

INVITATION FOR BID

TRANSPORTATION OF PUPILS – TOWN OF WRENTHAM

SPECIFICATIONS FOR WRENTHAM PUBLIC SCHOOLS

WRENTHAM, MASSACHUSETTS

Allan Cameron, Ph.D
Superintendent of Schools
Wrentham, Massachusetts

Shannon Shepherd
Business Manager
Wrentham, Massachusetts

Advertising Dates:
March 26, 2024

Mandatory Pre-bid Conference:
April 9, 2024 1:00 p.m.
meet.google.com/gau-tyce-cfa
Virtual Meeting

Bid Opening
April 23, 2024 – 11:01 a.m.
120 Taunton Street
Wrentham, Massachusetts

OPEN LETTER TO BIDDERS

Bidders:

Enclosed you will find specifications for the **FISCAL YEARS JULY 1, 2024- JUNE 30, 2027: TRANSPORTATION OF SCHOOL PUPILS: TOWN OF WRENTHAM**

A **mandatory pre-bid conference** will be held for all bidders on **April 9, 2024 at 1:00 p.m.** via a virtual google meet meet.google.com/gau-tyce-cfa. You must have a representative at this meeting to qualify as a responsive bidder. Bids from companies not meeting this requirement will be rejected as non-responsive.

The sealed bids are due in the Superintendent's Office on April 23, 2024 before 11:00 a.m. The Public Bid Opening will be held on **April 23, 2024 at 11:01 a.m.** Please be advised that the award of contracts by the Wrentham School Committee for any item(s) listed herein is contingent upon appropriate funding by the Town of Wrentham for the School Department FY25 Budget. The obligation of the Town to make any payments under this Agreement after the current fiscal year is subject to appropriation of required funds in accordance with applicable law.

Any questions regarding this bid specification must be submitted in writing to:

Ms. Shannon Shepherd, Business Manager
Wrentham Public Schools
120 Taunton Street
Wrentham, Massachusetts 02793

Questions may be e mailed to the aforementioned at sshepherd@wrenthamschools.org

Responses to all questions will be emailed to all companies requesting bid specifications. Please take the time to make sure you have met all the requirements of the bid submittal time line and that you can meet the requirements of this specification.

On behalf of the Wrentham School Committee, thank you for taking the time to review and submit a bid proposal for Transportation of School Pupils: Wrentham Public Schools.

Sincerely,

Shannon Shepherd
Business Manager

WRENTHAM PUBLIC SCHOOLS

WRENTHAM, MASSACHUSETTS

General Instructions

Sealed proposals for furnishing school transportation for public and private school students living within the Town of Wrentham, Grades Pre-K -12, for after-school activities of public school students, mid-day K transportation, out of town activities of public school students will be received by the Superintendent of Schools as agent for the Wrentham School Committee until 11:00 a.m. on April 23, 2024 in the Superintendent's Office. A Public Bid Opening will be held at 11:01 a.m. on April 23, 2024 at The Wrentham Public Schools, 120 Taunton Street, Wrentham, MA 02093 in the Annex Conference Room when they will be publicly opened and read. A mandatory pre-bid Conference will be held on April 9, 2024 at 1:00 p.m. via virtual meeting (meet.google.com/vhb-tqou-dco). **Bids will be rejected as non-responsive from companies not represented at this mandatory pre-bid conference.**

All Bidders must conform to rates of wages as determined by the Commissioner of Labor Standards of the Commonwealth of Massachusetts (Chapter 71, Section 7A, as amended by Chapter 729 of the Acts of 1962).

All acceptable bids must be accompanied by a cashier's check, a certified check, or a bid bond of 20% of the bid price for the fiscal year July 1, 2024 - June 30, 2027 and submitted with a letter of intent to provide a performance bond.

Specifications may be obtained at the Business Office, on or after April 9, 2024. All bidders must use the forms provided with the specifications.

The School Committee reserves the right to reject any or all bids, as well as to award one contract which shall be considered to be in the best interest of the Wrentham Public Schools. All bids must be sealed and marked distinctly:

BID FOR TRANSPORTATION OF SCHOOL PUPILS FISCAL YEARS JULY 1, 2024 - JUNE 30, 2027

Attention: Shannon Shepherd
Business Manager
Wrentham Public Schools
120 Taunton St
Wrentham, MA 02793

No bids will be accepted that are faxed or miss the time/date deadline. The clock located in the Wrentham Public Schools, Business Office, will act as the official time piece for the time deadline closing.

WRENTHAM PUBLIC SCHOOLS

WRENTHAM, MASSACHUSETTS

Proposal

The Wrentham School Committee is seeking bids for the Transportation of School Pupils; Town of Wrentham for the school years July 1, 2024 - June 30, 2027. Bids will be received by Shannon Shepherd, Business Manager, Wrentham Public Schools, 120 Taunton Street, Wrentham, Massachusetts until 11:00 a.m. on April 23, 2024 in the Superintendent's Office. A Public Bid Opening will be held at 11:01 a.m. on April 23, 2024 and bids will be publicly opened and read at that time.

All bidding procedures shall be in strict accordance with Chapter 30B of the Massachusetts General Laws.

Bidders may obtain one (1) set of specifications on or after April 2, 2024.

The awarding authority reserves the right to reject any or all bids and to waive any minor informalities in the bidding if it be in the public interest to do so, provided such rejection of waiver be in conformance with Chapter 30B of the Massachusetts General Laws as adopted.

Information to Bidders

1. Specifications, information for bidders, and bid forms may be obtained at the Office of the Business Manager, Wrentham Public Schools, 120 Taunton Street, Wrentham, Massachusetts.
2. Specifications are available on or after April 2, 2024.
3. A mandatory pre-bid conference will be held on April 9, 2024 via virtual meeting meet.google.com/vhb-tqou-dco at 1:00 p.m.
4. Bids will be publicly opened and read in the Annex Conference Room at the Wrentham Public Schools, 120 Taunton Street, Wrentham, MA 02093 at 11:01 a.m. on Tuesday, April 23, 2024.
5. All bids received after this date and time or faxed will be rejected.
6. All proposals must be submitted in sealed envelopes, bearing on the outside the name of the bidder, his/her address, and the name of the proposal for which the bid is submitted.
7. All successful bidders of corporations which are located outside the confines of the Commonwealth of Massachusetts should be registered with the Commonwealth of Massachusetts as a Foreign Corporation prior to the awarding of the bid.

If not registered in Massachusetts, an affidavit of incorporation in another state and the date of incorporation MUST accompany the contract.

8. Double check all prices submitted. Awards that are based on unit prices that are submitted by a vendor in error will be considered as a firm bid by the School Department. "Adjustments" may not be made after the bid opening to correct such errors.
9. Unit prices shall prevail where applicable.
10. The contract, or any part of it, may not be transferred or assigned to another company or individual without the approved written consent of the School Committee or their designee.
 - a. These bids shall contain firm prices and shall not be withdrawn or modified for a period of forty-five days subsequent to the opening thereof, without the approved written consent of the School Committee.
 - b. No bids will be accepted unless properly made out on the enclosed bid forms and signed by the bidder. All bids must be legible either typewritten or in ink.
11. Action on the award of bids will be taken within approximately thirty (30) days after the opening of the bid.
12. The contract will be in force from July 1, 2024 to June 30, 2027 with the Town option to renew for two additional one-year periods.
13. The Wrentham School Committee may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the School Committee all such information and data for this purpose as the School Committee may request. The School Committee reserves the right to reject any bid if the evidence submitted by the bidder or investigation of such bidder fails to satisfy the School Committee that such bidder is properly qualified to carry out the obligation of the contract and to complete the work contemplated therein.
14. To be considered a **responsive bidder**, bidders must base their bids on all functions, standards, precision and quantity as specified, all minimum criteria must be met. The Wrentham School Committee reserves the right to reject any bid which contains an omission, deviation or substitution.
15. The ability of the bidder(s) to furnish services for TRANSPORTATION OF SCHOOL PUPILS: TOWN OF WRENTHAM promptly and professionally as required by the Wrentham School Committee shall be weighed heavily. Past record of failure to comply with the aspect of the business procedure will lead to rejection of the bidder as not responsible to the needs of the Town of Wrentham – Wrentham Public Schools. A **responsible bidder** has the capability to perform the contract requirements and the integrity and reliability which assures good faith performance.
16. ALLOW ADEQUATE TIME FOR MAIL DELIVERY OF BIDS AND FOR DELIVERY BY OVERNIGHT EXPRESS SERVICES which insures their submittal meets the requirements of the date and time deadline.
17. The Wrentham School Committee reserves the absolute right to choose the 2024-2027 TRANSPORTATION OF SCHOOL PUPILS; TOWN OF WRENTHAM bid which best meets its needs based on the lowest responsive and responsible bid.

18. The Wrentham School Committee is an Affirmative Action/Equal Opportunity/ Title IX Employer.
19. The award of bids for July 1, 2024 - June 30, 2027 TRANSPORTATION OF SCHOOL PUPILS with the Town option to renew for two additional one-year periods; TOWN of Wrentham is **contingent upon the funding of the FY25 BUDGET OF THE WRENTHAM PUBLIC SCHOOLS BY THE TOWN OF WRENTHAM**. Payment for any item in this bid will not be made until July 1, 2024. All invoices must be dated for July 1, 2024 or later. Each year of this contract is individually subject to the appropriation of funds. The contract will be canceled in total if no funds are appropriated. The School Committee retains the sole discretion to consider and determine whether or not adequate funds have been appropriated and made available to fund any of the services included in this Invitation for Bids and any resulting contract(s).
20. Each bidder must provide a certificate or signed statement from a surety agency licensed by the State Division of Insurance to post bonds in the Commonwealth of Massachusetts stating that it will award a performance bond in the full amount of the contract and the cost of such a bond. The Contractor must agree in writing and submit such written agreement with its bid that it will provide a performance bond in the amount of the award prior to execution of the contract.
21. The successful bidder shall provide a list of financial references as showing fiscal soundness and capability for a minimum of three (3) previous calendar years.