documents. Upon receipt of the Performance Bond, the Bid Bond will be returned to the contractor.
 - a. On or before August 1 of each succeeding school year during the term of this contract, the Contractor shall furnish the District an annual Contractor's Performance Bond in the amount of one hundred percent (100%) of the previous school year's charges.
 - b. The Performance Bonds shall be written with a company rated "A10" or better in the current edition of Best's Key Rating Guide.
 - c. The Performance Bonds shall be conditioned upon the faithful performance by the Contractor of the terms and provisions of this bid and the contract entered into with the District.
3. The Contractor shall pay the cost of premiums for said bonds.

BIDDER'S AGREEMENT

1. The bidder hereby declares understanding, agreement, and certification of compliance to provide services to the School District, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original bid specifications, and any issued addenda.
2. The bidder further agrees that the language of this document shall govern in the event of a conflict with (1) his/her bid or (2) any subsequent purchase order between the bidder and the School District.
3. The bidder further agrees that upon receipt of an authorized purchase order or when an authorized official of the School District countersigns this document, a binding contract shall exist between the bidder and the School District.
4. This document combined with amendments, the bidder proposal, its required submittals, and the purchase order, if any, shall comprise the binding contract.
5. All costs directly or indirectly related to preparation of a bid responding to this Invitation, any oral presentations required to supplement and/or clarify a bid, and any reasonable appearance which may be required by the District in connection with this Invitation To Bid, shall be the sole responsibility of the Bidder, and shall not be reimbursed in any manner by the District.

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
GENERAL INFORMATION & CONTRACTOR REQUIREMENTS

MANDATORY PRE-BID MEETING: Wednesday, November 4, 2026 at 1:00 PM at the Grodsky Administration Building, 700 N. Schoenbeck Road, Prospect Heights, IL 60070.

The specifications will be reviewed and only those in attendance may receive any amendments or corrections as a result of this conference. All bidders or their representatives are encouraged to attend as failing to do so will disqualify the Bidder from submitting bids.

DUE DATE: Friday, November 13, 2026, 1:00 PM (CST)

BID OPENING: Friday, November 13, 2026, at 1:00 PM (CST) at the Grodsky Administration Building, 700 N. Schoenbeck Road, Prospect Heights, IL 60070

BIDDER INTERVIEWS (IF NEEDED): November 16-17, 2026. Time and location TBD.

EXPECTED AWARD DATE: Thursday, December 10, 2026, at the District 23 Board Meeting at 7:00 p.m. (CST)

OBJECTIVE:

Prospect Heights School District 23 is seeking proposals from qualified vendors to provide both general and special education student transportation services for the 2027-28, 2028-29, 2029-30, 2030-31 and 2031-32 school years, with an option to renew for additional one-year terms. The District seeks to partner with providers who provide innovative solutions to improve services and safety for our students. The primary school sites being supported are as follows:

MAIN CAMPUS:

MacArthur Middle School	Anne Sullivan Elementary School	Betsy Ross Elementary School
710 N. Schoenbeck Road	610 N. Schoenbeck Road	600 N. Schoenbeck Road
Prospect Heights, IL 60070	Prospect Heights, IL 60070	Prospect Heights, IL 60070

EISENHOWER CAMPUS:

Eisenhower Elementary School
1 N. Schoenbeck Road
Prospect Heights, IL 60070

DEFINITIONS:

- **Aide:** An individual who supports a bus driver in providing safe transportation for all students. For the purpose of this bid, the term 'General Aide' will refer to aides assigned to a bus route and 'One-to-One (1:1) Aide' to an aide assigned to a specific individual.
- **Bid:** The entirety of the vendor's submission to each point of this Invitation, including any and all supplemental bids or information not explicitly requested within this solicitation
- **Charter & Field Trips:** Bus trips to transport students from District schools to other venues within or out of the District.
- **Contractor:** The responding Transportation Company to which the contract is ultimately awarded.

- **Contract Year:** The period of time from August 1 of one year through July 31 of the next year. Includes the traditional school year (typically from August through May) and summer school (typically June and July).
- **District or School District:** Prospect Heights School District 23.
- **Dry Run:** A practice exercise of the bus routes prior to the start of the school year.
- **Extended School Year (ESY) or Summer School:** That period of time when classes are called into session after the regular closing of school and before the opening of the following school year, typically June through July 3rd.
- **Midday Routes:** At midday, the delivery of AM session students assigned bus stops and the pick-up of PM session students.
- **Regular Routes:** The daily pick-up and delivery of a group of students on an assigned bus from assigned bus stop to school (AM) or from school to assigned bus stop (PM). Does not include midday routes.
- **School Year:** The period of time from August 1 of one year through July 31 of the next year. Includes the traditional school year (typically from August through May) and summer school (typically June and July).
- **Tiered Route:** A route in which a bus will transport one group of students to school or home, then return to transport a second group of students to another school.

GENERAL INFORMATION

1. The Contractor must provide regular student bus transportation services for the District in accordance with the following terms and conditions. The intent of these specifications is to require superior service and equipment. All services must be performed to the satisfaction of the District.
2. Bid proposals are to be for a five-year contract, with mutual optional annual renewals for years six through ten as set forth in the contract below. The contract period will be for the 2027-28, 2028-29, 2029-30, 2030-31, and 2031-32 school years. Each year of the contract begins on August 1 and goes through July 31.
3. The contract may be extended by mutual agreement of the parties, and thereafter may be extended on a year-to-year basis by mutual agreement of the parties as may be permitted by the Illinois School Code.
4. No contract shall be assigned or any part of the same subcontracted without the written consent of the District, and in no case shall such consent relieve the Contractor from obligations, or change the terms of the contract.

CONTRACTOR ADMINISTRATION & OFFICE PERSONNEL

1. It is required that the Contractor have a dedicated, local manager to oversee the daily operations associated with the District's student transportation contract. The manager must be available five (5) days a week, twelve (12) months of the year to coordinate with the Superintendent of the District or their designated representatives, handle complaints, meet with parents and/or staff, and generally manage services according to the District's requirements.
2. The Contractor will provide a single phone number answered 24x7x365 for District staff to contact during trips should issues of scheduling, service, quality, bus breakdowns, or other issues arise that require immediate remedy by the Contractor.

3. The Contractor must have on their payroll a director who has the responsibility for safety and safety-related issues as their primary duty.
4. The office or terminal shall be staffed at all times that buses are in service, pursuant to the terms of this Contract, whether before, during, or after regular school or office hours, with at least a radio dispatcher operator on duty minimally between the hours of 6:30 am and 4:30 pm and personnel on duty or on call to service a disabled vehicle, or a vehicle otherwise in need of assistance.
5. The Contractor must employ sufficient maintenance staff to keep their equipment in good working order.
6. The contractor shall ensure that all personnel and services comply with every rule, regulation, and statute of the federal government, State of Illinois, Illinois State Board of Education, Suburban Cook County Regional Superintendent of Schools, and each local municipality in which the vehicles will be operated.

BUS DRIVERS

1. All drivers must comply with all requirements of Local, State, and Federal law which includes, but is not limited to, Drug and Alcohol Testing, Criminal Background Investigation checks, and Faith's Law checks. The Contractor must provide, upon request of the District, a certified list of all drivers and proof that each driver has passed all such tests. The cost of the Criminal Background and Faith's Law Checks will be paid by the Contractor. The cost of any Substance Abuse Testing will be paid by the Contractor.
2. Employees of persons or firms holding contracts with a school district or non-public school that may come into "direct, daily contact" with students must submit to a CHRI check prior to beginning work on campus. This is a determination made by the contracting district or non-public school, usually in consultation with the contracting firm. The contracting firm must make its employees available to submit to CHRI checks; however, the school district or non-public school must review the reports to determine whether any employee of the contracting firm has a conviction listed under Section 21B-80 of the School Code that would prohibit him or her from being on campus.
3. The Contractor shall comply with all applicable Federal, State, and Local laws and regulations pertaining to wages and hours of employment of personnel employed by the Contractor in the transportation operations.
4. Bus drivers shall be hired, employed, and under complete supervision by the Contractor. The Contractor shall be responsible for paying all drivers' salaries, wages, payroll taxes, Social Security benefits, benefits required under any collective bargaining agreements, worker's compensation, vacation benefits, sick benefits, and other such benefits as may be due to the driver by agreement or union contract, or as may be appropriate or required by statute.
5. The District reserves the right to require the removal or transfer of any driver or aide, as determined solely by the District when such driver or aide violates health requirements or conducts himself/herself in a manner that is detrimental to the physical, mental, or moral well-being of students. The District reserves the right to require a change in the assignment of a bus driver.
6. All drivers must participate in an orientation session scheduled and conducted on an annual basis as requested by the District and/or Contractor and shall attend whatever institutes, classes, or seminars are required or recommended by the Illinois State Board of Education.
7. Drivers will be required to perform test runs of their routes, without students. This shall be at no additional cost to the District.

8. Each driver assigned to duties in the performance of this contract must be at least twenty-one (21) years of age and fully licensed as a school bus driver by the State of Illinois. All drivers, including substitute drivers, must be thoroughly familiar with the areas and routes he/she is to cover.
9. Each driver shall be responsible for a complete safety test before leaving on any trip. This test shall consist of, but not be limited to the following: rear safety door, windows, fuel, tires, communication system, electrical system, and lights.
10. The Contractor shall instruct its employees to abide by the policies, rules, and regulations, with respect to the use of District premises, as established by District. The Contractor shall provide the District with a list of its personnel policies.
11. The Contractor shall maintain a sufficient number of substitute drivers, no less than five (5), to cover scheduled routes in the event of an absent driver.
12. In the event of the removal or suspension of any employee, the Contractor shall immediately notify the District and replace the employee without disruption in service.
13. Drivers shall supervise the loading and unloading of their buses. Bus route numbers must be clearly displayed in the bus window.
14. Drivers shall not permit more passengers to occupy the bus than there are seats available and shall not permit passengers to stand or sit on the floor while the bus is in motion.
15. Vulgarity, undue familiarity, rowdiness, gambling, use of tobacco, use of alcoholic beverages, use of drugs/narcotics/medical marijuana, and use of cell phones and other electronic devices are strictly prohibited. The Contractor shall not allow any person to drive a school bus who is not at the time in a condition of mental and emotional stability.
16. All drivers, regular or substitute, must have in their possession while driving a route, an up-to-date map of the route they are driving with hazards indicated. These maps are to be used as a backup should the driver's tablet computer fail.
17. Drivers shall not leave bus stops (student loading areas) prior to the scheduled time of departure. This provision shall have no application in the event of an emergency or an act of God.
18. Drivers and all other persons coming into contact with students must be able to communicate effectively in English both orally and in writing.
19. The Contractor shall furnish and the Drivers shall be required to properly wear and display a photo identification badge at all times they are providing transportation services for the District.
20. Whenever a regular driver is not working because of a planned absence or sick leave of more than two days, to the extent possible, the same substitute driver shall be used for the entire absence of the regular driver.

BUS FLEET

1. The contractor will furnish school buses as required by the District, properly equipped and meeting all requirements of the District, the State Board of Education, the Illinois Department of Transportation, and the State of Illinois Standards for School Buses for all years of the contract.
2. The number of buses required for regular routes to serve each District school will be estimated using the best information available, but bidders should understand that the number of buses required will depend upon the seating capacity of the Contractor's buses, budgetary availability, annual enrollment, and the changing needs of the District. Route information and ridership numbers provided as part of this bid are the District's current best approximations.

- a. The Contractor shall maintain standby buses equal to a minimum of 10% of the total assigned fleet required to meet the regular route transportation needs of the District. There will be no additional charge for standby buses.
 - b. As part of this bid, the Contractor shall present suitable evidence certifying that the Contractor will have ample units available and ready for use at the beginning of and throughout the contract.
3. The age, mileage, and location of all buses anticipated to be used in connection with the contract shall be indicated at the time of the bid. Upon request, the Contractor will notify the District of any additions or deletions to the assigned fleet.
 - a. Vehicles shall not be older than ten (10) years of age and the average fleet age must not be greater than five (5) years at the beginning of the first day of each year of the contract unless otherwise agreed upon by the District.
 - b. If Contractor does not have adequate equipment at the time of award of the contract, Contractor shall present the District with a certified statement from an authorized dealer, manufacturer, or another reliable source, showing that all necessary equipment will be supplied and that all such equipment will be available on-site for use by Contractor for performance of the contract at least ten (10) calendar days prior to the first date that pupil transportation services are to be provided. Equipment must be ordered within fourteen (14) calendar days after the District's notification to the Contractor of the approval of the School Board's award of the contract.
4. The Contractor shall, at its expense, procure and maintain any and all licenses, permits, and certifications which are or may be required by regulatory bodies for the performance of student transportation service.
5. The Contractor shall ensure that all vehicles used in the completion of this Contract will comply with all regulations concerning inspections. The Contractor shall have each vehicle inspected every six (6) months or 10,000 miles, whichever comes first, at a State Certified Inspection Station. The cost of said inspection shall be paid by the Contractor. No vehicle may be used in the transportation of students without first having completed these required inspections. It is further required that, upon request, a copy of the inspection, as provided by the firm approved by the State of Illinois, will be provided to the District certifying that the vehicle is safe for use. Buses not passing inspections shall not be used until conditions have been corrected.
6. In addition to semi-annual inspections, the District also requires that the following specifications are met:
 - a. All front tires must have a tread of at least 5/32 and no recaps/retreads are allowed
 - b. All rear tires must have a tread of at least 3/32 and no recaps/retreads are allowed
 - c. The water, oil, tire pressure, tire conditions, and lights will be checked at least weekly by a transportation garage employee and a log will be kept.
 - d. The brake adjustments and fluid, as well as the clutch adjustments, will be checked at least weekly by a transportation garage employee and a log will be kept.
7. All buses and vehicles transporting students in wheelchairs shall be equipped with hydraulic lifts and wheelchair securement devices that comply with federal and state legal requirements. Lifts shall have a manual override to provide for operation in the event of a failure in the electrical system.

8. All vehicles used to complete this Contract shall, at all times, be maintained in a clean, suitable, and proper mechanical condition.
 - a. Each bus shall be cleaned and left in broom-swept condition each day.
 - b. Each bus exterior shall be washed at least once a week, weather permitting.
9. All vehicles transporting District students, including stand-by buses, shall be equipped with the technology specified in these specifications.
10. At any time the District may request the Contractor to provide the District with the following information on all vehicles to be used in the transportation of students:
 - a. Make, model year, and serial number
 - b. State license number, municipal vehicle sticker number
 - c. Capacity of vehicle
 - d. Proof of ownership/lease
 - e. Inspection reports
11. All vehicles used to service the District under this contract shall be equipped with operable air conditioning.
12. Should an act of vandalism occur on the bus, the Contractor shall fix or repair all damage as quickly as possible. The District shall assist, to the extent legally possible, in helping the Contractor obtain restitution from persons guilty of causing vandalism should they be District students.
13. The Contractor shall keep spare vehicles on hand to cover emergencies or breakdowns on the road. There shall be a minimum of two, or 10% margin, whichever is greater, of spare buses available. The District shall only be charged for the number of vehicles used for assigned routes. The District reserves the right to ask the Contractor to increase their spare count if need exists.
14. The presence and possession of any firearm, including a handgun as defined in the *Illinois Firearm Concealed Carry Act*, 430 ILCS 66/1, *et seq.*, and/or weapon as defined by District policy, shall be prohibited by all persons boarding the bus, including but not limited to the driver and students. Each bus shall have displayed, at every entrance to the bus, a "no firearm" colored sign that will be provided by the District to the Contractor.

BUS TERMINAL, DISPATCH OFFICE, & MAINTENANCE GARAGE

1. The bus terminal and dispatch office must be located within ten (10) miles of the District's boundaries. An occupancy permit issued by the appropriate municipal authority must be submitted as evidence of location before the beginning of the contract. The fully operational terminal facility shall (at a minimum) be fenced, lighted, and provide facilities for employees and staff.
2. The Contractor will have a fully operational maintenance facility. The contractor shall purchase, furnish, and supply all lubricants, replacement parts, greasing, cleaning, washing, and such repairs as necessary to keep the buses in good and safe operating condition at all times.
3. If the Contractor does not have an adequate bus terminal, office space, and/or maintenance facilities at the time of award of the contract, the Contractor shall present the District with a certified statement from a responsible supplier showing that firm arrangements have been made for obtaining the required facilities for use by the Contractor for performance of required services

within thirty (30) calendar days of the District's notification of the award of contract. The statement shall indicate that such facilities will be available to the Contractor before the beginning of the contract.

FUEL

1. It is the responsibility of the Contractor to procure and arrange for the delivery of fuel as well as provide the necessary fueling and dispensing equipment necessary for the operation of the transportation services.
2. The cost of fuel shall be paid for by the District, but all fuel delivery charges will be the sole responsibility of the Contractor. The Contractor may choose to forward invoices to the District for payment directly to the vendor or submit a request for reimbursement from the District. There shall be no mark-up for fuel costs.
 - a. All fuel invoices and/or reimbursement requests for a school year and the previous year's summer school must be received by the District's Accounts Payable Department by June 15th in order to be paid in the correct fiscal year. The District will make every effort to pay an invoice received after June 15th, but under no circumstance will the District be required to pay an invoice from the following fiscal year because an invoice was not received in a timely manner.
3. Upon request, the Contractor shall provide the District with the estimated amount of fuel used annually.
4. The Contractor assumes responsibility for all cleanup costs and liability arising out of a spill or leak.
5. The Contractor agrees to indemnify, defend and hold harmless the District, their Board of Education, the Board's predecessors, successors and assigns and its past, present and future Board members, individually and jointly, officers, employees and agents and each and every one of them of and from any and all claims, debts, dues, demands, liens, obligations, fees, including but not limited to attorneys' fees, actions or causes of action of every kind or nature at law or in equity, whether known or unknown, anticipated or unanticipated against the District arising or growing out of Contractor's operation and use of fuel.

SAFETY

1. It is essential that students be transported to and from school safely, efficiently, and without interruption or incident. The safety of the students shall take precedence over the interest of the Contractor, drivers, and the District.
2. It shall be a primary obligation of the Contractor to operate its affairs so that the District will be assured of this safe and efficient service.
3. The Contractor shall plan and administer a safety program in conformance with state laws and regulations. Such programs shall include, but are not limited to, the following:
 - a. All drivers must participate in both classroom and on-the-road training programs devoted to safety, proper bus operation, rules and regulations, and safety.
 - b. It is mandatory that all Contractor employees participate in safety meetings throughout the year.
 - c. All new drivers will be trained a minimum of twenty (20) hours in the classroom and fifteen (15) hours "Behind the Wheel".
 - d. All drivers must be evaluated after thirty (30) days of employment and at least annually thereafter and must annually be given a review course on rules, regulations, and safety.

- e. One bus evacuation drill must be held at each of our schools each school year. A second bus evaluation may be required at the District's discretion. Two (2) buses shall be made available for a two-day period for each drill. The contractor will provide a qualified and competent trainer to conduct evacuation drills in compliance with the Illinois School Safety Drill Act (105 ILCS 128) when requested by the District. This will be provided at no cost to the District.
 - f. Each driver shall observe all state and local traffic regulations including, but not limited to, those contained in the Illinois Motor Vehicle Code.
4. The Contractor shall notify the District as quickly as possible in the event of a vehicle collision or other incident. The Contractor's first priority, however, is to see that the students involved are cared for. The Contractor will supplement the phone notification with a written report, including a copy of the police report when applicable, to the District.

STUDENT SAFETY & DISCIPLINE

1. The ultimate responsibility and authority with respect to all disciplinary problems, suspensions, or expulsions of any student from transportation services shall rest with the District. The Contractor's drivers are responsible only for such discipline required to properly operate the bus. Each driver shall handle all disciplinary matters in strict accordance with District's policies.
2. In no case will a driver eject a student from a bus for misbehavior except in the event of an extreme emergency endangering the safety of other students and then only after radio notice to the Contractor's terminal, the pupil's building administrator, and the District's Transportation Department. In all cases of disciplinary ejection, the bus/vehicle shall remain at the approximate area of student discharge until authorities arrive on site and authorize it to proceed on the route.
3. All discipline problems shall be promptly reported using an electronic system of reporting that is effectively communicated directly with the District Supervisor and Building Administrator. In writing following completion of the route. Further administrative procedures and regulations will be established cooperatively between the District and the Contractor.
4. All vandalism damages to the Contractor's equipment or facilities will be the responsibility of the Contractor; however, the District will assist the Contractor in receiving restitution for damaged equipment.
5. Drivers are expected to follow all instructions, rules and regulations for proper discipline and safe operation of buses as outlined in the Illinois School Bus Driver Instructional Program-Trainee Guide and Regulations of the District.

RECORDKEEPING & BILLING

1. The Contractor shall keep ongoing, complete, and accurate records of all information used to invoice the District including, but not limited to, mileage, fuel purchases and usage, charter trips, etc. The contractor shall provide the District with timely access to such records upon request by the District.
 - a. The District shall have the right to audit these records in a manner that does not unreasonably interfere with the conduct of the Contractor's business. Any excesses in charges for the mileage disclosed by an audit shall be refunded within five (5) days of notice of the excess to the Contractor. If an audit discloses a discrepancy of more than five percent (5%) of the amount charged for the period at issue, the Contractor shall pay to the District all reasonable costs connected with the audit; including, but not limited to, wages of its staff, accountants' fees, and attorney's fees. The Contractor shall fully cooperate with all personnel authorized by the District to conduct any audit.
 - b. The Contractor shall retain such records for a period of three (3) years plus the current year. If any audit findings have not been resolved, the records shall be retained beyond the three

(3) year period as long as required for the resolution of the issues raised by the audit. Such records must be available, for a period of three (3) years from the date of receipt of final payment under the Contract, for inspection and audit by representatives of the District.

2. Upon request, the Contractor shall provide on-time reports (arrival and departure) to the District including AM and PM bus arrivals to designated buildings/schools.
3. Upon request, the Contractor shall provide student ridership counts for all routes.
4. By July 15th of each year, the Contractor shall provide the District with the mileage information needed to complete the Illinois Student Transportation Claim. Total mileage must be broken down into at least the following categories: Regular Education, Special Education and Non-Reimbursable miles.
5. The Contractor shall maintain and provide the following personnel records and information upon District request:
 - a. Name: first, middle, and last of all drivers and employees
 - b. Valid permit number for drivers of school buses
 - c. Proof and date of completion of the Illinois School Bus Driver Instructional Program for school bus drivers
 - d. Health certificate and date issued
 - e. Driver's license number and date of expiration
 - f. Evidence of freedom from tuberculosis for drivers and aides
 - g. Proof of age
 - h. Proof of drug testing
 - i. Proof of a completed Criminal History Records Information (CHRI) investigation check
 - j. A complete Section 10-21.9 criminal history records check consisting of:
 - i. Fingerprint-based CHRI checks through the Illinois State Police (ISP) and the FBI
 - ii. A check of the Illinois Sex Offender Registry
 - iii. A check of the Murderer and Violent Offender Against Youth Registry.
6. Timely and accurate invoicing is critical to the District's budgeting process. To enable schools to stay within their budget, the following invoicing timelines will be strictly adhered to:
 - a. All regularly scheduled routes shall be combined into a single monthly invoice (special education routes may be invoiced separately) and must include documentation showing the number of each type of route being invoiced for each day of the month.
 - i. Monthly invoices for all months except May must be received by the District Accounts Payable Department by the last day of the month following the month of service (i.e. the invoice for service during September must be received by October 31st).
 - ii. May statements must be received by the District Accounts Payable Department by June 15th in order to be paid in the correct fiscal year. The District will make every

effort to pay an invoice received after June 15th, but under no circumstance will the District be required to pay an invoice from the following fiscal year because an invoice was not received in a timely manner.

- b. Each charter bus shall be invoiced separately. Charter invoices must clearly identify the school that ordered the ride and a brief description of the activity or purpose for the bus.
 - i. Invoices for charter in all months except May must be received by the District Accounts Payable Department within a month following the day of service (i.e. a charter taking place on February 12th must be received by March 12th).
 - ii. May charter invoices must be received by the District Accounts Payable Department by June 15th in order to be paid in the correct fiscal year. The District will make every effort to pay invoices received after June 15th, but under no circumstance will the District be required to pay an invoice from the following fiscal year because an invoice was not received in a timely manner.

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
TRANSPORTATION SERVICE DETAILS

The following is a description of the District's current transportation needs. While no major changes are anticipated, the District reserves the right to add or remove services as needed to best meet the District's needs. All student counts and route information provided as part of this bid represent a snapshot in time; bidders acknowledge that student counts and exact routes are in constant flux.

DISTRICT BACKGROUND

Prospect Heights School District 23, located in Prospect Heights, Illinois, is dedicated to providing engaging, high-quality educational experiences that inspire every student to grow as a learner, individual, and community member. Serving students from early childhood through eighth grade, District 23 is committed to fostering a supportive, inclusive learning environment where every child is encouraged to reach their full potential. Through innovative instruction, dedicated educators, and strong partnerships with families and the community, we strive to prepare our students for future success while building a strong foundation for lifelong learning.

DISTRICT OVERVIEW AND GEOGRAPHIC CONTEXT

Prospect Heights School District 23 is a public elementary and middle school district in the northwest suburbs of Chicago, Illinois. The district serves portions of four communities: Prospect Heights, Arlington Heights, Mount Prospect, and Wheeling. Its schools serve students from early childhood through eighth grade, with Eisenhower, Betsy Ross, Anne Sullivan, and MacArthur Middle School among its educational facilities. The district office is located at 700 N. Schoenbeck Road in Prospect Heights.

GEOGRAPHIC SETTING AND TRANSPORTATION CHALLENGES

The district is situated in a developed suburban area characterized by residential neighborhoods, commercial corridors, and a network of busy arterial roads. Major roadways, including Elmhurst Road, Rand Road, Hintz Road, Camp McDonald Road, and Schoenbeck Road, present potential challenges for student travel and school access. High traffic volumes, turning vehicles, multiple intersections, and the movement of school buses and parent vehicles can create safety concerns, particularly during morning drop-off and afternoon dismissal.

These conditions may be especially challenging for younger students who walk or bike to school and for families navigating busy intersections. The District has identified 30+ locations within its boundaries as hazardous transportation areas under Illinois Department of Transportation criteria, highlighting the importance of continued attention to safe routes, traffic management, and student transportation.

KEY CONSIDERATIONS

Maintaining safe and accessible routes to school requires coordination among the District, families, local municipalities, and transportation authorities. Potential priorities include reviewing crossing locations, improving driver awareness around school zones, managing congestion during arrival and dismissal, and evaluating pedestrian infrastructure where busy roads intersect with student travel routes. A continued focus on traffic safety and coordinated transportation planning can help ensure that students across District 23's diverse suburban communities can travel to and from school as safely as possible.

District 23 routes special education students as required and all general education students who qualify for transportation whether because of living 1.5+ miles from school or because they live in a zone deemed

hazardous by IDOT. All qualifying students are routed, as even students with alternate transportation methods may need to utilize the bus from time to time.

GENERAL SERVICE REQUIREMENTS

1. Before routes are created for a school year, the Contractor's local manager shall meet with the District designee to review changes in the needs of the District, problems that need to be addressed by either party, and any other pertinent information and concerns.
2. It is the responsibility of the Contractor to establish routes, stop sequences, and pick-up times in a manner that will provide the safest, most efficient, and most cost-effective service to the students within the Board approved guidelines, given by the District. Schedules and routes are subject to final approval by the District.
3. While the District does not desire to become involved in the daily transportation operations, should an event occur that would hinder the Contractor from providing this service, the District shall pursue all options available to insure the education process continues.
4. Routes shall be designed with riding time not to exceed forty-five (45) minutes.
5. Preliminary routes for regular and special education students shall be established by July 10th of each year. Routes are to be finalized by August 5th of each year, unless otherwise specified.
6. The District reserves the right to revise the routes and schedules in order to best meet its needs. The District shall notify the Contractor whenever changes are necessary to routes or time schedules, and the Contractor shall adjust its operations to incorporate such changes within forty-eight (48) hours after notice is received from the District.
7. It is the responsibility of the Contractor to review established routes, stops, and times on an ongoing basis and make suggestions that may result in more efficient service to the students. The Contractor shall minimize the costs to the District by revising routes to require the minimum number of vehicles for effective student transportation. The District retains the right to reduce/increase the number of routes. No changes, alterations, or modifications of routes, scheduled stops, or times may be made independently by the Contractor. Any such changes will be made mutually by the District and the Contractor when it is determined they will add to the safety or convenience of the students. The District shall be responsible for informing parents of changes in scheduled pick-up and drop-off times. The District may require the assistance of the Contractor in contacting parents for such changes.
8. The final established bus routes will be followed by the bus driver. Any changes that are presented to a driver by a parent or member of the community will be referred to the District for a decision. Any changes the driver feels should be made for convenience must be approved by the District.
9. In the event that bad weather, road conditions, or other emergencies make it impossible or impractical to follow the scheduled route, temporary alternate routes may be established jointly by the District and the Contractor to ensure that all students on the affected route are provided transportation service with a minimum of inconvenience.
10. Prior to the first day of school each year the Contractor shall require drivers to perform test runs of their route. These shall be at no additional charge to the District.
11. Each time a new driver is assigned to a route the newly assigned driver shall dry-run the route.
12. Only students, school-authorized personnel, Contractor supervisors, and drivers in training will be permitted to ride on buses used for school purposes. All other riders, including family members of school bus drivers, are excluded from riding the bus without prior approval of the Superintendent or his/her appointed representative.

13. Students shall be picked up and delivered at or as near as possible to the designated bus stops and shall be delivered to the school in the District's designated areas.
14. No driver will leave a bus stop (student loading/unloading area) prior to the scheduled time of departure.
15. The District shall be notified in a timely manner of any route that will be more than ten (10) or more minutes late.
16. The District shall be notified by phone no later than fifteen (15) minutes after an accident involving a Contractor's vehicle if students are on board or if the incident occurs on District property. This initial report must include the route, location of the accident, whether students are involved, whether any injuries or fatalities occurred, a general description of any property damage, and any law enforcement response. Follow-up written reports (email is acceptable) shall be made periodically until all the pertinent facts have been reported to the District. A legible copy of both the responding police agency and the Contractor's accident investigator's final report shall be submitted to the District within seven (7) working days following the incident or when such reports are completed, whichever comes first.
17. The Contractor shall operate school buses on behalf of the District for field trips and charters. The Contractor shall guarantee the District the availability of sufficient equipment and drivers to satisfy District requirements. However the District reserves the right to look to available sources should the need exist.
18. The Contractor shall cooperate with the District regarding pertinent items affecting the transportation program. Any requests for information through news or social media must promptly be directed to the District.
19. In the event of an emergency situation at any of the District schools covered by this contract that necessitates the removal of students from said school or emergency location, the Contractor shall provide the required transportation within forty-five (45) minutes of such request. The Contractor will confer with the District before determining that weather conditions preclude the movement of buses. Emergency procedures will be reviewed each year by the District Superintendent and/or his designee and the Contractor before publication to schools and parents.
20. In the event of inclement weather or any reason for school being canceled or delayed, the Superintendent, or his/her designee shall notify the Contractor prior to 6:00 a.m. on the day of such cancellation or delay. In the event that a school shall be dismissed early, the Superintendent or his/her designee shall notify the Contractor to make the appropriate transportation arrangements.
21. The Contractor represents that any student information provided by the District will be kept strictly confidential and only be used for purposes as authorized by the District.
22. As recommended by the Illinois State Board of Education, all bus routes should be reviewed by the Contractor twice a year for hazards. The Contractor will review all routes according to Illinois State Board of Education guidelines and report findings to the School District.

TECHNOLOGY

The use of technology to enhance safety, timeliness, and transparency is of extreme importance to the District. It is critical that Contractors not only have the required software and equipment but also ensure their staff is well-trained and utilizes the technology appropriately. The Contractor is responsible for ensuring their staff complies with the District's procedures regarding the use of transportation technology. In addition to equipment required by local, state, and federal laws, the District requires the Contractor to have and fully utilize the following technology:

1. Equipment for All Buses (including stand-bys)

- a. The Contractor will provide, operate, and maintain two-way radios so that clear channels are always available in case emergency communication is required. The two-way radios must be turned on and adjusted in a manner that would alert the school bus driver of an incoming communication request. The driver shall test the two-way radio and ensure that it is functioning properly before operating the bus.
- b. GPS Tracking. The successful Contractor shall equip each bus, including any replacement buses used, with GPS technology. The Contractor shall make available to the District access to key "Real Time" information that will allow for enhanced service. This access can be web-based with the capability to gather important information such as on-time performance, late buses, stop times, route times, speed, etc. The District will work closely with the vendor to coordinate these efforts. Acceptable GPS products include, but are not limited to, Synovia and Zonar products. The District prefers a GPS system that can provide real time notification to parents of bus locations.
- c. The successful Contractor shall provide and manage a web-based notification system to communicate time-critical transportation information to parents and district personnel. Currently the District utilizes Bus Bulletin, Inc.
- d. The successful Contractor shall equip each bus, including any replacement buses used, with Digital Camera technology, to ensure the safety and wellbeing of all riders. At a minimum the system should allow for three viewing angles (isles, door, and driver). In addition the system should be capable of recording in color and be viewable in low light conditions. The system must be able to store at least 120 hours of video. The Contractor shall make available to the District access to video as needed or as requested by the District. The Contractor understands that the District has sole rights to this video and the District must approve and may direct all distribution and viewing of any video of District students, routes, etc. The usage of the Digital cameras shall be in strict compliance of policies and procedures established/adopted by the Board of Education/ Administration.
- e. All vehicles used to service the District under this contract shall be equipped with operable air conditioning.

2. Routing Software & Scheduling Tools

- a. Route Scheduling: The District currently uses Versatrans as its routing software. Expectations are that the successful Contractor hosts and maintains a similar software on a server accessible by the District.
- b. Routing services are defined as providing routing software, designing bus routes, assigning riders, pairing or packaging bus routes, and/or optimizing accordingly.
- c. The Contractor shall use compatible Software and receive the necessary training to provide local support. Any training needed by the Contractor from the software will be conducted at the sole expense of the Contractor. It is expected that routing information will be communicated electronically to the Contractor.
- d. All student data will be treated as confidential information and shall not be given or sold to any third party by the Contractor. It is further understood that the map, student data and bus routes shall remain the property of the District in the event that the contract between the Contractor and the District are terminated.
- e. Whenever the ridership requirements or educational programs change to the degree that adjustment of existing routes is needed, the Contractor shall provide additional bus(es) or

to reduce bus(es) as may be required. These adjusted bus(es) shall be furnished at the rate of cost as set forth in the price page of this contract.

- f. Absolutely no increase or decrease in the number of buses utilized or services provided shall be made without prior approval from the District. The effective day of any increase or decrease in transportation services shall be mutually agreed upon by the Contractor and the District.
- g. The Contractor will work with the District to correct any errors or adjustments to routes prior to any implementation. It is expected the Contractor will perform Dry Runs to ensure the route directions, timing, and efficiency is correct prior to the start of the school year. Any changes needed shall be communicated immediately to the District for correction/adjustment in Versatrans. In no case shall a driver perform his/her route in an unsafe manner as a result of incorrect route information.

PERSONNEL

- 1. The Contractor shall provide adequate supervisors, dispatch, maintenance, safety, and office personnel based on need and available to the District during route times every day school is in session. The Contractor shall also provide adequate support to address parental concerns involving the routing of students throughout the month of August. Upon District request, this support shall be provided at the District's administrative offices. The designated supervisor shall be on duty and available between 7:00 a.m. and 4:30 p.m.
- 2. The Contractor shall employ only qualified and licensed bus drivers, substitutes, and monitors who shall be required at all times to exercise the highest degree of care and to observe and comply with all laws, ordinances, rules and regulations pertaining to the operation of school buses. All drivers shall possess a valid school bus driver's permit. All drivers shall possess a commercial drivers license (CDL) as required by law.
- 3. Contractor shall provide the school district with a list of its personnel policies, its safety and training manual, procedural manual and employee handbook.
- 4. **Background Checks and Screening**
 - a. The Contractor shall ensure that all pre-employment conditions have been met, including successful completion of a criminal background investigation through the Department of State Police and submission of fingerprints to the FBI for criminal history information. The Contractor shall complete all required criminal background checks before any employee or agent is assigned to drive school district students.
 - b. No driver will be assigned to a school district who would be prohibited from obtaining or keeping the required bus permit or would otherwise prohibit the driver from being employed by a school district due to conviction of a crime listed in 105 ILCS 5/10-21.9 or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry, or who has been convicted of an offense which prohibits issuance of a school bus driver permit pursuant to 626 ILCS 5/6-106.1.
 - c. If any driver is convicted of any felony that is not a prohibited or enumerated offense under 105 ILCS 5/10-21.9 or which prohibits the possession of a school bus driver permit under 625 ILCS 5/6-106.1, Contractor shall immediately forward such criminal history results to the District.
 - d. If the Contractor receives notification of any convictions that would prohibit the driver from keeping the required permit or would otherwise prohibit the driver from working at the school district, the Contractor must report the conduct immediately to the school district and the driver must be removed from assignment at the school district. The Contractor

shall keep a copy of the driver's criminal history records on file. A copy of the Illinois State Police and FBI criminal history records can be requested by the school district and shall be promptly disclosed by Contractor.

- e. Contractor certifies that prior to commencement of the work, Contractor will comply with all employment history review and other obligations of 105 ILCS 5/22-94 for any employee present on a bus transporting the District's students. If Contractor receives a response from a former employer that discloses that Contractor's employee (or subcontractor) was the subject of an allegation of sexual misconduct or was discharged or otherwise separated from employment while an allegation of sexual misconduct against the employee was pending, under investigation or due to an adjudication of sexual misconduct as described in 105 ILCS 5/22-94, Contractor shall immediately forward such response(s) to the District for review. Upon request of the District, Contractor agrees to promptly disclose all records, information and determinations related to Section 22-94 employment history review for each of its employees or independent contractors.
- f. Within 24 business hours of any request by the District, the Contractor shall submit information and documentation about each specific Contractor employee (drivers, monitors, substitutes, etc.), including:
 - i. Legal name;
 - ii. Driver's CDL number and school bus driver's permit number;
 - iii. Evidence of the drivers and monitors successfully passing drug and alcohol screening;
 - iv. Any request by the District to remove or transfer a particular Contractor employee from a route shall be honored immediately.
- 6. Contractor shall employ personnel competent and proficient in the use of the routing software, GPS, electronic communications, databases, access and reporting systems described in these Specifications and as required by State and Federal laws and regulations. With its bid, Contractor shall submit proof of experience and present ability in these areas and identify the positions and personnel that will be assigned to ensure the delivery of these services as part of the contract if awarded to Contractor.
- 7. Should an accident ever occur, the Contractor will immediately notify the appropriate District personnel, giving all information known at the time. The Contractor shall submit to the District, within 24 hours, a detailed written report.
- 8. Each bus driver shall complete a thorough walk-through of the bus at the end of each run and immediately after the last drop off to make certain no student has fallen asleep between the seats or on the floor. In the event an employee of the Contractor discovers a student asleep or otherwise present on the bus after the final stop on the route, the Contractor shall submit to the District a detailed written report of the situation within 24-hours. At no time will the Contractor permit unauthorized passengers on the bus.
- 9. The Contractor shall provide and carry out a school bus safety program. The program will be provided to all of the District schools. The Contractor will collaborate with the District to develop drop off policies that conform to the expectations of the District. The program shall include the performance of the twice a year bus evacuation drills per State of Illinois regulations.
- 10. The Contractor shall be responsible for implementing and maintaining a comprehensive student transportation safety program. A summary of the safety program and copies of the annual safety updates shall be provided to the District for review upon request. THE CONTRACTOR'S RESPONSE

MUST INCLUDE A SUMMARY OF ITS EXPERIENCE WITH SPECIAL NEEDS CHILDREN AND THE TRAINING THAT ITS EMPLOYEES RECEIVE RELATED TO SUCH STUDENTS AND RELATED TO STUDENT TRANSPORTATION SAFETY. The Contractor will provide CDL training. The Contractor will provide a list of certified drivers indicating the type of training they have received. The District may require a student identification process as part of this program.

ROUTING AND SCHEDULES

1. Routes must be designed to safely and efficiently transport students, with safety being the highest priority. The District utilizes a system of shared Community Stops. To the extent possible, stop locations and routes shall remain consistent from year to year. Community Stop locations are to be shared throughout route sets. Individual bus stops are identified for long term sustainability within a neighborhood, so stops are not required to be significantly altered on an annual basis.
2. The number of buses and the number of runs they make (as set forth herein) is not binding on the District. If additional equipment is needed to service the District, the Contractor shall secure such equipment as quickly as possible. There is no guarantee of the number of buses needed to serve the District during the term of the contract. The District reserves the right to change the number of routes as it deems in its best interest.
3. It is the District's desire not to be involved in the daily transportation operations, including routing and customer service.
4. The District will provide detailed student information for school bus routes to the Contractor. This will include any special student directions. Most student information will be electronically provided to the Contractor prior to June 15 of each year. There will be multiple pushes for routing, from this information, the Contractor shall create routes. The Contractor shall then provide to the District detailed route information for school bus routes and stops prior to July 10th of each year.
5. The District reserves the right to adjust any route or stop deemed necessary by the District, including to achieve efficiencies in routing and the number of buses. The District will prepare parent notifications.
6. The District will forward new student information promptly to the Contractor. To the extent possible, these students should be routed on existing routes and stops, and in a manner that does not disturb the existing routes. It is understood that routes may need to be altered at the beginning of the year in order to meet individual school arrival and dismissal times and address any unforeseen safety and inefficiency concerns. The Contractor will work with the District to ensure timely notifications to parents regarding any changes or unanticipated issues.
7. The bus routes designed by the Contractor and approved by the District shall be followed exactly by the bus driver. All buses shall be properly identified by a route number on a large visible placard on the exterior of the bus located to the left of the front door (as viewed from the exterior of the bus).
8. Any changes that are presented to a driver by a parent or member of the community will be referred to the Contractor and the District for a decision, not driver decision. Any change the bus driver feels should be made for convenience must be pre-approved by the Contractor. The District reserves the right to adjust any routes or stops as deemed necessary.
9. Routes shall be designed to be ordinarily completed in **no more** than 45 minutes from the pickup at the first bus stop or no more than 45 minutes from departing the school. The District reserves the right to adjust this expectation should budgetary constraints warrant a reduction in routes or other adjustment.
10. It is the District's expectation that buses arrive at least 5 minutes prior to the starting bell and depart no more than 8 minutes after the dismissal bell. The highest standards of service are expected to be provided to the school district at all times during the term of the Contract.

LATE ROUTE PENALTIES

The District reserves the right to withhold certain payments in part or in whole based on the Contractor's performance under the terms of the Contract. By accepting the Contract, the Contractor agrees that in the event of the specific service violations listed below, that sums listed under each occurrence may be withheld from the next subsequent payment due the Contractor. Conditions such as weather, traffic accidents that impede traffic, and construction that are outside of the Contractor's control will not result in the assessment of a penalty for applicable situations outlined below, provided that the Contractor provides reasonable notice to the District and, at the discretion of the District, determines that the Contractor's reason for the service violation is valid.

1. Late AM drop off at school program site after final bell without advance notice to District's Supervisor, \$100 per occurrence. In addition, any individual route late more than three times in a month with or without notification, will be charged \$500 per occurrence.
2. Late PM arrival at school site after dismissal bell, \$100 per occurrence.
3. Late pickup for chartered bus routes (athletic; field trips; etc.) defined as later than 15 minutes from the scheduled departure time and/or late drop off for activity bus routes (athletic; field trips; etc.) defined as later than 15 minutes from the scheduled arrival time, \$100 per occurrence.
4. Leaving a child on a bus after the Contractor has completed the last stop, \$5,000.00 per occurrence
5. Camera system or GPS system non-operational: \$500 per occurrence.
6. Failure to perform a scheduled route will result in no charge for the route and a penalty equal to the cost for the route. District may enforce routes not performed within 45 minutes of scheduled time.

Imposition of the above penalties shall not be the District's exclusive remedy and shall not prohibit the District from terminating the Contract for cause. Failure of the District to impose the above penalties shall not be a waiver of any right nor shall be construed necessarily as evidence of Contractor's adequate performance.

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
SPECIFICATIONS

GENERAL

1. Bidder shall submit a bid evidencing the ability to service the District's regular transportation needs as outlined in these Specifications and in the attached Overview of Service.
2. From time to time, the District has additional transportation needs that exceed the scope of this Invitation to Bid. Particularly, the District may have the need to transport one or more students with disabilities to out-of-district placement locations or to transport homeless students to/from other school districts. In some of these situations, a single student may be the only student on a particular route. As the District's needs in such situations are unknown in advance, they are not part of this Invitation to Bid. The District, however, expects the Bidder to submit information as part of this Bid exhibiting an ability to service under separate agreement these types of students and routes on an as needed basis through the use of more efficient and economic, but legally compliant, vehicles other than large school buses.
3. Contractor shall, during the life of the contract, operate and maintain the minimum-required number of school buses to transport conveniently and safely all students designated by the District to be served under the provisions of the bid. Such transportation shall be provided on each and every day that school is convened and in accordance with the bus routes and schedules developed by the District and affirmed by the Contractor.
4. Service Quality/Assurance: It is recognized that service to the District and its patrons is the essence of this agreement and to that end this service shall be regularly monitored. Contractor shall be responsible for daily transportation operations, including but not limited to routing and customer service. Upon the District's request, Contractor shall submit to the District a monthly transportation report. This report shall outline specific levels of operation; number of buses, routes, drivers, students transported, route miles, number of accidents, on-time arrival percentage, complaints received and their reconciliation, as well as outline any service issues along with actions and recommendations. At least once annually, Contractor shall be prepared to conduct quality assurance surveys of all buildings served. Such surveys shall be attached to the following month's Transportation Report. District and Contractor shall jointly design such surveys. These surveys may also be used to measure satisfaction levels of the District patrons.
5. The Contractor or its local management shall belong and have access to professional associations related to school transportation such as NAPT (National Association of Pupil Transportation) IAPT (Illinois Association of Pupil Transportation), etc.
6. **FACILITY/MAINTENANCE SERVICES:** Contractor's facility that houses the buses must be within a 10 mile radius of the District administration office, which is located at 700 N. Schoenbeck Road, Prospect Heights. The facility shall have and publish a phone number dedicated to the patrons and administration of the District.

LAW AND REGULATIONS

During the entire term of this contract, the Contractor shall comply in every aspect with the official policies of the District, federal laws and regulations and all laws and regulations of the State of Illinois affecting or regulating the transportation of school children including but limited to the Motor Vehicle Code, the School Code, and the rules and regulations of the Illinois State Board of Education.

TERMINATION OF CONTRACT

In addition to any termination rights elsewhere in the Bid Documents, the District shall have the right to terminate this contract for convenience at the end of any school year by giving written notice to the Contractor no later than April 1 of the school year at the end of which service will terminate. Termination for cause by either party is permitted only after the breaching party is provided notice of the breach and has not cured the breach within 7 days.

COMPENSATION

1. In consideration for services rendered under this contract, the District shall pay to the Contractor all sums due and calculated in accordance with the rates set forth in "Price Page". The Contractor shall invoice the District by the third (3rd working day of the month for transportation services provided through the last day of the preceding month, together with such other information as may be required by the District to enable the District to comply with all relevant requirements for reimbursement.
2. After verification of the statement, the District shall pay the verified amount due to the Contractor within 30 days. The Contractor shall provide a separate invoice for all additional charters and any other transportation that is not part of the regular routes. Such invoice shall list the date of the trip, point of origin, destination, for who service was provided and the cost.
3. The Contractor shall also submit such other reports as may from time to time be requested by the District. Such reports shall be on such forms as may be furnished or prescribed by the District. Records sufficient to confirm the accuracy of all such reports shall be kept by the Contractor and made available for inspection by the District at all reasonable times for one (1) year after the submission of each report.
4. Payment of any disputed items may be withheld by the District until mutual agreement is reached between the Contractor and the District relative to the item or provision upon which the difference arises or until the matter is judicially resolved.

AWARD OF CONTRACT

1. In preparing its bid, the transportation Contractor shall specify the daily rate for the District. The total arrived at for the category of cost, shall be added together and that final total is the cost that will be compared with the bids made by other transportation Contractors.
2. Factors to be considered in evaluating proposals will include an analysis of the cost, quality of performance, quality of supervision, training procedures and practices general experience, satisfaction of references, financial responsibility of the Contractor and any other information the District deems appropriate for its evaluation.
3. Award of the contract will be made by the District on the basis of the proposal which, in the District sole and absolute judgment, will best serve the interest of the District, and as is permitted by the Illinois School Code, 105 ILCS 5/10-20.21.
4. Upon award of contract, Contractor agrees to execute a contract substantially in the form of the contract attached hereto.

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
BID SUBMISSION CHECKLIST

Each bid must be accompanied by a Bid submission Checklist. This list must be utilized as the cover sheet for all itemized documents required to be included in your sealed bid. Submit your bid documents in the order of the checklist.

Name of Bidder

Description	Contractor Confirmation	District Confirmation
Bid Submission Checklist		
Bid Bond (\$50,000)		
Details of experience (5 years)		
Provide audited financial statement (past 4 years)		
Management experience, bus availability, mechanic availability		
Drug and Alcohol Testing Procedures		
References		
Evidence of Liability Insurance		
Affidavit (notarized) that employees have completed a background check		
Show evidence of the ability to purchase/lease vehicles		
Experience in Special needs Transportation		
Certifications By Bidder		
Bid Proposal		

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
OVERVIEW OF BUS SERVICE

The District serves approximately 1,500 pre-kindergarten through eighth grade students in four different communities: Prospect Heights, Arlington Heights, Mount Prospect, and Wheeling. District 23 operates four schools: Eisenhower Elementary School, Betsy Ross Elementary School, Anne Sullivan Elementary School, and MAcArthur Middle School. Students attend Eisenhower as a district-wide grade center for pre-kindergarten through grade 1. Effective 2027-2028, the District is expected to transition to full-day Kindergarten services at Eisenhower, which may impact the number of routes needed and bids should account for such transition. Early childhood/pre-Kindergarten services at Eisenhower are expected to remain status quo. Students attend Betsy Ross for grades 2-3 and move on to Anne Sullivan for grades 4-5. All students attend MacArthur for grades 6 through 8.

The regular morning and afternoon transportation needs are met with 24 regularly scheduled routes (AM & PM) plus 3 Wheelchair routes, 4 Kindergarten routes, 3-4 PreK/Midday Routes. The students, parents, and principals enjoy and expect a very high level of service.

Miles per year per 2025-26 transportation claim: 147,664

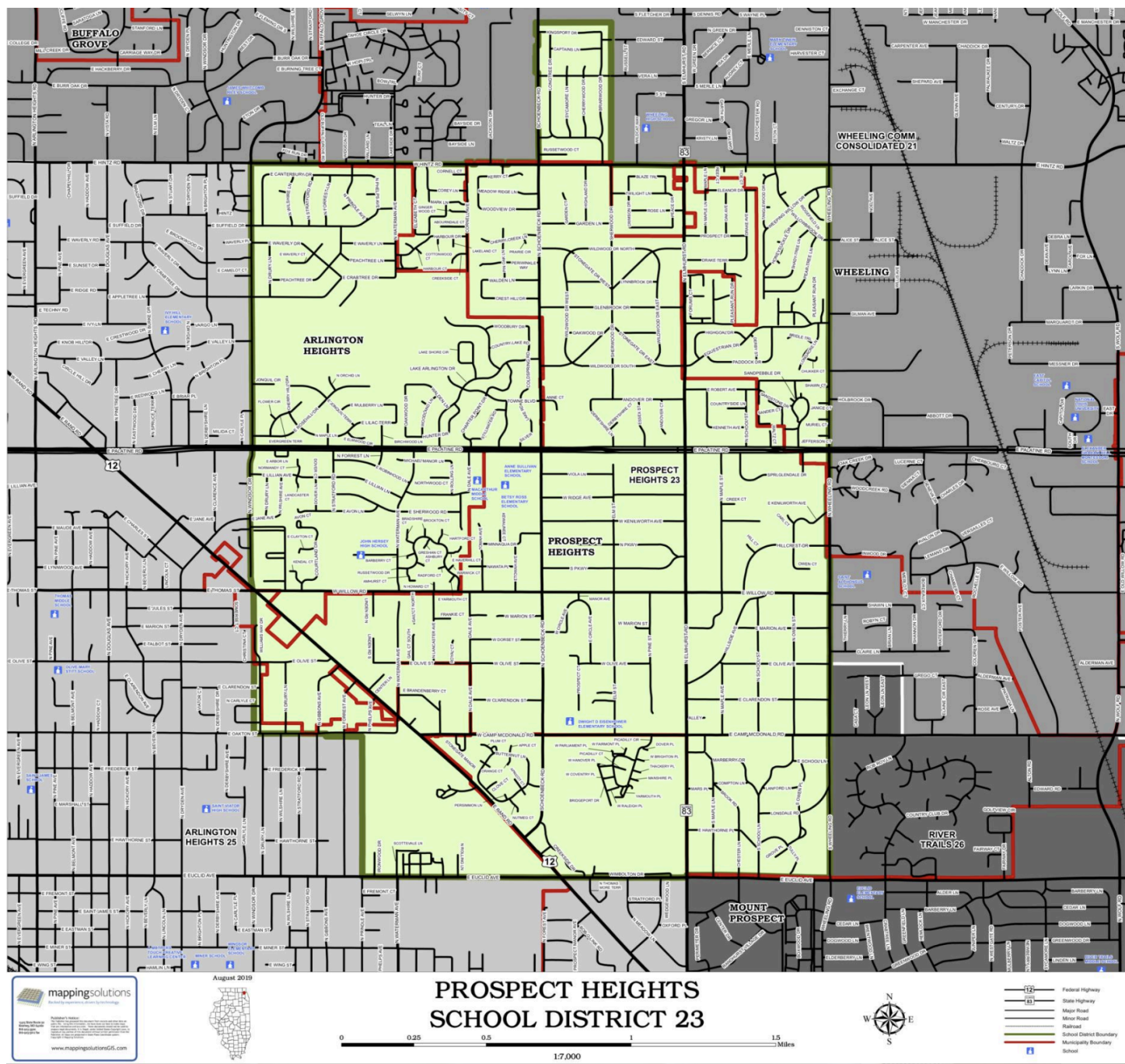
Student Transported: Approximately: 1,029

Charter and Field Trips Volume: Approximately 100

Student Transportation Days: 174

Summer School ESY Transportation Days: Summer school typically runs for three weeks in June (total of approximately 15 days), from 8:30 AM - 12:05 PM. The program serves Special Education students in grades EC-7

DISTRICT 23 BOUNDARY MAP



SCHOOL DISTRICT BELL TIMES

Below are the current bell times for the 2025-26 school year. Kindergarten bell times will change in 2027-2028 with the addition of Full-Day Kindergarten.



Start/End Times & Attendance Lines

School	Program	Early Drop-off	School Day Starts	School Day Ends
Eisenhower (847) 870-3876	Morning 1/2 Day K & EC	7:40 am	8:00 am	10:45 am
	Afternoon 1/2 Day K & EC	11:40 am	11:45 am	2:30 pm
	1st Grade & Full Day K	7:40 am	8:00 am	2:30 pm
Betsy Ross (847) 870-3869	Grades 2 & 3	7:45 am	8:10 am	2:40 pm
Anne Sullivan (847) 870-3872	Grades 4 & 5	7:45 am	8:10 am	2:40 pm
MacArthur (847) 870-5375	Grades 6, 7, & 8	8:00 am	8:25 am	3:15 pm

PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
CERTIFICATIONS

By signing this document, I state and declare that the bidder/contractor listed below and I, are in compliance, and will comply with all of the certifications listed herein.

1. **CERTIFICATION** – The undersigned bidder of Contractor hereby certifies that he/she is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Article 33E of the Criminal Code of 1961 as amended. Additionally, the undersigned bidder certifies that they, either individually or corporately, are not under investigation or currently under suspension from IDOT or other State agencies. The bidder also certifies that he/she has read, understands and agrees that acceptance by SD23 of the bidder's offer by issuance of a purchase order and/or contract will create a binding contract. SD23 may declare the contract void if the certificate is false.
2. **NON-COLLUSION AFFIDAVIT** – The undersigned bidder or agent states that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Bidder further state that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of sale.
3. **PREVAILING WAGE** – Prevailing wage is not required for this contract.
4. **FAIR EMPLOYEE PRACTICES** – It shall be mandatory that the Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or ancestry, and further that he will comply with all provisions of the Illinois Fair Employee Practices Commission as required by the Rules and Regulations for Public Contract.
5. **TOXIC SUBSTANCE** – The successful bidder must comply with the Toxic Substance Control Act. This Act requires that an MSDS be provided for any product containing one or more toxic substances covered in this Act. The MSDS shall accompany delivery or have been submitted prior to delivery. Payment to the Contractor will not be paid until the MSDS is provided.
6. **SEXUAL HARASSMENT CLAUSE** – Each bidder must certify that he has complied with the requirements of section 2-105 of the Illinois Human Rights Act effective July 1, 1993, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated in this contract.
7. **NO SMOKING CLAUSE** – Bidder agrees that they, their employees, and sub-contractors, will abide by the SD23 no smoking policy on all District sites.

8. **DRUG-FREE WORKPLACE** – Each bidder must certify compliance with the Drug-Free Workplace Requirement, which stipulates the prohibition of the unlawful manufacture and distribution, dispensing, possession, or use of a controlled substance while of SD23 premises or while performing work for the District.
9. **COMPLIANCE** – The bidder is directed that all applicable state laws, municipal ordinances, District policies and the rules and regulations of all authorities having jurisdiction over any aspect of the herein described project shall apply to the contract throughout, and will be deemed to be included in the contract the same as though herein written in full.
10. **BID MODIFICATION** – In accordance with Illinois Law, once the bids have been opened, such bids may not be modified in any way without written approval of Prospect Heights SD23. All bidders will be bound by any and all math calculations, misquotes of any kind once the bids have been accepted, it may not be modified or rescinded without the approval of Prospect Heights SD23.
11. **SAFETY PRECAUTION CLAUSE** – The Contractor expressly agrees that it is solely and exclusively responsible for initiating, maintaining, and supervising all safety precautions, and programs in connection with the performance of this contract. The District is not responsible for means, methods, and techniques of construction, maintenance work, or safety precautions and programs in connection with the performance of the contract.
12. **CRIMINAL BACKGROUND CHECK CLAUSE** – The Contractor understands and acknowledges that its work, in whole or in part, will be performed on public school property where there may be direct, daily contact with school students. The Contractor further understands and acknowledges that the State of Illinois requires that all employees of Contractors, licenses, Contractors or others having direct daily contact with students are subject to a criminal background check and may not be listed on the State Sex Offender Registry. Prior to allowing any of its employees who will be performing the scope of work access to school property, the Contractor agrees to provide the District with the following in writing:
 - A. Evidence that each employee, agent, Contractor, or other person performing work on school property under this agreement was subjected to a criminal background check in conformity with 105 ILCS 5/10-21.9; that said persons are not listed on said Registry; and said persons have no criminal convictions for the offenses listed under 105 ILCS 5/10-21.9;
 - B. The Contractor will provide the District, upon request, a copy of the criminal check conducted on each such person.

In the event the Contractor plans to subcontract with or use the services of another person or firm that has direct, daily contact with students on school property, in order to fulfill its obligations under this agreement with the District, the Contractor will require all such persons or firms to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9.

In the event that the Contractor fails to comply with the provisions of this paragraph and 105 ILCS 5/10-21.9, and as a result a suit or claim is instituted by a student for harm caused by an employee of the Contractor, or caused by an employee of a subcontractor to the Contractor, then in that event the Contractor agrees to fully defend and indemnify the District, including reimbursement of the attorney's fees and costs, against any such claim.

13. **ASBESTOS HAZARD EMERGENCY ACT (AHERA)** – Not applicable.

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
ACKNOWLEDGEMENT OF CERTIFICATIONS**

By signing this document, I state and declare that the bidder/contractor listed below and I, are in compliance, and will comply with all of the certifications listed above.

Date: _____

Company: _____

Authorized
Representative
Name (Printed): _____

Authorized
Representative
Signature: _____

Company Address: _____

Company Phone: _____

Email: _____

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
REFERENCE LISTING**

A Bidder submitting a bid shall have a minimum of five (5) years experience in providing contracted student transportation to Pre-K through Eighth grade, public school districts in the State of Illinois. A Bidder must include within its submission details of its experience in providing such service that includes a list of references that includes the name, address, and contact information for four (4) current clients and include the type of services provided. Prior work experience with school district clients is **required**.

Customer #1 _____

Contact _____

Phone Number _____

Description of Work _____

Dates of Service _____

Customer #2 _____

Contact _____

Phone Number _____

Description of Work _____

Dates of Service _____

Customer #3 _____

Contact _____

Phone Number _____

Description of Work _____

Dates of Service _____

Customer #4 _____

Contact _____

Phone Number _____

Description of Work _____

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
STUDENT TRANSPORTATION SERVICES
2027-28, 2028-29, 2029-30, 2030-31, 2031-32
BID PROPOSAL FORM**

Please provide the contractor rates for the 2027-2028 School Year below:

Rates	Proposed Daily Rate Cost	Estimated Days	Estimated Total Annual Cost for 2027-28
Regular Routes (AM & PM) (Grades Kdg. - 8)		174	
Pre School Vans - AM or PM		174	
Wheelchair - AM or PM		174	
Wheelchair Bus - Mid Day		174	
Summer School (AM & PM)		15	
Miscellaneous Routes - Incl. Athletic/Field Trips	Addl. Rate per Hour	Estimated Trips (2 Hours)	Estimated Total Annual Cost for 2027-28
2 Hour Minimum Charge per Trip			

Percentage Increase/Decrease for 2028-2029 _____

Percentage Increase/Decrease for 2029-2030 _____

Percentage Increase/Decrease for 2030-2031 _____

Percentage Increase/Decrease for 2031-2032 _____

We propose to furnish all necessary supplies, equipment, and personnel to fulfill all requirements for transporting students designated by District pursuant to the price sheets submitted herewith. This bid is to provide service from July 1, 2027, to the close of summer school, should there be any, in June 2032. This is a five-year bid encompassing school years 2027-28 through 2031-32. It is further realized our obligation is to meet all requirements stated in this bid package.

Company Name: _____

Authorized

Company Representative: _____

Email:
