

**Ipswich Public Schools
Town of Ipswich, Massachusetts**

June 18, 2026

***INVITATION FOR BIDS (IFB) FOR
REGULAR SCHOOL BUS
TRANSPORTATION, ATHLETIC TRIPS AND
SCHOOL CHARTERS***

****Due by 2:00pm. Monday, July 13, 2026****

**Ipswich Public Schools
Office of Finance & Operations
One Lord Square
Ipswich, MA 01938**

**Dr. Brian Blake
Superintendent of Schools**

**Thomas Markham
Director of Finance & Operations**

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**IPSWICH PUBLIC SCHOOLS
TOWN OF IPSWICH, MASSACHUSETTS
June 18, 2026**

INTRODUCTION TO INVITATION TO BID (IFB), SUMMARY POINTS

The Ipswich Public School District (“District”) invites sealed bids from reputable and qualified school bus transportation companies for the daily transportation of students of the District to various schools in Ipswich, as well as proposals for athletic transportation and school charter services.

Interested transportation companies may submit a bid to provide student transportation services pursuant to either **ALTERNATIVE A**, for diesel and/or gasoline buses for a contract term of three years beginning August 1, 2026 and ending on June 30, 2029, consisting of a three (3) year base term with two (2) additional one (1) year options; or **ALTERNATIVE B**, for electric buses for a contract term of five years beginning August 1, 2026 and ending June 30, 2031, consisting of a five (5) year base term with two (2) additional one (1) year options.

Interested companies may submit a bid for either **ALTERNATIVE A or B or both**, with the latter (the option of submitting a proposal for both) expected to, but not required to, demonstrate a transition from fossil fuels to electric over time. The District will evaluate bids received and determine which Alternative or direction is in the best interest of the District and, upon such determination, the District may award a contract to the lowest responsible and responsive bidder for the selected **ALTERNATIVE**.

The complete hard-copy Invitation For Bid (IFB) package, including all forms comprising bid proposals, conditions and specifications may be obtained at the Office of the Finance and Operations, One Lord Square, Ipswich, MA 01938 upon request or by visiting the District’s Central Office. An electronic copy is available on the IPS website at www.ipsk12.net, under Department/Finance & Operations/Bids & Quotes. The IFB and all Forms will be made available, both in hard copy and online, on Thursday, June 18, 2026.

Bids must be submitted in a sealed envelope, labeled “**2026 IPSWICH STUDENT TRANSPORTATION BID**”, and delivered to the Office of Finance and Operations, One Lord Square, Ipswich, MA 01938, no later than **2:00p.m. on Monday, July 13, 2026**. The clock in the Office of the Superintendent of Schools in the lobby/office area of One Lord Square shall be considered the official time for determining all times relevant in this solicitation.

Electronic submissions, including fax and email, will not be accepted. Bids will be opened and publicly read aloud in the Finance Director’s Office, second floor, One Lord Square, on Monday, July 13, 2026 at 2:15 p.m.

If at the time of the scheduled bid opening, the District is closed due to inclement weather, or other unforeseeable events, the bid opening will be postponed until 10:15 a.m. on the next normal business day, and bids will be accepted until 10:00 a.m. on that date. The District makes no guarantee of bid delivery by the U.S. Postal Service or any delivery service. The procedures and regulations governing the award of this contract will be in accordance with M.G.L. c. 30B.

The award of the contract will be made by the Superintendent of Schools and/or the Director of Finance & Operations as authorized by the District's School Committee within eighteen (18) days of the bid opening or not later than July 31, 2026, to the bidder, determined by the District, in its sole discretion, to be the lowest, responsive and responsible bidder for the selected

Alternate. If anything in the Invitation for Bids, or in the bid, is in conflict with the contract forms, the contract form will take precedent.

The District reserves the right in its sole discretion, to waive any and all informalities as to form and procedure, and reserves the right, in its sole discretion, to reject any and all bids if deemed in the best interest of the District. The District does not discriminate on the basis of race, religion, color, sex, genetic status, sexual orientation, age, handicapped status, or national origin.

Questions and Inquiries may be directed to:

Thomas Markham
Director of Finance and Operations
Ipswich Public Schools
One Lord Square
Ipswich, MA 01938
phone: 978-356-2935 x1117
email: tmarkham@ipsk12.net

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SECTION 1 DEFINITIONS

For purposes of this Invitation for Bid the following definitions will apply:

Acceptance	An offer made by award notice of the Superintendent of Schools and/or the Director of Finance & Operations on behalf of the District School Committee to accept a bidder's proposal to provide services in accordance with this IFB.
Addenda	A written instrument issued by the School District prior to the execution of the contract which modifies or interprets the IFB by additions, deletions, clarifications, or questions.
Bid or Proposal	A good faith offer to provide the described service for a specified period of time at a given fee submitted to the School District in accordance with this IFB, its general conditions, specifications, and terms. All bids must conform to M.G.L. c. 30B.
Bid Specification	Description of services to be performed by Bidder and School District together with materials, supplies, and equipment that is to be used and maintained together with conditions of such service and maintenance.
Bidder or Contractor	An individual, company, or corporation submitting its bid and qualifications under this IFB.
Business Day	Unless otherwise specified, for purposes of this IFB, a "business day" shall be known as a weekday, Monday through Friday, excluding holidays.
Bus Unit Trip	A one way bus trip.
District	The Ipswich Public School District, Town of Ipswich, Massachusetts
Day	Unless otherwise specified, for purposes of this IFB, a "day" shall be known as a calendar day, including weekends and holidays.
Contract	A formal written agreement duly executed by authorized representatives the Ipswich District School Committee and the Bidder, which calls for the transportation of pupils in accordance with all terms, conditions, and specifications in this IFB, for a price to be paid by the District.
IFB	Invitation for Bid.
School Administrator(ation)	Superintendent of Schools, Director of Finance & Operations, or their designee(s)

School Bus	A school bus shall have the meaning ascribed to that term in M.G.L. c. 90, §1.
School Bus Driver	Qualified drivers, trained and licensed in accordance with the laws of Massachusetts, possessing a valid driver’s license issued by the Commonwealth of Massachusetts authorizing such person to operate a school bus. Such driver shall be certified by a licensed medical practitioner as medically qualified and free of medical or physical conditions which would limit safe operation of a school bus. Drivers are required to submit to the current and any new fingerprint based state and national background check (SAFIS) as well as a CORI check.
SAFIS	The Statewide Applicant Fingerprint Identification Services Program. All costs related to this program are the responsibility of either the Successful Bidder or its individual employees.
School Pupil	A school pupil shall have the meaning ascribed to that term in M.G.L. c. 90, §1.
School Day	<p>Unless otherwise specified, for purposes of this IFB, a “school day” shall be known as one of the 181 days in the student school year, excluding weekends and holidays, as shown on the official school year calendar.</p> <p>Furthermore, for the purposes of this transportation IFB, each school day will be known as the time from which buses pick up students to bring them to school in the morning until the time the buses return to the bus company’s lot or terminal after bringing students to their designated drop-off stops in the afternoon.</p>
School District	Ipswich Public School District and its representatives.
School Year	The 181-day school year for students transported under this contract.
Successful Bidder	A bidder to whom an award is made.

SECTION 2 - GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS

- 2.1 These specifications for the transportation of students are issued by the Ipswich Public School District. Transportation services may include regular daily route buses, field trips or other types of school charters, and athletic trips.
- 2.2 The bidder is responsible to carefully review all provisions of this IFB.
- 2.3 All bidders must use the prescribed forms provided within these specifications. A bidder may submit a bid to provide services under **Alternative A** – diesel or gasoline buses for a three-year contract term; or **Alternative B** – electric school buses for a five-year contract term with two, one-year options available under each Alternative to extend the term for a total of five or seven years, respectively. Bids may also be submitted under **both Alternatives A and B**.
- 2.4 Bids may also be submitted under **both Alternatives A and B**. If such a submission is made, bidders are recommended to, but not required to, demonstrate a transition from fossil fuels to electric over time. Bidders should be aware of the **Town of Ipswich's Zero Emission First Vehicle Policy**. The policy summary is attached hereto as Appendix C.

The purpose of the **Zero-Emission First Vehicle Policy** is to set standards and guidelines for purchase, lease and operation of Ipswich fleet vehicles. It is designed to advance the financial, energy, and climate sustainability of town operations by achieving long-term reductions in energy costs, consumption, and greenhouse gas (GHG) emissions with a Zero Carbon Energy goal by 2040. The Ipswich Public Schools has endorsed the Massachusetts Clean Energy Center's School Bus Program.

- 2.5 The bidder must provide all information required, in the form required by this IFB. The prices proposed must be clear in either or both words (written) and numbers. The failure of a bidder to comply with all requirements of the bid, including the prompt submission of all required documents, may be grounds for disqualification of the proposed bid.
- 2.6 The bidder is responsible for making copies of any or all parts of their submission for their home records or files. Provide their original, completed bid submission in a sealed envelope clearly marked on the outside "**2026 IPSWICH STUDENT TRANSPORTATION BID**" with the company name and address, and the telephone number and email address of the company representative also appearing on the outside of the envelope. Required forms, prices and other information shall be typewritten or printed legibility in ink except for the signature of the bidder. Illegible or vague bids may be rejected. All signatures must be handwritten and must be in ink.
- 2.7 Sealed Bids must be delivered to the Office of Finance and Operations, One Lord Square, Ipswich, MA 01938, no later than **2:00p.m. on Monday, July 13, 2026** shortly after which time they will be publicly opened. LATE BIDS WILL NOT BE ACCEPTED. If deemed necessary, the District's Director of Finance is authorized to extend the bid-opening deadline. In the event the deadline is extended, all bidders will be notified in advance and in writing.
- 2.8 If at the time of the scheduled bid opening the School District is closed due to inclement weather or other unforeseeable events the bid opening will be postponed until 10:15 a.m. on the next normal business day. Bids will be accepted until 10:00 a.m. on that date.

- 2.9 The School District intends to award a contract to the lowest responsible and responsive bidder for the preferred **Alternative (A or B)** as selected by the School District.
- 2.10 Bids must be submitted on the forms provided in this IFB. No alteration to forms will be permitted, including substitutions, additions, or deletions. A bidder shall make no stipulations on the Bid Forms nor qualify a bid in any manner. Any proposal submitted in altered form may result in rejection of the proposal at the discretion of the District.
- 2.11 Bids must remain firm for a period of sixty (60) calendar days following the date of opening. No bidder may withdraw their bid for a period of sixty (60) days after the date set for the bid opening thereof without penalty of default of deposit.
- 2.12 The bidder to whom the award is made must enter into a written contract with the Ipswich Public School District within seven (7) days of notice of award in a prescribed form determined by the District and provide the required Performance Bond within fifteen (15) business days of the award.
- 2.13 Bidders are responsible for the inspection of this IFB document for missing or illegible pages, or indications of incomplete information provided to the bidder. The failure or neglect of any bidder to receive or examine any contract document, addendum, or other documents shall in no way relieve any bidder from obligations with respect to their proposal. The submission of a proposal constitutes acceptance of this provision.
- 2.14 Bidders must provide written acknowledgement of receipt of an addenda in advance of the deadline for submitting sealed bids.
- 2.15 The IFB represents the requirements of the Ipswich Public School District and shall not be modified to accommodate individual bidders. Questions regarding the IFB shall be made in writing and emailed to tmarkham@ipsk12.net AND bblake@ipsk12.net. All such questions and or inquiries must be received no later than four (4) business days before the deadline for submittal of bids.
- 2.16 A bid for either **Alternate A** or **Alternate B**, as described in this IFB, must include all required transportation services as described in the Bid Pricing Forms.
- 2.17 If any provision of this IFB or the subsequent contract shall be nullified or otherwise affected by any federal law, state law or municipal by-law, or should any provision of this IFB or the subsequent contract be determined to be in violation of any Federal, State, or local law by a court of competent jurisdiction, all other provisions of this IFB and the contract shall remain in full force and effect.
- 2.18 A submission of a bid shall be construed to mean that the bidder is fully informed as to the extent and nature of the service required and further that the bidder can furnish the service in complete compliance with the specifications. Specifications appearing in this document will be in force for the duration of the contract unless otherwise noted in writing by School Administration.
- 2.19 The Ipswich School Committee reserves the right to cancel this IFB at any time before a contract is approved and executed.
- 2.20 The Ipswich School District, through its authorized representatives, may reject any bid, which is not according to prescribed form, is incomplete, is not properly signed, contains any misrepresentation of facts by the bidder, or otherwise contrary to the instructions on these specifications.

- 2.21 The School District also reserves the right to reject, for cause, any bid, whole or in part; waive technical defects, informalities, qualifications, irregularities, or omissions, if in its judgment the best interests of the School District will be served. It is the School District's intention to award a contract to the lowest responsive and responsible bidder for the selected **Alternative (A or B)**, as determined by the School District.
- 2.22 If any changes are made to this IFB, the School District will issue an addendum. Addenda will be emailed to all known bidders of record as having obtained the IFB and having so informed the District via email to tmarkham@ipsk12.net. If the nature of the change requires the date for the bid opening to be amended, the addendum will include a new date and time for the bid opening.
- 2.23 A bidder may correct, modify, or withdraw a bid by written notice received by the District prior to the time and date set for bid opening. After the opening, a bidder may not change any provision of their proposal in a manner that would be considered prejudicial to the interest of the School District or to fair competition.
- 2.24 Bid modifications must be submitted in a sealed envelope clearly labeled "MODIFICATION NO. # - 2026 Ipswich Student Transportation Bid" with the name, address, email and telephone number of the bidder also appearing on the outside of the envelope. Each modification must be numbered in sequence and must reference the original IFB.
- 2.25 After the bid opening, a bidder may not change any provision of their bid in a manner prejudicial to the interests of the School District or fair competition. Minor informalities may be waived or the bidder will be allowed to correct them. If a mistake is made and the intended bid is clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.
- 2.26 All terms and conditions of this procurement and any contracts arising from the award made by the School District are subject to annual appropriation of funds by the Town of Ipswich.
- 2.27 All terms and conditions of this procurement and any contracts arising from the award made by the School District are subject to changes in the laws and regulations of the Commonwealth of Massachusetts.
- 2.28 A bid deposit shall be included with each bid in the form of a bond issued by a surety company qualified to do business in Massachusetts, certified check, or a cashier's check issued by a responsible bank or trust company. The bid deposit shall be in the amount of 5% of the Total Cost of the Base Contract's first year and must accompany the bid. The bid deposit shall be made payable to the "Ipswich Public School District" and shall function as bid security until such time as a contract is executed between the School District and the successful bidder.
- 2.29 Bid deposits of all but the three (3) apparent lowest bidders for selected **Alternative (A or B)**, as selected by the School District) will be returned within thirty (30) days after bids are opened. Bid deposits of the three (3) apparent lowest bidders will be returned within sixty (60) days after the bids are opened, or when a contract is executed, whichever is sooner. The successful bidder for the selected **Alternative** will be required to meet all application specifications before return of bid security.

2.30 Insurance

- a) The successful bidder, as Contractor, shall take out and maintain at all times during the life of the Contract, motor vehicle and general liability insurance which provides indemnity, protection or security to the amount or limit of at least one million dollars (\$1,000,000) on account of injury to or death of one person, of at least one million dollars (\$1,000,000) on account of any one accident resulting in injury or death of more than one person, and at least one million dollars (\$1,000,000) on account of damage to property, to be further supplemented with an umbrella liability policy in the amount of five million dollars (\$5,000,000). Furthermore, the Contractor shall supply the School District with a certificate(s) of insurance annually for such insurance coverage as specified above where the Town of Ipswich and the Ipswich Public School District shall be named as additional insured parties to the Contractor's policy or policies.
- b) Before commencing performance under the Contract, the Contractor shall provide by insurance for the payment of compensation and the furnishing other benefits under M.G.L. c. 152 (The Workers' Compensation Act) to all persons to be employed under the Contract and shall continue such insurance in full force and effect during the term of the Contract. Failure to provide and continue in force such insurance may be deemed a material breach of the Contract and may operate as an immediate termination thereof. The limit for the employer's liability (Coverage B) is to be five hundred thousand dollars (\$500,000) with excess coverage provided by the liability insurance required in 1.31 (a).
- c) The Contractor shall submit to School District, Certificates of Insurance containing the following language: "No cancellation of, or change, or revision in, the insurance by the Insurer or the Insured, the existence of which Insurance is evidenced by the certificate(s), shall be valid unless written notice thereof is given to Office of Finance & Operations, c/o Ipswich Public School District, One Lord Square, Ipswich, MA 01938 at least sixty (60) days prior to the intended date of cancellation, change or revision, by mail, postage prepaid and evidence by a return receipt.
- d) The Contractor shall file a copy of the insurance policies required to be carried by it under the Contract with School Administration by July 31st of each school/fiscal year during the period of the Contract.

2.31 Indemnity

To the fullest extent permitted by law, the Contractor shall indemnify, defend (with counsel acceptable to the Ipswich Public School District) and hold harmless the Ipswich Public School District and the Town of Ipswich and its officers, employees, boards, committees, and agents from and against any and all loss, liability, damages, claims, causes of action, suits, and costs, including reasonable attorneys' and expert witness fees, caused in whole or in part by the Contractor's failure to provide services as required under this Contract or of the willful misconduct or negligent act or omission of the Contractor or its officers, employees, or agents in connection with the services to be performed under this Contract, regardless whether such

loss, liability, damages, claims, causes of action, suits, or costs are caused in part by a party indemnified under this provision.

The obligation to indemnify will be in addition to and shall not be limited or otherwise affected by any obligation for the Contractor to add the School District, together with any required groups or persons, as additional insureds.

2.32 Signature Authorizations

A bid must be signed (on all noted locations on all applicable Bid Form) as follows:

- 2.32.1 If the bidder is an individual, by them personally.
- 2.32.2 If the bidder is a partnership, by the name of partnership, followed by the signature of each general partner
- 2.32.3 If the bidder is a corporation, by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

2.33 Bid Package

All bids must contain the following documents properly signed and executed, completed in ink or typed:

1. Bid Submission Cover Page (Appendix D)
2. Applicable Bid Summary and Detailed Pricing Forms (Appendix G, H and I)
3. List of equipment to be deployed to provide the required transportation services for the School District, including year of manufacture, make and model of bus, make of body, vehicle identification number, seating capacity, current mileage and condition of bus. (Appendix F)
4. Certificate of Non-Collusion (Appendix J)
5. Tax Compliance Certificate (Appendix J)
6. Relevant Business Experience Reference Form (Appendix E)
7. Certificate(s) of Insurance or Proof of Insurability
8. Bid Deposit/Bid Security
9. Description and schedule of all safety programs which are provided annually for bus drivers
10. Description of the bidder's preventative maintenance programs, maintenance facilities, and key maintenance personnel
11. A copy or description of the bidder's drug testing policy, CORI policy, and fingerprinting policy
12. Copy or description of the bidder's accident history for the past three (3) years

13. A record of any RMV deficiencies discovered within the last three (3) years and the steps that were taken to correct the deficiencies. If none, the bidder will attest to this on company letterhead.
14. Pending litigation - Every bidder shall provide a list of every judicial or administrative proceeding relating to the procurement or performance of any public or private transportation contract instituted by or against the bidder's company or any subsidiary of the company within the last three (3) years. If none, the bidder will attest to this on company letterhead.

2.34 Obtaining Information

The Ipswich Public School District reserves the right to obtain from any and all sources, information concerning responsibility and performance of a bidder, as Contractor, which the School District considers important in evaluating the contractor's bid. This includes additional requests for information directly from the bidder.

The School District reserves the right to make on-site inspections of the Contractor's equipment and facilities which the School District deems pertinent in evaluating the Contractor's bid.

The School District or its designee(s) shall evaluate all bids for responsiveness, responsibility, and best price. Claims of past experience will be verified with references listed and the financial status of any or all bidders may be investigated to determine what assurance the School District may have for service. If the School District determines that the bidder has not performed satisfactorily in providing transportation services to other school districts, that the bidder lacks prior experience, or that the bidder lacks financial stability, the School District may deem the bidder as not responsible.

SECTION 3 - SCOPE OF SERVICE

- 3.1 Subject to appropriation and satisfactory performance, the awarded contract will be in force for Parts I and/or II for the below terms:

FY2027	August 1, 2026 – June 30, 2027
FY2028	July 1, 2027 – June 30, 2028
FY2029	July 1, 2028 – June 30, 2029

- 3.2 The Ipswich Public School District regularly transports approximately 1,000 students to four (4) schools within the Towns of Ipswich. The schools and their addresses are as follows:

Paul F Doyon Memorial Elementary School (grades K-5)
216 Linebrook Road

Winthrop Elementary School (grades K-5)
65 Central Street

Ipswich Middle School (a joint campus with the high school) (grades 6-8)
130 High Street

Ipswich High School (a joint campus with the middle school) (grades 9-12)
134 High Street

Additionally, the District will regularly require, upon adequate notice to the Contractor, transportation in connection with field trips, charter trips, and athletic trips.

The current daily School Bus Routes (SY2025-26) are listed in **EXHIBIT A**.

3.3 The School District reserves the right to award or not award each part of the bid individually, if deemed in the best interest of the Town, as described in the Price Proposals for:

- Part I – Regular Day School Bus Transportation
- Part II – Athletic and Charter Transportation

Bidders may submit price proposals on individual (either) Parts I and II or both Parts I and II. Price proposals/bids for either or both Parts must be submitted using the required Price Proposal form (provided herein this IFB and available as an Excel doc).

Contracts for each Part of the bid will be awarded to the lowest responsive, responsible and eligible bidder complying with the conditions of the specifications, provided bids are reasonable and in the best interest of the Town of Ipswich.

3.4 Bid Part I – Regular Day School Bus Transportation

Determination of the bid award for Regular Transportation Services (Part I) will be on the basis of the service record of the bidder and the lowest three-year contract price based on the per bus/per day cost bid using the Official Bid Form provided in the IFB.

3.5 Bid Part II – Athletics & Charters Costing

- a) Determination of the bid award for Athletic and Charter Trip Transportation (Part II) will be based on the lowest three-year gross total price for all trips.
- b) For Part II of the bid, (athletics, extra-curricular, charters and field trips) pricing must be proposed using the Official Bid Form provided in this IFB. In the event a group cancels at school or fails to appear for a scheduled trip, a maximum charge of no more than two hours driving time, at the established hourly rates, will apply. Minimum trip cost will not exceed two hours. When a bus is cancelled prior to the vehicle leaving the lot, no charge will be made with a one (1) hour notification.

- c) Although the District's demand for extra-curricular service may, at times, exceed total fleet size including spare vehicles, but such services must be provided at the established rates and with no interruption of daily route service.
- d) Nothing in this bid will preclude the Ipswich Public Schools from using its own vehicles for student transportation purposes at any time during the term of this contract. The Contractor recognizes and agrees that it shall have no right to compensation in such an eventuality.
- e) Ipswich Public Schools currently owns four vans or mini buses that provides athletic, extra-curricular and field trip services to the schools. The possibility exists that the Ipswich Public Schools may not continue to use its own vehicles at any time during the term of this contract. The Contractor will be expected to provide this service should the school decide to discontinue use of its own vehicles.
- f) If a contract is awarded, the Bidder's gross total price quoted in this Price Proposal is not a guarantee as to actual number of trips needed in any one year nor therefore a commitment of revenue to the Contractor. The number of trips requested to be quoted on the Official Bid Form is representative of typical demand of the District.

3.6 If the School District elects **Alternative A**, a contract will be awarded for three-year term, commencing on August 1, 2026 and ending on June 30, 2029; if the School District elects **Alternative B**, a contract will be awarded for a five-year term, commencing August 1, 2026 and ending June 30, 2031. Both Alternatives allow for two (2) individual one (1) year extensions. Bidders may submit a bid for either or both **Alternates** and must submit a price for each year that must not be less than the previous year.

3.7 Each bidder must fully inform themselves as to the specific requirements and conditions relative to the fulfillment of services required by this IFB and the contract.

The selected bidder agrees to provide all and complete student transportation for the purposes of the School District including but not limited to buses, drivers, and the support personnel necessary to meet the specifications and obligations as provided for in this IFB.

School Administration retains the right to change the minimum number of buses required each year of the contract if an increase or decrease in student enrollment or ridership requires such a change. The School District will only be responsible for the payment of actual services provided during the term of the Contract. The District will not be responsible for the payment of estimated services provided herein, based upon a pro rata determination of the expected increase or decrease in costs associated with the adjustment in required services.

If the School District awards a contract for transportation services under **Alternative A**, the School District reserves the right to self-procure electric vehicles, charging infrastructure, and any ancillary goods or services, including parking and storage, needed to enable electric transportation service. The Contractor agrees to make reasonable

efforts to integrate the district-procured equipment and services into the existing contract without a modest mutually-acceptable, negotiated price adjustment. If the Contractor does not agree to an amended contract within sixty (60) days of receiving proposed terms for electric transportation services, Ipswich Public School District may terminate the contract with one hundred twenty (120) days' notice and issue a new solicitation for modified transportation services, for which the Contractor will be eligible to bid.

3.8 Special Provisions Applicable to **Alternative B** – Electric School Buses.

All bids to provide electric school buses pursuant to **Alternative B** are subject to the following terms:

- 3.8.1 The District's ability to consider awarding a contract pursuant to Alternative B is contingent upon the District or the Contractor receiving or having already received funding or notice of funding from the U.S. Environmental Protection Agency's "Clean Heavy Duty Vehicle Program" (the "EPA Grant"). If the EPA Grant is rescinded or revoked by the federal government, the District will terminate this IFB and/or terminate any contract awarded under Alternative B.
- 3.8.2 The selected bidder must convert/replace eleven (11) of the selected contractor's fleet of diesel buses to electric buses no later than December 31, 2027, with certain exceptions if approved by the District and the EPA.
- 3.8.3 The selected bidder under Alternative B shall be responsible to secure and build out, not on Town or School District property, the charging stations and accessory equipment necessary for the operation, security, parking and maintenance of the electric buses. The School District may participate and advise, it is not responsible for locating, providing, securing or being a party to the bus parking and maintenance facility.
- 3.8.4 A bid submitted under Alternative B must include a provision for training time for the District's bus drivers, to enable the drivers to become familiar with the operational, safety features, and performance of the electric buses.
- 3.8.5 If the School District awards a contract for transportation services under Alternative B, the Contractor must place at least five (5) electric buses and associated charging infrastructure into service within twelve (12) months of the contract start date, or by July 31, 2027 with extensions granted for bona fide delays with reasonable efforts made.
- 3.8.6 All 11 electric buses must be received by December 31, 2027, and in use soon thereafter, unless an extension is granted. The Contractor must provide service with standard gas or diesel (ICE) buses until the electric buses are operational. Continuity of service must remain uninterrupted during the fleet transition. The Contractor shall exercise discretion when selecting fuel type for spare fleet buses.

3.9 **Notice of Award:** Contracts for each section of the bid will be awarded to the lowest responsive and responsible bidder deemed eligible by complying with the conditions of the specifications, provided bids are reasonable and in the best interest of the Town of Ipswich.

- Determination of the bid award for Regular Transportation Services (Part I) will be on the basis of the service record of the bidder and the lowest three-year contract price based on the per bus, per day cost bid.
- For Athletic and Charter Trip Transportation (Part II) determination will be based on the lowest three-year gross total price of all quoted trips.
- The awards will be made within eighteen (18) days after bid opening, including Saturdays, Sundays, and holidays.

3.10 **Quality Requirements:** The quality requirements defining a successful responsive, responsible and eligible bidder, as used herein shall be based on whether the bidder:

- a) has demonstrated adequate equipment to do the work properly and expeditiously;
- b) has appropriate technical experience;
- c) is sufficiently familiar with the streets and routes in Ipswich, to redesign route structures to be as efficient, cost effective, and flexible, as needed by each school. Route software shall be used to establish school bus routes and bus stops. Routes and stops must be pre-approved by the Ipswich Public Schools.
- d) employs appropriate and experienced personnel to provide daily administrative functioning, including route preparation, and supervision of fleet maintenance personnel and drivers, and is attentive to all timely public, parent and school communications;
- e) has consistently employed school bus drivers who hold appropriate certification and licensing, and who have taken and passed a CORI (Criminal Offenses Record Investigation) check and have been fingerprinted per state law;
- f) can demonstrate excellent fleet maintenance as evidenced by few or no breakdowns, no-starts and other equipment failures in all weather conditions, in the course of transportation students;
- g) has a suitable financial status to meet obligations incidental to the work;
- h) has provided reasonable rates (price proposals) in the aggregate for the work;
- i) has demonstrated successful performance in contracts of a similar nature;
- j) has a record of on-time payment of subcontractors, employees, leases, loans and State or Federal obligations;
- k) maintains a parking lot for buses used for this contract, within one hour drive time of the Ipswich Middle-High School;
- l) is in a position to successfully perform the contract upon its award;
- m) has a documented minimum of six years successful experience transporting students in full size school buses, or other documentation satisfactory to the School District in evidence of experience and ability to perform the contract terms;
- n) has or will install a video and recording monitoring system with a minimum of three

cameras on each bus, as the district requires it. Notification of this requirement is provided here in this IFB with the expected installation and start of use for the first day of school;

- o) All vehicles used in connection with this contract must be equipped with a real time global positioning system (GPS).
- p) The Ipswich Public Schools must be provided access to all data collected from the vehicles transporting students under this contract.

3.11 The contract or any part thereof may not be transferred or assigned to any other company, or individual without the written consent of the School District.

SECTION 4 - BID CONDITIONS FOR PERFORMANCE REQUIREMENTS

- 4.1 All vehicles and equipment and operation of the same shall conform to all requirements of the laws of the United States and the Commonwealth of Massachusetts and the regulations of the State Registry of Motor Vehicles and/or the State Department of Public Utilities, and amendments thereto, and/or any other Federal or State Agency having jurisdiction, in such cases made and provided, or which shall be made during the term of the contract. The parties further acknowledge compliance to the provisions of Chapter 71, Sec. 7A and Chapter 90 of the Massachusetts General Laws.
- 4.2 All vehicles shall be equipped with sufficient mirrors to ensure maximum and optimum visibility for the driver. The Ipswich Public Schools reserves the right to require additional mirrors, if necessary, to ensure optimum visibility. Any additional equipment so required will not be the subject of additional cost to the Ipswich Public Schools.
- 4.3 The contractor shall agree to keep each vehicle in good working condition and to furnish at the contractor's expense all necessary fuel, oil, grease, tires, maintenance and repairs throughout the entire period of the contract. The contractor shall procure and maintain all applicable permits, licenses, and approvals necessary for the performance of services under the contract at the contractor's expense. The Ipswich School District's designated representatives reserves the right to inspect any or all vehicles at any reasonable time.
- 4.4 The contractor shall use buses/vehicles with a model year not more than six (6) years earlier than the year during which it is used, and which is equipped and operating according to Massachusetts General Laws, and regulations of the Registry of Motor Vehicles and the Massachusetts Department of Education. Occasional substitutions of equipment in good condition but with a model year not older than seven (7) years earlier than the year of use will be permitted.
- 4.5 The bidder shall assist the District in determining the number of school buses needed to meet the schedule and passenger load requirements for regular transportation (Part I) similar to that outlined in the 2025-2026 routes lists, attached hereto. Not less than four of the buses used to transport students shall have a minimum seating capacity of 77 elementary passengers, with the remainder of buses having a minimum seating capacity of 71 elementary passengers, unless permission is received in writing from the Ipswich Public Schools to amend this requirement.

- 4.6 The bus company's Transportation Coordinator and all vehicles shall be equipped with cellular phones. Notification from the bus company to school personnel must be made as soon as reasonable in the event a child is not picked up at the stop and is returned to the school.
- 4.7 The bus company's Transportation Coordinator shall have access to a computer and internet service to enable transfer of information via e-mail. All routes, schedules and reports shall be filed via electronic means in a form compatible with software used by the Ipswich Public Schools.
- 4.8 Regular school buses (Part I) shall be based within or near enough to the Town of Ipswich so they can safely and promptly be moved to the location of the bus routes.
- 4.9 The contractor agrees to furnish sufficient spare buses and other vehicles at all times so as to allow no disruption in service. Each stand-by bus must meet all the pertinent provisions of these specifications. Should the Contractor fail to comply, any additional cost will be the responsibility of the Contractor.
- 4.10 Copies of all inspection reports done by the Registry of Motor Vehicles on any and all buses used to fulfill the conditions of this contract shall be filed with the Director of Finance and Operations, One Lord Square, Ipswich, MA 01938. It is incumbent on the contractor to provide the district this information annually by August 15th.
- 4.11 Bidders shall submit complete information on the anticipated type of equipment to be used on the Equipment Description List. This form, filled out completely, and describing all anticipated equipment needed for complete performance of all work bid upon, must be submitted with the bid. Failure to submit the necessary form with the bids shall cause the bid to be considered invalid. Only equipment described in the **Equipment Description List**, or equivalent equipment as approved by the Superintendent of Schools or his designee, shall be used in the performance of the contract.
- 4.12 The School Calendar shall be determined by the Ipswich School Committee and/or the Superintendent of Schools. The School Calendar and the school sessions are subject to change during the year by the Superintendent of Schools. Special programs may be in session throughout the year.
- 4.13 The contractor agrees to provide at all times a competent, responsible driver over the age of 21 for each vehicle, properly licensed for the vehicle they will drive, and who is acceptable to the Ipswich School District. The Ipswich School District or their designee reserves the right to reject or accept any and all drivers if deemed to be in the best interests of the Ipswich Public Schools. Checks of criminal, medical, driving and sex offense records, as well as fingerprinting, shall be done and found acceptable, prior to any driver being hired to transport Ipswich students. The contractor must coordinate and conduct periodic drug tests on its drivers per state guidelines. Drivers must allow the Ipswich Public Schools to conduct CORI checks, regardless of other checks that may have been done. Such checks may be repeated annually for the driver to remain on Ipswich routes. Copies of drivers' licenses shall be provided annually, by August 15th, to the school department. The Ipswich School District reserves the right to reject any driver throughout the course of the contract for cause. The Ipswich School District shall be the sole judge of such cause.
- 4.14 All vehicle drivers employed in fulfilling the terms and conditions of the contract shall submit at least annually to a physical examination by a physician licensed in the Commonwealth of Massachusetts. The physical examination shall be to determine the driver's fitness to operate

a school bus. No person shall drive prior to passing such annual physical examination. A copy of each driver's physical examination results shall be forwarded to the Superintendent of Schools within three (3) business days of receipt of same by the contractor. The Ipswich School District assumes no financial obligation in paying for the mandatory annual physical examination.

- 4.15 If a situation or condition develops that the Ipswich School District or its designee feels might have an adverse effect upon the driver's welfare or the welfare of others, the Ipswich School District through its Superintendent of Schools may require the driver to submit to a physical examination in addition to the annual physical examination with the physician being approved by the Ipswich School District. Such supplemental physical examination, if requested by the District, shall be at the expense of the Ipswich School District. The written results of this supplemental examination shall be forwarded directly to the Superintendent by the attending physician.
- 4.16 The contractor agrees to submit, via email, lists to the Superintendent of Schools, between September 15 and October 1 of each year of the contract period, indicating the following data for all drivers and all equipment to be used that year:

- Drivers:
1. Full, legal Name
 2. Address
 3. Telephone Number
 4. Date of Birth
 5. Mass. License Number (Bus Driver's License Number)
 6. Mass. License Date of Expiration
 7. Date of Last Annual Physical Exam
 8. Examining Doctor (name and address)
 9. Results of Tuberculin Exam. (negative or positive)
 10. Evidence that the contractor has on file a record of the driver's CORI

- Equipment:
1. Manufacturer of Chassis and Date of Manufacture
 2. Chassis Serial Number
 3. Manufacturer of Body and Date of Manufacture
 4. Year of Vehicle
 5. Mass. Registration Number
 6. Pupil Capacity

- 4.17 All insurance coverage on the vehicles used in this contract must be with insurance companies licensed in Massachusetts, and approved by the State Insurance Commissioner. No self-insurance by posting of bonds shall be allowed under this contract.
- 4.18 As a minimum, each vehicle must be covered by Public Liability Insurance in the amount of \$1,000,000. per person and \$5,000,000. per accident, extra-territorial insurance in the same amount, and property damage coverage with a limit of \$100,000. By August 15th of each year, or at any time at the request of the Superintendent, the contractor shall furnish written proof that such insurance is in force under the policies providing for no amendment or cancellation without ten (10) business days' notice to the Ipswich School District, and

- proof that certificates thereof have been filed with the Registry of Motor Vehicles as required by Section 4, Chapter 40 of the General Laws of Massachusetts.
- 4.19 The contractor agrees to furnish at his own expense an audited Financial Statement and/or satisfactory evidence of past experience in school bus transportation service upon request of the Ipswich School District.
- 4.20 The contractor agrees that no part nor the whole of the work to be performed under the contract shall be assigned, sub-let, or transferred without the written approbation of the Ipswich School District first having been secured. Neither shall any part or the whole of the consideration payable hereunder or claimed hereunder be assigned or transferred either at law or equity without written approbation of the Ipswich School District having been secured in advance.
- 4.21 The routes and the number of buses needed to transport Ipswich students are subject to change. The bus route schedule, attached, is intended to provide the bidder with a general idea of the scope of the contract in the first year. The bus routes and/or areas may be revised, new routes established, and/or changes made as deemed necessary by the Ipswich School District or the Superintendent or designee before or during any school year. Amended school times to accommodate early dismissal and/or late dismissal of elementary students, not to exceed once a week, are to be calculated into the base bid. No additional charges over the base bid for early/late dismissal will be accepted.
- 4.22 The contractor agrees that safe transportation according to the schedules and routes approved by the Superintendent of Schools shall be provided at all times and that the safe meeting of said schedule is the essence of the contract(s). It is further agreed that in the event the contractor shall fail to meet said schedules or parts thereof without justifiable cause or violate any part of the contract, then in that event, the Ipswich School District retains the right to terminate the contract upon twenty (20) business days' notice in writing, given by said Ipswich School District to the contractor. The contractor further agrees to pay a penalty to the Ipswich School District equal to the cost of each scheduled trip that is not made and completed.
- 4.23 The Ipswich School District reserves the right to use its own or other buses for athletic and field trips, and for some regular transportation for any reason that said Ipswich School District deems to be in the best interest of the children and the Ipswich Public Schools.
- 4.24 The Ipswich School District reserves the right to pay for any mileage provided by private conveyance at a rate determined by the Ipswich School District and the operator of said private conveyance.
- 4.25 The contractor agrees to keep all buses in a condition of cleanliness inside and out which is satisfactory to the Ipswich School District.
- 4.26 The starting and ending time of the daily school sessions at each school are subject to change at any time by the Superintendent of Schools. Contractors are cautioned against trying to use the same vehicles for a series of runs which do not allow sufficient intervening time.
- 4.27 The number and location of bus stops shall be approved by the Superintendent of Schools or his designee acting as agent(s) of the Ipswich School District. The number

- and location of bus stops is subject to change at any time by the Superintendent of Schools or his designee.
- 4.28 The contractor agrees that the Ipswich School District may redesign, eliminate, reduce, or add bus routes during the term of the contract because of policy changes by the Ipswich School District or because of addition or reduction in pupil enrollments, or because of the opening or closing of schools, or because of safety conditions prevailing at the time, or for any reason considered to be relevant by the Ipswich School District. The contractor therefore should be ready to adjust to any such changes throughout the duration of the contract.
- 4.29 The Ipswich School District does not assume any responsibility for any changes in State and Federal Laws and/or regulations concerning school transportation which may occur during the life of a contract.
- 4.30 The contractor shall obtain, before commencement of the work, and maintain throughout the term of the contract, Worker's Compensation Insurance as required by the laws of Massachusetts and shall keep on file with the Office of Finance & Operations certification evidencing such insurance.
- 4.31 The contractor agrees that if it is determined at any time by the Ipswich School District that the contractor has violated any of the provisions of the contract, the Ipswich School Committee may terminate the contract at any time. The termination may be based on default in performance; non-conformity of performance; breach of the terms and conditions of the contract; failure in any respect to perform the services with promptness and diligence; bankruptcy; receivership; assignment for benefit of creditors or any other reasonable cause.
- 4.32 Should any accident occur involving a bus assigned to the school district, with or without students on board, the contractor will immediately notify the Superintendent's office and follow established accident procedures. The contractor agrees to make a detailed, written report to the Superintendent of Schools within twenty-four (24) hours of any accident involving their vehicles while operating for the Ipswich Public Schools.
- 4.33 A contractor may not combine any regular school bus trip for the Ipswich Schools with the transportation of pupils from any other Town, school district, or other local jurisdiction, nor shall the contractor allow any persons other than those authorized by the Ipswich Schools and/or the Superintendent of Schools to ride on Ipswich School trips. The District reserves the right to employ bus monitors to ride selected buses or routes at its expense.
- 4.34 The contractor agrees to provide any and all information regarding mileage, passengers transported, and other data pertinent to the State End of Year and other reports and to the reasonable operation of the transportation system as it affects the school program. Student counts may be requested monthly to determine ridership. These counts should be completed for each morning and afternoon run on 5 consecutive days, or as required by the Superintendent. These reports should be submitted in writing within three days.
- 4.35 The regular bus transportation contractor agrees to conduct bus evacuation drills and bus safety training twice per year for all students, as required by the State, and at times approved by the Ipswich School District or their designee.

- 4.36 The contractor shall provide, at no additional charge, all necessary training and testing for up to ten (10) CDL and/or 7D licensed drivers employed directly by the Ipswich Public Schools.
- 4.37 The Contractor shall furnish school bus transportation for all days during which the Ipswich Public Schools are in session. The Contractor shall be prepared to provide bus service on all days on which the Ipswich Public Schools are cancelled due to snow, power outage or other similar occurrence as well as all days scheduled as make-up day for such cancellations.
- 4.38 On each school day or make-up day, and athletic or chartered trip, services shall include the furnishing of all services necessary and required, consisting of the following in general: transportation equipment, communication and technology systems, maintenance of vehicles and equipment, operations, supervision, bus inspections, registration, licensing, insurance, driver drug testing, safety and training programs, administration and logistical capabilities, employment of staff, payment of applicable taxes, rents, corporate debt, and other functions as necessary to be ready and available to perform transportation services. Services also includes conformance to all applicable laws, rules, regulations of the Commonwealth of Massachusetts, MA DOT RMV, and the Ipswich Public Schools.
- 4.39 The parties agree that for all school days for which school is cancelled and not made up at the end of the school year, the Ipswich Public Schools shall pay an agreed rate of 88 percent of the daily contract rate. This provision is intended by the parties to apply to an event, such as during the COVID-19 pandemic, that causes schools to close without being made-up. In no event shall payment be made for more than 181 days in a school year. For purposes of illustration, if a school shut-down results in 160 total days of in-person instruction, the Ipswich Public Schools' payment to Contractor would be reduced to 88 percent of the pro-rated daily contract price for 21 days. Such reduction shall be taken against the total bill for the month following such cancellations.

SECTION 5 - GENERAL DAILY PERFORMANCE DELIVERABLES, TIMELY COMMUNICATIONS

- 5.1 During inclement weather or other emergency, School Administration has sole authority for altering bus schedules or canceling bus service. Should bus service be requested the Contractor will abide by the decision of School Administration. No additional cost will be incurred by the District for early releases or cancellation of service due to inclement weather or other emergency.
- 5.2 Buses shall be on the premises of the school building(s) or facilities to deliver students in the morning no later than five (5) minutes before the time established for the opening of school and not earlier than fifteen (15) minutes before the time established for the opening of school. Buses shall be on said premises to pick up students in the afternoon no later than five (5) minutes before the time set for the close of school (unless specified otherwise) such as, in the case of requested later buses, no later than five (5) minutes before the time established by the Principal(s).

- 5.3 School Administration will be immediately notified of all accidents and/or injuries by emailing the appropriate school principal and the Superintendent of Schools. Such immediate notification must be thorough at the time, but may be brief and incomplete until a formal accident report is prepared and provided. Accidents must be reported to the appropriate authorities, with copies provided to the Superintendent of Schools, including the appropriate police departments in which the event took place.
- 5.4 Should a bus accident occur, including a bus breakdown that may not be the result of an accident, the Contractor will promptly provide backup transportation as appropriate.
- 5.5 To the maximum extent possible the same driver shall be scheduled to drive both morning and afternoon runs on all Regular Bus Routes.
- 5.6 Time sensitive, reliable, effective and seamless communications between the Contractor, the School Administration and its designees is necessary for the proper and successful delivery of daily transportation services. Preparing for such quality communications must include providing, annually and as necessary, the names, titles, email addresses and cell numbers of all primary and backup Contractor representatives, especially those responsible for daily operations and with authority for operational decisions.
- 5.7 Upon execution of an awarded contract, the District and the Contractor shall develop written and shared procedures and protocols for timely and effective communications; that may be modified as we seek to improve our mutual expectations of each other.
- 5.8 Liability for the Contractor's employees is the sole responsibility of the Contractor.
- 5.9 In the event the School District terminates this contract because of a failure of the Contractor to perform to the specifications of the contract the Contractor shall indemnify and hold harmless the Ipswich Public School District and the Town of Ipswich for all costs, damages and losses that are incurred by the School District because of the Contractor's failure to provide service, including without limitations, cost of substitute transportation, cost of rebidding, as well as any attorney fees incurred in enforcing this obligation.
- 5.10 The Contractor shall, in a timely manner, provide reports and other information as requested by School Administration that relate directly with the performance of this contract including matters relating to the Contractor's employees.
- 5.11 School Administration shall have complete authority over the Contractor in matters covered by the contract.

SECTION 6 - GENERAL REPRESENTATIONS OF THE BIDDER

By submitting a bid under this IFB, Bidder certifies as follows:

- 6.1 That it has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services;
- 6.2 That no person, corporation, or, other entity, other than a bona fide full time employee of the Contractor has been retained or hired to solicit for or in any way assist the Contractor in

obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the Contractor; and

- 6.3 That, except with the Ipswich Public School District's knowledge and written consent, the Contractor shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Contractor's professional judgment with respect to the Contract.

SECTION 7 – SEVERABILITY

If any provision or portion thereof, of any resulting Agreement is adjudged to be invalid or unenforceable by final judgment of a court of competent jurisdiction, the remaining provisions of this contract shall continue in effect to the extent permitted by law.

SECTION 8 – ASSIGNMENT

Any resulting contract shall not be assigned by either party without the prior express written approval of the other party. The Contractor shall not assign any money due or to become due to the Contractor unless and until the Ipswich Public School District has received reasonable prior written notice of such assignment. No such assignment shall relieve the Contractor of its obligations under the Contract.

SECTION 9 – AMENDMENT

Any resulting Contract may be amended only by written consent of the parties, and any resulting contract represents the entire agreement of the parties.

SECTION 10 – GOVERNING LAW

Any resulting Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, regardless of choice of law principles. Any action at law or suit in equity instituted by the Contractor as a result of the performance, nonperformance or alleged breach of any resulting Contract shall be filed in the Essex County Superior Court of the Commonwealth of Massachusetts, and in no other court or jurisdiction.

SECTION 11 – QUALITY REQUIREMENTS, SCHOOL DISTRICT'S RIGHTS

- 11.1 The School District reserves the right to make any investigation which it deems necessary to determine the ability of bidder to fulfill the contract, including reviewing current and past performance and experiences as noted in Section 2.34 of this IFB.
- 11.2 If the bidder is not responsible (possessing the capability, integrity, and reliability to successfully provide the services required under the contract) and/or if the bidder is not responsive (offering all of the services requested in the IFB and submitting all of the required information and forms, properly completed), the School District reserves the right to reject the bid.

- 11.3 The bidder must possess the facilities, equipment, trained personnel and capabilities to meet the requirements of the IFB and all laws and regulations governing student transportation in the Commonwealth of Massachusetts.
- 11.4 The bidder must provide a bid/proposal for all services described in the Bid Price Forms, using the provided forms, and as referenced herein.
- 11.5 The School District reserves the right to reject any bid from a Contractor who has in the past ten (10) years defaulted on a contract or had a contract terminated for cause.
- 11.6 The bidder must have a minimum of five (5) years continuous, uninterrupted experience involving eight or more vehicles in school transportation within the Commonwealth of Massachusetts immediately prior to the filing of this Bid, and shall be appropriately licensed by all applicable agencies to carry out the business of public school student transportation in the Commonwealth of Massachusetts.

SECTION 12 – REFERENCES

Supporting Quality Requirements noted in Section 11, Bidders must submit a complete list of the most current school transportation customers serviced in Massachusetts within the last five (5) years. Bidders must also provide at least three (3) qualified references. A bid may be rejected on the basis of one or more references reporting poor past performance by the Bidder or failure to provide the minimum number of references.

SECTION 13 – RULE FOR AWARD

- 13.1 The District will evaluate the bids received and determine which **Alternative, A or B**, best serves the interests of the District. Based on this determination, the District intends to award a contract to the lowest responsible and responsive bidder for the selected Alternative. Evaluation of bids will be made using price for Regular Route Buses, qualifications, including reputation of service, experience, references, and the ability to meet the specifications provided herein.
- 13.2 The District shall require Regular Daily Transportation and Field trips, Charters and Athletic trip buses throughout the term of the contract, therefore pricing is required using the appropriate Bid Forms provided herein.
- 13.3 Price proposals and Bids must be on the forms provided. All blank lines and empty boxes on all bid forms provided must be appropriately filled in clearly, using ink or typed in both words and numbers, where called for. All unit prices must be filled in.
- 13.4 The Ipswich School District reserves the right to accept or reject any and/or all bids, wholly or in part, to waive any informalities or defects in any or all bids and to make awards deemed to be in the best interest of the Ipswich School District and/or the Town of Ipswich.

13.5 Upon bid opening all qualified bid packages will be taken under advisement. After an examination of the bids, the Director of Finance and Operations, with approval of the Superintendent of Schools will award the contract.

13.6 Bids are to remain firm for sixty (60) calendar days following the bid opening.

SECTION 14 – ADDITIONAL TERMS AND CONDITIONS

14.1 For Regular Bus Route service (Rule for Award) the Contractor will bill and be paid in ten (10) equal payments of the yearly contract price September through June. All other services including charters, field trips and athletic trips will be billed monthly with separate invoicing for each event type/trip and by school.

14.2 Award in the first year and each additional year of the contract are subject to availability and annual appropriation of funds. The contract may be cancelled if funds are not appropriated.

14.3 No additional payments to the contract shall be made to the Contractor unless authorized by the School District. The Contractor shall only be compensated for performance delivered and accepted by the District in accordance with the specific terms and conditions of the contract.

14.4 The School District reserves the right to cancel this contract with ninety (90) days written notice to the Contractor for failure to comply with any provisions of the contract.

14.5 The Contractor and District share the responsibility of compliance with M.G.L. Section 7B of Chapter 90 imposing the following:

All pupils transported in a school bus shall receive classroom instruction in safe riding practices at least three times during each school year, as follows; the first week of school, the period between September and January, and the period between January and the end of school. During each school year all students shall participate at least twice in on-bus emergency evacuation drills. The Contractor is responsible to provide for emergency evacuation drills and to provide the School District with appropriate instructional classroom materials, and resources to meet the obligations of the statute.

14.6 School Administration, as directed by the Superintendent and/or the Director of Finance & Operations, will represent the Ipswich Public School District in all matters pertaining to the contract.

14.7 The Contractor and Contractor's employees shall protect the physical security of all transported students during transportation.

- 14.8 The Contractor may not assign or delegate, in whole or in part or otherwise transfer any liability, responsibility, obligation, duty or interest under the contract without the written approval of the Ipswich Public School District.
- 14.9 Acceptance by the Contractor of any payment or partial payment without timely written objection by the Contractor shall in each instance operate as a release and discharge of the District from claims, liabilities or other obligations relating to the performance of the contract.
- 14.10 The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits, or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability, handicap, sexual orientation or for exercising any rights afforded by law.
- 14.11 Contractor shall indemnify, defend (with counsel acceptable to the Ipswich School District) and hold harmless the Ipswich Public School District and its officers, employees, boards, committees, and agents from and against any and all loss, liability, damages, claims, causes of action, suits, and costs, including reasonable attorneys' and expert witness fees, caused in whole or in part by the Contractor's failure to provide services as required under this Contract or of the willful misconduct or negligent act or omission of Contractor or its officers, employees, or agents in connection with the services to be performed under this Contract, regardless whether such loss, liability, damages, claims, causes of action, suits, or costs are caused in part by a party indemnified under this provision.
- The obligation to indemnify will be in addition to and shall not be limited or otherwise affected by any obligation for the Contractor to add the Ipswich Public School District, together with any required groups or persons, as additional insureds.
- 14.12 Forbearance or indulgence in any form or manner by a party shall not be considered as a waiver or in any way limit the legal or equitable remedies available to the parties. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.
- 14.13 The Contractor shall bear the risk of loss for any Contractor materials and equipment used for the contract.
- 14.14 Any actions arising out of the contract shall be governed by the laws of Massachusetts and shall be brought and maintained in a State or federal court in Massachusetts which shall have exclusive jurisdiction thereof.

- 14.15 This IFB does not include (or permit for) a fuel price fluctuation. Bidders should take that into consideration as they prepare and submit their bids.

SECTION 15 – PERFORMANCE BOND

- 15.1 As a condition of a contract, the successful bidder will be required to post a performance bond in the amount of 100% of the annual contract amount in favor of the Ipswich School District within 15 days after notice of award has been given or emailed to the contractor. The Performance Bond shall remain in effect for the balance of the annual contract cost for the duration of that contract year, and shall be renewed before the beginning of each subsequent year of a multi-year contract and at such other times as the Ipswich School Committee may require.
- 15.2 Successful bidders will be required to present the Performance Bond at or before a contract is signed.

SECTION 16 – TRANSPORTATION RULES & REGULATIONS

The Ipswich School Committee and/or the Superintendent of Schools shall post a set of rules and regulations, which are attached hereto as Appendix A and become part of these specifications and part of the contract. These rules and regulations will be subject to reasonable changes during the contract term.

SECTION 17 – INQUIRY AND INTERPRETATION

- 17.1 General questions or clarifications of the this IFB should be referred to Thomas Markham, Director of Finance & Operations, 978-356-2935 x1117 or tmarkham@ipsk12.net.
- 17.2 No oral interpretations will be made to any bidder as to the meaning of the specifications. Every request for interpretation must be received in writing by Director of Finance & Operations at least four days prior to the date specified for submission of bids. Permission for any changes in specifications as written or substitution of equal materials, equipment or services must be obtained in writing under the signature of the Superintendent of Schools.
- 17.3 Interpretations will be made as written Addenda to the IFB, and sent to all persons who are known to have received the IFB, and shall be posted as updates to the school district website's page under Bids & Quotes. No Addendum will be issued later than two days before the date specified for the submission of bids. Addenda will be sent via e-mail.
- 17.4 All services required to satisfy the requirements of this contract shall be included in the cost per bus/per day bid, according to the Option(s) being bid. Bidders may, however, provide a bid only for Part I (Regular Day) or only for Part II – Athletic and Field trips. It is understood that Ipswich may provide some of its own athletic and field trip transportation.

APPENDIX DOCUMENTS AND OFFICIAL BID FORMS

APPENDIX A

A

TRANSPORTATION RULES AND REGULATIONS

Copies of these regulations shall be given to each bus driver at the beginning of each school year.

These regulations are part of the IFB specifications and contract. A contractor and their drivers must assume the responsibility of observing these regulations while providing transportation services for the Ipswich School Committee.

1. Pets and unauthorized persons are not allowed on school buses.
2. Pupils should enter a school bus in an orderly manner promptly. Pupils should listen to the driver and obey the driver's instructions.
3. No one shall be allowed to eat food or drink any kind of beverages on school buses.
4. No one should extend arms or other parts of the body out windows or doors.
5. Both the bus driver and the school administrators have the authority to assign seats when and if necessary or deemed to be in the best interests of the students.
6. Pupils should not change seats while the bus is in motion.
7. Pupils and drivers should avoid shouting/excessive noise that may distract the driver and lead to an accident.
8. Everyone using the bus should help keep it clean and sanitary.
9. Pupils and drivers should be courteous to each other.
10. Upon boarding a bus, a pupil should remain on the bus until it reaches school, or if returning home, remain on the bus until it reaches the pupil's stop.
11. Smoking by either pupils or drivers is a violation of State Law and is not permitted. This includes vaping and e-cigarettes.
12. Pupils should not leave their seats until the bus has come to a complete stop and the driver has opened the door.
13. Pupils being transported on a school bus are under the authority of and directly responsible to the bus driver. If school chaperones or monitors are on a bus, they also will share this authority and responsibility.

14. A bus driver shall not require a pupil to leave the school bus until the bus has reached the school, or until the bus has reached the pupil's normal bus stop.
15. If a pupil is disorderly, insubordinate, and/or a threat to the orderliness and safety of the school bus, the driver should report the pupil to the administration of the school that the pupil attends. Any and all discipline shall be done by the school administration. This may include suspension of bus riding privilege.
16. A driver shall not stop to load or discharge passengers except at official bus stops approved by the school administration. If a driver wishes to have a stop changed for some reason, they should make this request to the bus company's coordinator who shall make a recommendation to the Superintendent of Schools or designee, One Lord Square, Ipswich, for consideration and action.
17. A pupil should not engage in any unnecessary conversation with the bus driver while the bus is in motion, and the driver should likewise not engage in any unnecessary conversation with the pupils while the bus is in motion. No television sets will be allowed on school buses.
18. No intoxicating substances in any form may be brought aboard a school bus at any time by anyone.
19. No weapons of any sort may be brought aboard a school bus at any time by anyone.
20. Nothing shall be thrown within the bus or out of the bus.
21. A school bus may not be re-fueled while pupils are aboard.
22. Pupils may not deface school bus property in any way.
23. Every bus driver shall make a daily inspection of the bus as required by law.
24. A pupil may be released from his/her assigned bus stop if a note to this effect, signed by the parent, and initialed by the school principal or designee, is presented to the school bus driver by the pupil when boarding the bus after school.
25. Parents, or persons authorized in writing by parents, may pick up pupils at school dismissal time. Pupils who normally ride school bus and who do not have parental permission either to stay for after-school activities or to be transported by car will be put on their regular school bus for home.
26. Parents should have their children at the regular bus stop before the scheduled arrival time.
27. No part of these Transportation Rules and Regulations should be interpreted to replace, alter, amend or interfere with the official Student Handbook as approved by the School Committee and published by each school principal. These Transportation Rules and Regulations are supplemental to the Student Handbook and are enforced by the school administration accordingly.

APPENDIX B



IPSWICH PUBLIC SCHOOLS

2026-2027 ACADEMIC CALENDAR

B

Elementary School Hours: 8:40am-3:05pm
 Elementary Early Release (ER): Thursdays 8:40am-1:50pm

Secondary School Hours: 7:45am-2:21pm
 Secondary Early Release (ER): Thursdays 7:45am-1:17pm

July 2026						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jul 4: Independence Day

January 2027						
Su	M	T	W	Th	F	Sa
					H	2
3	4	5	6	ER	8	9
10	11	12	13	ER	15	16
17	H	19	20	ER	22	23
24	25	26	27	ER	29	30
31						

Jan 1: New Years Day
 Jan 18: Martin Luther King Day

August 2026						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	TW					

Aug 31: Opening Day-All Staff

February 2027						
Su	M	T	W	Th	F	Sa
	1	2	3	ER	5	6
7	8	9	10	ER	12	13
14	H	V	V	V	V	20
21	22	23	24	ER	26	27
28						

Feb 15-19: Vacation Break

September 2026						
Su	M	T	W	Th	F	Sa
		TW	FD	ER	NS	5
6	H	8	9	ER	11	12
13	14	15	16	ER	18	19
20	21	22	23	ER	25	26
27	28	29	30			

Sept 1: Teacher Workshop Day
 Sept 2: First Day of School (Gr. 1-12)
 Sept 4: No School
 Sept 7: Labor Day
 Sept 8: First Day of Kindergarten

March 2027						
Su	M	T	W	Th	F	Sa
	1	2	3	ER	5	6
7	PD	9	10	ER	12	13
14	15	16	17	ER	19	20
21	22	23	24	ER	26	27
28	29	30	31			

Mar 8: Professional Development Day
 No school for students

October 2026						
Su	M	T	W	Th	F	Sa
				ER	2	3
4	5	6	7	ER	9	10
11	NS	PD	14	ER	16	17
18	19	20	21	ER	23	24
25	26	27	28	ER	30	31

Oct 12: Indigenous People's Day
 Oct 13: Professional Development Day
 Day No school for students

April 2027						
Su	M	T	W	Th	F	Sa
				ER	2	3
4	5	6	7	ER	9	10
11	12	13	14	ER	16	17
18	H	V	V	V	V	24
25	26	27	28	ER	30	

Apr 19-23: Vacation Break

November 2026						
Su	M	T	W	Th	F	Sa
1	2	3	4	ER	6	7
8	9	10	H	ER	13	14
15	16	17	18	ER	20	21
22	23	24	25	H	NS	28
29	30					

Nov 11: Veteran's Day
 Nov 25: Thanksgiving Early Release
 Elementary 11:55am, MS/HS 11:20am
 Nov 26: Thanksgiving
 Nov 27: Thanksgiving Break

May 2027						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	ER	7	8
9	10	11	12	ER	14	15
16	17	18	19	ER	21	22
23	24	25	26	ER	28	29
30	H					

May 31: Memorial Day

December 2026						
Su	M	T	W	Th	F	Sa
		1	2	ER	4	5
6	7	8	9	ER	11	12
13	14	15	16	ER	18	19
20	21	22	23	V	H	26
27	V	V	V	V		

Dec 24-Jan 1: Vacation Break

June 2027						
Su	M	T	W	Th	F	Sa
		1	2	ER	4	5
6	7	8	9	ER	11	12
13	14	KLD	16	17	LD	H
20	21	22	23	24	25	26
27	28	29	30			

Preschool/Kindergarten:
 June 15: Last Day
 June 22: Last Day (5 Snow Days)
 Grades 1-11
 June 18: Last Day of School
 June 19: Juneteenth
 June 25: Last Day (5 Snow Days)

APPENDIX C

C

TOWN OF IPSWICH ZERO EMISSION FIRST VEHICLE POLICY

Purpose: The purpose of the Zero-Emission First Vehicle Policy is to set standards and guidelines for purchase and operation of Ipswich fleet vehicles. It is designed to advance the financial, energy, and climate sustainability of town operations by achieving long-term reductions in energy costs, consumption, and greenhouse gas (GHG) emissions. The objectives of this policy are to:

- Accelerate adoption of emissions-reduction technologies and transition of the fleet to electric or other environmentally advantageous vehicles,
- Optimize the fleet to achieve maximum fuel and cost efficiency,
- Maximize grants, rebates, and incentives to support acquisition of vehicles and technologies that improve efficiency and reduce GHG emissions.
- Advance the installation of electric charging infrastructure across municipal facilities,

Zero-Emission First Replacement: All vehicles shall be replaced by the electric-first hierarchy noted below. Vehicles will not be recycled from one municipal department to another unless the recycled replacement is more efficient than the vehicle it is replacing.

Vehicle procurement will be prioritized as follows:

1. Battery-electric vehicle (BEV).
2. Plug-in hybrid vehicle (PHEV).
3. Hybrid electric vehicle (HEV) or other alternative fuel vehicle (AFV).
4. Standard vehicle operated by an internal combustion engine (ICE) fueled by fossil fuels*.

*This policy shall not require a department to act in conflict with local, state, or federal requirements, nor does it mandate procurement of vehicles that do not perform adequately for their intended use, exclude purchasing competition, or require purchase of vehicles not commercially available or practicable. Police cruisers are currently exempt from this criterion due to market availability ***If a non-exempt fossil fuel replacement is required, the department head seeking its purchase will need written approval from the town manager or their designee before its procurement.***

Fuel-efficiency requirements for standard and heavy vehicles: If a zero-emission, hybrid, or alternative fuel vehicle is unavailable, cost prohibitive*, exempt, or does not meet operational requirements, the replacement vehicle must be the most fuel-efficient class, drive train, and model available for the intended function. When determining the most fuel-efficient vehicle for a given class, Ipswich shall utilize the fuel efficiency limits contained in the most recent guidance for the Fuel-Efficient Vehicle Policy established by MA Division of Energy Resources (DOER's) Green Communities Division.

**Cost prohibitive is defined as a ZEV, hybrid, or alternative fuel vehicle's cost, (including grants, incentives, and tax credits) whose cost is 50% more than the fossil fuel alternative meeting the efficiency standards established by DOER's Green Communities Division.*

Questions / Enforcement: Additional information may be sought by visiting the Town of Ipswich's website at www.ipswichma.gov. Inquiries should be directed to the town Climate Manager. This policy will be enforced by the Town Manager and/or their designee(s).

**IPSWICH PUBLIC SCHOOLS
FORMAL BID FOR TRANSPORTATION SERVICES
(Required for Bidders)**



COMPANY MAKING BID: _____ EIN # _____

ADDRESS: _____

CITY/TOWN: _____ State _____ ZIP _____

I, the undersigned Owner or Corporate Representative for the above-named bidder, hereby propose and agree to furnish and deliver to the Town of Ipswich School Department, the services described in the Transportation Specifications IFB, August 1, 2026 to June 30, 2029 and related attachments and appendices, at the price and/or prices set forth in the Price Proposal(s).

As Owner or Corporate Representative, I agree, on behalf of my company, to all the terms and conditions outlined in said specifications and attachments, and if awarded the bid or bids, will enter into a contract which incorporates said specifications and attachments, with the Ipswich School District to provide said services.

A Bid Bond is attached in the amount specified for the work being bid, as described in the specifications, in the form of a certified check made payable to the Town of Ipswich.

I have reviewed carefully, both the information contained in the IFB specifications and the bid documents including the price proposal(s) to confirm that my bid is clear, complete and accurately reflects the cost of the work necessary to provide the transportation services described.

I certify that this bid is made without collusion with any other person, firm or corporation making any other proposal or who otherwise would make a proposal.

I understand that the bid award will be made to the lowest responsible, eligible and responsive bidder based on the cost per bus per day contract price for the three-year period, for regular transportation services. The charter-athletic transportation award will be made to the lowest responsible, eligible and responsive bidder total three year per bus, per trip rate for athletic and charter trips.

The Ipswich Public School District reserves the right to reject any or all bids, any portions of bids, and/or to waive any informality, as may be considered to be in the best interest of the School Department.

I certify that my company has and will comply and conform with all Federal, State and Local laws and regulations regarding school bus transportation, including equipment, personnel and services, and with the ordinances of the Town of Ipswich and policies and requirements of the Ipswich Public Schools.

I certify that my company, if awarded the bid, can and will post the required Performance Bond, executed by a surety company licensed to do business in the Commonwealth of Massachusetts.

I am submitting a Proposal(s)/Bid(s) for: (check box(es)) Alternative A (gas/diesel fuel)
 Alternative B (electric vehicles)
 Both A and B

NAME OF AUTHORIZED SIGNATORY (Typewritten) _____

SIGNATURE _____ DATE _____

TITLE _____

PHONE NUMBER _____ E-MAIL _____

IPSWICH PUBLIC SCHOOLS
Ipswich, Massachusetts



Transportation Business Experience Form
(Required for Bidders)

A copy of this form and any additional response pages must be submitted with any bid(s) for transportation services for the Ipswich Public Schools. This form is part of the specifications.

1. How long have you been in the school bus transportation business?
2. How many school buses do you own at the present time?
3. With what School Department(s) are you now under contract? (List ALL Massachusetts districts with which you have a contract.) List the number of buses committed to each contract and the term of the contract and the name and contact information for the district individual most familiar with transportation services. (Additional sheets may be added.)

1. School Dept. _____ # Buses _____ Term _____
Contact Name _____ Telephone # _____

2. School Dept. _____ # Buses _____ Term _____
Contact Name _____ Telephone # _____

3. School Dept. _____ # Buses _____ Term _____
Contact Name _____ Telephone # _____

4. School Dept. _____ # Buses _____ Term _____
Contact Name _____ Telephone # _____

5. School Dept. _____ # Buses _____ Term _____
Contact Name _____ Telephone # _____

4. Has your company or its principals ever had a school transportation contract canceled? If so, by whom? When? Why?
5. Provide a clear statement or resume describing the qualifications and experience of the administrative, routing and dispatching, office and maintenance personnel who will be assigned to fulfill the terms of this contract.
6. State your plan for location of maintenance services and garaging or parking of buses that will be used to provide service to the Ipswich Public Schools.
7. Provide any additional, pertinent information regarding your company and service that would be useful to the Ipswich Public Schools in awarding this bid.

Contractor/Bidder _____

Address _____

Contractor Representative: _____

Telephone Number(s) _____

E-Mail Address _____

IPSWICH PUBLIC SCHOOLS

**Transportation Equipment Description List
(Required for Bidders)**

This required information, including the bidder name and authorized signature, may be provided in a form or format created by the bidder. However, all information noted below must be included and complete on a form or page that is clear and apparent to the reader. This full and detailed information must be submitted with the bid to describe all equipment, regular day and substitute, you intend to use in providing the transportation service outlined in this IFB.

Be sure that this form or a clear substitute accompanies your bid.

<u>Mfgr. of Chassis & Body</u>	<u>Serial #</u>	<u>Type</u>	<u>Yr. of Vehicles</u>	<u>Mass. Reg. #</u>	<u>Pupil Capacity</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____

Signature _____ Company _____

Address _____

Telephone Number _____ Date _____

Ipswich Public Schools



BASE BID FORM

REGULAR TRANSPORTATION

Summary Price Proposal, Part I
(Required for Bidders)

CHECK ONE: ALTERNATIVE A (gas/diesel fuel) ALTERNATIVE B (electric vehicles)

The **Official Bid Form and detailed Price Proposal** is required to be submitted along with this Summary Price Proposal. The Official Bid Form is provided herein as **Appendix I** and should be retrieved from the Ipswich Public School’s website (Bids & Quotes page) as a formatted Excel document and submitted in that format.

This Summary Price Proposal is **not** the Official Bid Form, but **must** accompany and align with the Official Bid Form for the regular daily transportation, as described in the specifications, of pupils attending public high, middle and elementary schools, in the Town of Ipswich for a period of three (3) years, August 1, 2026 to June 30, 2029. The contract may be extended for two, one year extensions at the sole discretion of the School District.

Contract cost increases for years 4 and 5 shall be based on the CPI for the Northeast Region. CPI adjustments should be no less than 1.5% and no more than 3% per year. Cost estimates shall be based on the number and cost of buses required to meet the Ipswich Schools’ requirements for the first, second and third year of the contract, understanding that changes in routing may happen during the course of the contract. The bid will be awarded to the lowest responsible and responsive bidder.

Currently the district runs 6 two-tier buses which service the Middle School/High School and Doyon Elementary Schools and 3 one-tier buses which service the Winthrop Elementary Schools. The current bus routes are attached as Exhibit A.

IMPORTANT NOTE: The Ipswich Public Schools does use a transportation pass program which allows any student to purchase a pass regardless of distance to their school.

	<u># of buses</u>	<u>Cost</u>	<u># of buses</u>	<u>Cost</u>	<u>Annual Cost</u>
Cost per bus/per day, SY 27 1-tier: #	_____	\$ _____	2-tiers #	_____	\$ _____
Cost per bus/per day, SY 28 1-tier: #	_____	\$ _____	2-tiers #	_____	\$ _____
Cost per bus/per day, SY 29 1-tier: #	_____	\$ _____	2-tiers #	_____	\$ _____

If there is question about which bidder offers the lowest cost, a decision shall be made by the Ipswich School District on the basis of the price proposal, along with all other criteria described herein.

A bid deposit in the form of a certified check or a cashier’s check made out to the Ipswich Public Schools in the amount of \$5,000 must accompany this bid.

Company: _____

Authorized Representative (printed name): _____

Authorized Representative (printed title): _____

Signature: _____ Date: _____

BASE BID FORM

ATHLETIC and CHARTER TRIPS

Summary Price Proposal, Part II
(Required for Bidders)

CHECK ONE: **ALTERNATIVE A** (gas/diesel fuel) **ALTERNATIVE B** (electric vehicles)

The **Official Bid Form and Detailed Price Proposal** is required to be submitted along with this Summary Price Proposal. The Official Bid Form is provided herein as **Appendix I** and should be retrieved from the Ipswich Public School’s website (Bids & Quotes page) as a formatted Excel document and submitted in that format.

This bid form is for Athletic and Charter Trips described in the specifications for public in the Ipswich Public Schools for a period of three (3) years (Alternative A) or five (5) years (Alternative B). The contract may be extended for two, one-year extensions at the sole discretion of the School District. Contract cost increases for extended years shall be based on the CPI for the Northeast Region which should be no less than 1.5% and no more than 3% per year. The bid will be awarded to the lowest responsible and responsive bidder who meets all specification requirements for this part, based on the sum of the first three years’ per-trip prices. Prices for in-town and outside-of-town trips are requested.

				Athletic & Charter Trips	Outside-of-Town	In-Town
•	2026-2027	Trips per bus	(2 hr. average)	_____	_____	
			(4 hr. average)	_____	_____	
			(6 hr. average)	_____	_____	
•	2027-2028	Trips per bus	(2 hr. average)	_____	_____	
			(4 hr. average)	_____	_____	
			(6 hr. average)	_____	_____	
•	2028-2029	Trips per bus	(2 hr. average)	_____	_____	
			(4 hr. average)	_____	_____	
			(6 hr. average)	_____	_____	
GROSS TOTAL OF ALL TRIPS				_____	_____	
•	Additional trip cost per each additional 1/2 hour per bus			_____	_____	

A bid deposit in the form of a certified check or a cashier’s check made out to the Ipswich Public Schools in the amount of \$500 for Athletic and Field Trips must accompany this bid, if the bid is only for Field/Athletic Trips.

Company: _____
 Signature: _____
 Title: _____ Date: _____

Ipswich Public Schools
OFFICIAL BID FORM AND DETAILED PRICE PROPOSAL

I

This bid form is for all transportation, as described in the specifications, of pupils attending public high, middle and elementary schools, in the Town of Ipswich for a period of three (3) years, August 1, 2026 to June 30, 2029. Cost estimates shall be based on the number and cost of buses required to meet the Ipswich Schools' requirements for the first, second and third year of the contract, understanding that changes in routing may happen during the course of the contract. The contract may be extended for two, one year extensions at the sole discretion of the District. Contract cost increases for years 4 and 5 shall be based on the CPI for the Northeast Region. CPI adjustment shall be no less than 1.5% and no more than 3%.

Currently the district runs 6 two-tier buses which service the Middle-High School and the Doyon Elementary Schools and 2 one-tier buses which service the Winthrop Elementary School. The current bus routes are attached. **The Ipswich Public Schools does use a transportation pass program which allows any student to purchase a pass regardless of distance to their school.**

REGULAR DAILY TRANSPORTATION								
YEAR	RATE	BID AMT		# BUS		# OF DAYS		COST PER YEAR
FY27	2TIER BUSES	\$ -	X	6	X	181	=	\$ -
FY27	1TIER BUSES	\$ -	X	2	X	181	=	\$ -
FY28	2TIER BUSES	\$ -	X	6	X	181	=	\$ -
FY28	1TIER BUSES	\$ -	X	2	X	181	=	\$ -
FY29	2TIER BUSES	\$ -	X	6	X	181	=	\$ -
FY29	1TIER BUSES	\$ -	X	2	X	181	=	\$ -
IN-TOWN CHARTERS AND ATHLETIC TRIPS (BUSES)								
FY27	2HOUR	\$ -	X	25		TRIPS	=	\$ -
FY27	4HOUR	\$ -	X	10		TRIPS	=	\$ -
FY27	6HOUR	\$ -	X	2		TRIPS	=	\$ -
FY28	2HOUR	\$ -	X	25		TRIPS	=	\$ -
FY28	4HOUR	\$ -	X	10		TRIPS	=	\$ -
FY28	6HOUR	\$ -	X	2		TRIPS	=	\$ -
FY29	2HOUR	\$ -	X	25		TRIPS	=	\$ -
FY29	4HOUR	\$ -	X	10		TRIPS	=	\$ -
FY29	6HOUR	\$ -	X	2		TRIPS	=	\$ -
OUT OF TOWN CHARTERS AND ATHLETIC TRIPS (BUSES)								
FY27	2HOUR	\$ -	X	50		TRIPS	=	\$ -
FY27	4HOUR	\$ -	X	200		TRIPS	=	\$ -
FY27	6HOUR	\$ -	X	100		TRIPS	=	\$ -
FY28	2HOUR	\$ -	X	50		TRIPS	=	\$ -
FY28	4HOUR	\$ -	X	200		TRIPS	=	\$ -
FY28	6HOUR	\$ -	X	100		TRIPS	=	\$ -
FY29	2HOUR	\$ -	X	50		TRIPS	=	\$ -
FY29	4HOUR	\$ -	X	200		TRIPS	=	\$ -
FY29	6HOUR	\$ -	X	100		TRIPS	=	\$ -
VANS (FOR ATHLETIC/CHARTER TRIPS)								
FY27	HOURLY	\$ -	X	1		TRIP	=	\$ -
FY28	HOURLY	\$ -	X	1		TRIP	=	\$ -
FY29	HOURLY	\$ -	X	1		TRIP	=	\$ -

Ipswich Public Schools
OFFICIAL BID FORM AND DETAILED PRICE PROPOSAL

MINI-BUSES (FOR ATHLETIC/CHARTER TRIPS)								
FY27	HOURLY	\$ -	X	1		TRIP	=	\$ -
FY28	HOURLY	\$ -	X	1		TRIP	=	\$ -
FY29	HOURLY	\$ -	X	1		TRIP	=	\$ -
ADDITIONAL TIME								
EACH	1/2 HOUR	\$ -	X	100		TRIPS	=	\$ -

TOTAL BID = \$ -
ALL INCLUSIVE

Additional time is an estimate listed for bidding purposes. The rate quoted will be used for charging each additional half hour beyond the 2, 4, or 6 hour trip lengths listed above. The total cost for a trip, including additional time, should not exceed the next increment charge (for example, a trip for 3.5 hours should not exceed the 4 hour charge).

The number of trips quoted is an estimate based on actual trips in previous school years. The actual number of trips may be more or less than the number listed.

The bid will include all costs such as driver's pay, waiting time, and any other charges.

Contracts for each section of the bid will be awarded to the lowest responsive and responsible eligible bidder complying with the conditions of the specifications, provided bids are reasonable and in the best interest of the Town of Ipswich. If there is a question about which bidder offers the lowest cost, a decision shall be made by the Ipswich School District on the basis of the price proposal, along with all other criteria described herein.

A bid deposit in the form of a certified check or a cashier's check made out to the Ipswich Public Schools in the amount of \$5,000 must accompany this bid. If only bidding the Athletic Trips and Charters, the bid deposit is \$500.

This OFFICIAL BID FORM AND DETAILED PRICE PROPOSAL must be accompanied by its companion SUMMARY PRICE PROPOSAL, PART I AND/OR PART II (Attachments G and H)

Company: _____

Date: _____

Signature: _____

Title: _____

**Ipswich Public Schools
OFFICIAL BID FORM
BASE BID**

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

SCHOOL BUS TRANSPORTATION BID

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person signing bid

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c62C, s49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all the laws of the Commonwealth of Massachusetts regarding taxes.

Signature of person signing bid

Name of business

MINIMUM CRITERIA COMPLIANCE FORM

(For IPS Business Office Use Only)

- 1. The bidder must be experienced, having successfully provided transportation services to schools for a minimum of three years.
Yes _____ No _____

- 2. The bidder provided references for contracts of similar size.
Yes _____ No _____

- 3. There were no negative references received from any contracts with the bidder.
Yes _____ No _____

- 4. The bidder meets all bid submission requirements. (Minor infractions can be waived)
Yes _____ No _____

Comments: _____

EXHIBIT A – CURRENT BUS ROUTES

TRIP SCHEDULE

IPSWICH ELEM 01 AM

<u>TIME</u>	<u>LOCATION</u>
1 8:03 AM	9 JEFFREYS NECK RD
2 8:04 AM	53 JEFFREYS NECK RD
3 8:05 AM	65 JEFFREYS NECK RD
4 8:05 AM	JEFFREYS NECK RD & ISLAND PARK RD
5 8:06 AM	121 JEFFREYS NECK RD
6 8:09 AM	75 SKYTOP RD
7 8:13 AM	BAYVIEW RD & HILLSIDE RD (NE)
8 8:14 AM	23 HILLSIDE RD
9 8:15 AM	32 PLOVER HILL RD
10 8:15 AM	48 BUNKER HILL RD
11 8:16 AM	25 BUNKER HILL RD
12 8:17 AM	17 BUNKER HILL RD
13 8:17 AM	5 STAGEHILL RD
14 8:20 AM	LITTLE NECK RD & PASTURE WAY
15 8:23 AM	74 JEFFREYS NECK RD
16 8:24 AM	50 JEFFREYS NECK RD
17 8:25 AM	JEFFREYS NECK RD & SISTERS OF NOTRE DAME (N)
18 8:27 AM	76 EAST ST
19 8:30 AM	WINTHROP SCHOOL - IPSWICH (WINIP)
20 8:44 AM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH ELEM 01 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	WINTHROP SCHOOL - IPSWICH (WINIP)
2 3:15 PM	BUS DEPARTURE
3 3:28 PM	9 JEFFREYS NECK RD
4 3:30 PM	53 JEFFREYS NECK RD
5 3:30 PM	65 JEFFREYS NECK RD
6 3:31 PM	JEFFREYS NECK RD & ISLAND PARK RD
7 3:32 PM	121 JEFFREYS NECK RD
8 3:35 PM	75 SKYTOP RD
9 3:39 PM	BAYVIEW RD & HILLSIDE RD (N)
10 3:40 PM	23 HILLSIDE RD
11 3:41 PM	32 PLOVER HILL RD
12 3:41 PM	48 BUNKER HILL RD
13 3:42 PM	25 BUNKER HILL RD
14 3:42 PM	17 BUNKER HILL RD
15 3:43 PM	5 STAGEHILL RD
16 3:46 PM	LITTLE NECK RD & PASTURE WAY
17 3:49 PM	74 JEFFREYS NECK RD
18 3:50 PM	50 JEFFREYS NECK RD
19 3:51 PM	JEFFREYS NECK RD & SISTERS OF NOTRE DAME (N)
20 3:52 PM	76 EAST ST
21 3:58 PM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH HS/MS 01 AM

<u>TIME</u>	<u>LOCATION</u>
1 6:40 AM	IPSWICH BUS YARD - MITCHELL RD
2 6:46 AM	119 COUNTY RD
3 6:46 AM	COUNTY RD & MASCONOMET RD
4 6:47 AM	172 COUNTY RD
5 6:48 AM	COUNTY RD & HEMLOCK DR (NE)
6 6:49 AM	132 COUNTY RD
7 6:50 AM	46 ESSEX RD
8 6:51 AM	ESSEX RD & DRUMLIN RD
9 6:52 AM	53 ESSEX RD

TRIP SCHEDULE

10	6:52 AM	65 LAKEMANS LN
11	6:53 AM	LAKEMANS LN & HEATHERSIDE LN (W)
12	6:54 AM	35 LAKEMANS LN
13	6:56 AM	39 FELLOWS RD
14	6:57 AM	40 FELLOWS RD
15	6:58 AM	1 FELLOWS RD
16	7:01 AM	110 ESSEX RD
17	7:03 AM	27 NORTHGATE RD
18	7:05 AM	147 ARGILLA RD(RUSSELL ORCHARD ENTRANCE)
19	7:07 AM	208 ARGILLA RD @ FOX CREEK RD
20	7:08 AM	263 ARGILLA RD
21	7:09 AM	279 ARGILLA RD
22	7:11 AM	CASTLE HILL
23	7:18 AM	ARGILLA RD & HEARTBREAK HLLL
24	7:19 AM	56 ARGILLA RD
25	7:20 AM	53 ARGILLA RD
26	7:20 AM	44 ARGILLA RD
27	7:21 AM	ARGILLA RD & LINDEN ST
28	7:25 AM	IPSWICH HIGH SCHOOL (IPSHS)
29	7:26 AM	IPSWICH MIDDLE SCHOOL (IPSMS)

IPSWICH HS/MS 01 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:08 PM	IPSWICH BUS YARD - MITCHELL RD
2	2:11 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
3	2:30 PM	IPSWICH HIGH SCHOOL (IPSHS)
4	2:35 PM	119 COUNTY RD
5	2:35 PM	COUNTY RD & MASCONOMET RD
6	2:36 PM	172 COUNTY RD
7	2:37 PM	COUNTY RD & HEMLOCK DR (NE)
8	2:38 PM	132 COUNTY RD
9	2:39 PM	46 ESSEX RD
10	2:40 PM	ESSEX RD & DRUMLIN RD
11	2:40 PM	53 ESSEX RD
12	2:41 PM	65 LAKEMANS LN
13	2:41 PM	LAKEMANS LN & HEATHERSIDE LN (W)
14	2:43 PM	35 LAKEMANS LN
15	2:45 PM	39 FELLOWS RD
16	2:45 PM	40 FELLOWS RD
17	2:47 PM	1 FELLOWS RD
18	2:50 PM	110 ESSEX RD
19	2:52 PM	27 NORTHGATE RD
20	2:53 PM	147 ARGILLA RD(RUSSELL ORCHARD ENTRANCE)
21	2:56 PM	208 ARGILLA RD @ FOX CREEK RD
22	2:57 PM	263 ARGILLA RD
23	2:58 PM	279 ARGILLA RD
24	3:00 PM	CASTLE HILL
25	3:07 PM	ARGILLA RD & HEARTBREAK HLLL
26	3:08 PM	56 ARGILLA RD
27	3:09 PM	53 ARGILLA RD
28	3:09 PM	44 ARGILLA RD
29	3:10 PM	ARGILLA RD & LINDEN ST

Revised
8/26/25
@

TRIP SCHEDULE

IPSWICH ELEM 02 AM

<u>TIME</u>	<u>LOCATION</u>
1 7:50 AM	PINGREE SCHOOL
2 8:00 AM	COUNTY RD & SOUTHERN HTS (NW)
3 8:05 AM	NORTHGATE RD & GATESIDE LN (SE)
4 8:08 AM	131 ARGILLA RD
5 8:12 AM	ARGILLA RD & FOX CREEK RD
6 8:15 AM	130 ARGILLA RD
7 8:19 AM	HEARTBREAK HL & ARGILLA RD (E)
8 8:21 AM	ARGILLA RD & LINDEN ST (E)
9 8:22 AM	33 TURKEY SHORE RD
10 8:23 AM	7 LABOR IN VAIN RD
11 8:24 AM	LABOR IN VAIN RD @ RIVERSIDE RD
12 8:27 AM	WATER ST & SUMMER ST (NE)
13 8:29 AM	NEWMARCH ST & SPILLERS LN (SE)
14 8:30 AM	NEWMARCH ST & NABBYS POINT RD (SW)
15 8:31 AM	NEWMARCH ST & DAMON AVE (SW)
16 8:34 AM	38 EAST ST 2
17 8:36 AM	WINTHROP SCHOOL - IPSWICH (WINIP)
18 9:04 AM	BUS YARD - 196 SCOTLAND RD

IPSWICH ELEM 02 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:30 PM	BUS YARD - 196 SCOTLAND RD
2 2:55 PM	WINTHROP SCHOOL - IPSWICH (WINIP)
3 3:15 PM	BUS DEPARTURE
4 3:16 PM	COUNTY RD & SOUTHERN HTS (NW)
5 3:22 PM	NORTHGATE RD & GATESIDE LN (SE)
6 3:24 PM	131 ARGILLA RD
7 3:29 PM	ARGILLA RD & FOX CREEK RD
8 3:32 PM	130 ARGILLA RD
9 3:35 PM	HEARTBREAK HL & ARGILLA RD (E)
10 3:37 PM	ARGILLA RD & LINDEN ST (E)
11 3:39 PM	33 TURKEY SHORE RD
12 3:40 PM	7 LABOR IN VAIN RD
13 3:41 PM	LABOR IN VAIN RD @ RIVERSIDE RD
14 3:44 PM	WATER ST & SUMMER ST (NE)
15 3:46 PM	NEWMARCH ST & SPILLERS LN (SE)
16 3:47 PM	NEWMARCH ST & NABBYS POINT RD (SW)
17 3:47 PM	NEWMARCH ST & DAMON AVE (SW)
18 3:51 PM	38 EAST ST 2

TRIP SCHEDULE

IPSWICH ELEM 03 AM

<u>TIME</u>	<u>LOCATION</u>
1 8:01 AM	126 TOPSFIELD RD
2 8:01 AM	TOPSFIELD RD & OAKHURST AVE (W)
3 8:07 AM	170 COUNTY RD
4 8:08 AM	3 UPPER RIVER RD
5 8:08 AM	3 BEECHWOOD RD
6 8:09 AM	16 MASCONOMET RD
7 8:10 AM	1 MASCONOMET RD
8 8:10 AM	132 COUNTY RD
9 8:11 AM	ESSEX RD & RUTHS WAY
10 8:12 AM	ESSEX RD & DRUMLIN RD
11 8:13 AM	LAKEMANS LN & ESSEX RD
12 8:15 AM	32/34 LAKEMAN'S LN
13 8:16 AM	27 FELLOWS RD
14 8:17 AM	39/40 FELLOWS RD
15 8:19 AM	FELLOWS RD & SAGAMORE RD
16 8:22 AM	OLD ESSEX RD
17 8:24 AM	108 ESSEX RD
18 8:27 AM	4 ESSEX RD
19 8:28 AM	COUNTY RD & POWERHOUSE VILLIAGE
20 8:30 AM	WINTHROP SCHOOL - IPSWICH (WINIP)

IPSWICH ELEM 03 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:53 PM	WINTHROP SCHOOL - IPSWICH (WINIP)
2 3:15 PM	BUS DEPARTURE
3 3:16 PM	112 COUNTY RD
4 3:18 PM	27 ESSEX RD
5 3:19 PM	ESSEX RD & DRUMLIN RD
6 3:19 PM	ESSEX RD & LAKEMANS LN (W)
7 3:21 PM	32/34 LAKEMAN'S LN
8 3:22 PM	27 FELLOWS RD
9 3:23 PM	43 FELLOWS RD
10 3:25 PM	FELLOWS RD & SAGAMORE RD
11 3:28 PM	OLD ESSEX RD
12 3:30 PM	108 ESSEX RD
13 3:33 PM	4 ESSEX RD
14 3:35 PM	COUNTY RD & UPPER RIVER RD
15 3:36 PM	3 BEECHWOOD RD
16 3:37 PM	16 MASCONOMET RD
17 3:37 PM	1 MASCONOMET RD
18 3:39 PM	170 COUNTY RD
19 3:46 PM	126 TOPSFIELD RD
20 3:46 PM	TOPSFIELD RD & OAKHURST AVE (W)
21 3:47 PM	IPSWICH BUS YARD - MITCHELL RD

TRIP SCHEDULE

IPSWICH ELEM 04 AM

<u>TIME</u>	<u>LOCATION</u>
1 7:56 AM	TURNPIKE RD & ALDERSON DR (SW)
2 7:58 AM	4 HICKORY LN
3 7:59 AM	PLAINS RD & PITCAIRN WAY (N)
4 7:59 AM	25 PLAINS RD
5 8:00 AM	22 PLAINS RD
6 8:01 AM	15 PLAINS RD
7 8:02 AM	LINEBROOK RD & LILLIAN DR (SW)
8 8:02 AM	419 LINEBROOK RD
9 8:04 AM	LINEBROOK RD & PILLOWLACE LN (W)
10 8:04 AM	441 LINEBROOK RD
11 8:05 AM	451 LINEBROOK RD
12 8:07 AM	26 PARTRIDGEBERRY PL
13 8:08 AM	10 PARTRIDGEBERRY PL
14 8:09 AM	1 HOOD FARM RD
15 8:09 AM	3 HOOD FARM RD
16 8:10 AM	5 HOOD FARM RD
17 8:10 AM	12 HOOD FARM RD
18 8:11 AM	12 ABBOTT LN
19 8:18 AM	NEWBURY RD & HERRICK DR (E)
20 8:18 AM	27 NEWBURY RD
21 8:19 AM	NEWBURY RD & OAKWOOD KNOLL RD (SE)
22 8:20 AM	32 NEWBURY RD
23 8:22 AM	LINEBROOK RD & POND EDGE LN (S)
24 8:24 AM	391 LINEBROOK RD
25 8:24 AM	352 LINEBROOK RD
26 8:30 AM	DOYON SCHOOL (DOYON)
27 8:45 AM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH ELEM 04 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	DOYON SCHOOL ARRIVAL (DOYON)
2 3:15 PM	BUS DEPARTURE
3 3:20 PM	TURNPIKE RD & ALDERSON DR (SW)
4 3:21 PM	4 HICKORY LN
5 3:22 PM	PLAINS RD & PITCAIRN WAY (N)
6 3:23 PM	25 PLAINS RD
7 3:23 PM	22 PLAINS RD
8 3:24 PM	15 PLAINS RD
9 3:25 PM	LINEBROOK RD & LILLIAN DR (SW)
10 3:26 PM	419 LINEBROOK RD
11 3:27 PM	LINEBROOK RD & PILLOWLACE LN (W)
12 3:28 PM	441 LINEBROOK RD
13 3:28 PM	451 LINEBROOK RD
14 3:30 PM	26 PARTRIDGEBERRY PL
15 3:31 PM	10 PARTRIDGEBERRY PL
16 3:32 PM	1 HOOD FARM RD
17 3:32 PM	3 HOOD FARM RD
18 3:33 PM	5 HOOD FARM RD
19 3:33 PM	12 HOOD FARM RD
20 3:34 PM	12 ABBOTT LN
21 3:41 PM	NEWBURY RD & HERRICK DR (E)
22 3:42 PM	27 NEWBURY RD
23 3:42 PM	NEWBURY RD & OAKWOOD KNOLL RD (SE)
24 3:44 PM	32 NEWBURY RD
25 3:46 PM	LINEBROOK RD & POND EDGE LN (S)
26 3:47 PM	391 LINEBROOK RD
27 3:48 PM	352 LINEBROOK RD
28 3:58 PM	IPSWICH BUS YARD - MITCHELL RD

TRIP SCHEDULE

IPSWICH HS/MS 04 AM

<u>TIME</u>	<u>LOCATION</u>
1 7:10 AM	IPSWICH BUS YARD - MITCHELL RD
2 7:15 AM	ROUTE 1 & SOUTHERN HTS
3 7:17 AM	GREEN ST & TURKEY SHORE RD (NW)
4 7:19 AM	EAST ST & WAINWRIGHT ST (W)
5 7:20 AM	EAST ST & SPRING ST (W)
6 7:20 AM	HIGH ST & N MAIN ST (NW)
7 7:21 AM	HIGH ST & MANNING ST
8 7:25 AM	IPSWICH MIDDLE SCHOOL (IPSMS)
9 7:28 AM	IPSWICH HIGH SCHOOL (IPSHS)

IPSWICH HS/MS 04 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:11 PM	IPSWICH HIGH SCHOOL (IPSHS)
2 2:11 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
3 2:31 PM	BUS DEPARTURE
4 2:32 PM	HIGH ST & MANNING ST
5 2:33 PM	HIGH ST & N MAIN ST (NW)
6 2:35 PM	EAST ST & SPRING ST (W)
7 2:37 PM	EAST ST & WAINWRIGHT ST (W)
8 2:39 PM	GREEN ST & TURKEY SHORE RD (NW)
9 2:41 PM	ROUTE 1 & SOUTHERN HTS

TRIP SCHEDULE

IPSWICH ELEM 05 AM

<u>TIME</u>	<u>LOCATION</u>
1 8:01 AM	PINE SWAMP RD & EMERY LN(W)
2 8:03 AM	35/37 PINE SWAMP RD
3 8:03 AM	41 PINE SWAMP RD
4 8:17 AM	WASHINGTON ST & APPLETON PARK
5 8:18 AM	PLEASANT ST & CLEVELAND AVE (N)
6 8:19 AM	PLEASANT ST & BLAISDELL TER
7 8:19 AM	BROWNVILLE AVE & BROADWAY AVE (S)
8 8:20 AM	BROWNVILLE AVE & NEW MILL PL
9 8:21 AM	TOPSFIELD RD & FARLEY AVE
10 8:21 AM	HEARD DR & KENNEDY DR
11 8:22 AM	48 TOPSFIELD RD
12 8:25 AM	LINEBROOK RD & KIMBALL AVE
13 8:26 AM	92 LINEBROOK RD
14 8:26 AM	LINEBROOK RD & PINE ST
15 8:30 AM	DOYON SCHOOL (DOYON)
16 8:45 AM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH ELEM 05 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	DOYON SCHOOL (DOYON)
2 3:15 PM	BUS DEPARTURE (DOYON)
3 3:17 PM	LINEBROOK RD & PINE ST
4 3:18 PM	92 LINEBROOK RD
5 3:19 PM	LINEBROOK RD & KIMBALL AVE
6 3:20 PM	PINE SWAMP RD & EMERY LN
7 3:21 PM	35/37 PINE SWAMP RD
8 3:22 PM	41 PINE SWAMP RD
9 3:23 PM	57 PINE SWAMP RD
10 3:28 PM	WASHINGTON ST & APPLETON PARK
11 3:29 PM	PLEASANT ST & CLEVELAND AVE (W)
12 3:29 PM	PLEASANT ST & BLAISDELL TER
13 3:30 PM	BROWNVILLE AVE & BROADWAY AVE
14 3:30 PM	BROWNVILLE AVE & NEW MILL PL
15 3:31 PM	TOPSFIELD RD & FARLEY AVE
16 3:32 PM	HEARD DR & KENNEDY DR
17 3:33 PM	48 TOPSFIELD RD
18 3:39 PM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH HS/MS 05 AM

<u>TIME</u>	<u>LOCATION</u>
1 6:59 AM	IPSWICH BUS YARD - MITCHELL RD
2 7:04 AM	WASHINGTON ST & PLEASANT ST
3 7:05 AM	MARKET ST & DEPOT SQ
4 7:07 AM	TOPSFIELD RD & BUSH HILL RD
5 7:07 AM	TOPSFIELD RD & OAKHURST AVE
6 7:09 AM	TOPSFIELD RD & CEDARVIEW RD
7 7:10 AM	TOPSFIELD RD & LONGMEADOW DR
8 7:13 AM	275 TOPSFIELD RD
9 7:16 AM	208 TOPSFIELD RD
10 7:18 AM	TOPSFIELD RD & WARNER RD
11 7:20 AM	TOPSFIELD RD & COLONIAL DR
12 7:22 AM	CENTRAL ST & MANNING ST
13 7:25 AM	IPSWICH MIDDLE SCHOOL (IPSMS)
14 7:33 AM	IPSWICH HIGH SCHOOL (IPSHS)

TRIP SCHEDULE

IPSWICH HS/MS 05 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:26 PM	IPSWICH HIGH SCHOOL (IPSHS)
2 2:26 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
3 2:31 PM	BUS DEPARTURE
4 2:32 PM	CENTRAL ST & MANNING ST (W)
5 2:33 PM	MARKET ST & DEPOT SQ
6 2:35 PM	TOPSFIELD RD & BUSH HILL RD
7 2:36 PM	TOPSFIELD RD & OAKHURST AVE
8 2:37 PM	TOPSFIELD RD & CEDARVIEW RD
9 2:39 PM	LONGMEADOW DR & INTERVALE WAY (W)
10 2:41 PM	TOPSFIELD RD & LONGMEADOW DR
11 2:45 PM	275 TOPSFIELD RD
12 2:47 PM	208 TOPSFIELD RD
13 2:50 PM	TOPSFIELD RD & WARNER RD
14 2:52 PM	TOPSFIELD RD & COLONIAL DR
15 2:54 PM	WASHINGTON ST & PLEASANT ST

TRIP SCHEDULE

IPSWICH ELEM 06 AM (rev)

<u>TIME</u>	<u>LOCATION</u>
1 8:02 AM	39 COUNTRY CLUB WAY
2 8:03 AM	65 COUNTRY CLUB WAY
3 8:04 AM	COUNTRY CLUB WAY & THE FAIRWAYS
4 8:06 AM	COUNTRY CLUB WAY PARKING LOT
5 8:10 AM	1 EDGE ST
6 8:11 AM	363 LINEBROOK RD
7 8:12 AM	LINEBROOK RD @ LESLIE RD
8 8:14 AM	CHARLOTTE RD & RANDALL RD
9 8:17 AM	294 LINEBROOK RD
10 8:17 AM	LINEBROOK RD & BELLE ST
11 8:19 AM	22/25 HOWE ST
12 8:20 AM	44 HOWE ST
13 8:21 AM	22 ALLEN LN
14 8:22 AM	BIRCH LN & ALLEN LN (SE)
15 8:22 AM	11 BIRCH LN
16 8:23 AM	17 BIRCH LN
17 8:23 AM	BIRCH LN & ROSE CT
18 8:24 AM	BIRCH LN & JAMES RD (SE)
19 8:24 AM	15 JAMES RD
20 8:25 AM	15 DIX RD
21 8:30 AM	DOYON SCHOOL (DOYON)
22 8:36 AM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH ELEM 06 PM (rev)

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	DOYON SCHOOL ARRIVAL (DOYON)
2 3:15 PM	DOYON SCHOOL DEPARTURE (DOYON)
3 3:20 PM	1 EDGE ST
4 3:20 PM	15 DIX RD
5 3:20 PM	15 JAMES RD
6 3:21 PM	JAMES RD & BIRCH LN (N)
7 3:21 PM	BIRCH LN & ROSE CT (SE)
8 3:22 PM	17 BIRCH LN
9 3:22 PM	11 BIRCH LN
10 3:23 PM	BIRCH LN & ALLEN LN (NE)
11 3:24 PM	22 ALLEN LN
12 3:25 PM	44 HOWE ST
13 3:26 PM	22/25 HOWE ST
14 3:27 PM	LINEBROOK RD & BELLE ST (NW)
15 3:28 PM	294 LINEBROOK RD
16 3:32 PM	39 COUNTRY CLUB WAY
17 3:33 PM	65 COUNTRY CLUB WAY
18 3:34 PM	COUNTRY CLUB WAY & THE FAIRWAYS (S)
19 3:36 PM	COUNTRY CLUB LOT
20 3:42 PM	363 LINEBROOK RD
21 3:43 PM	LINEBROOK RD @ LESLIE RD
22 3:44 PM	LINEBROOK RD @ RANDELL RD
23 3:57 PM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH HS/MS 06 AM

<u>TIME</u>	<u>LOCATION</u>
1 6:41 AM	IPSWICH BUS YARD - MITCHELL RD
2 6:51 AM	IPSWICH COUNTRY CLUB PARKING LOT
3 6:53 AM	COUNTRY CLUB WAY & THE FAIRWAYS (N)
4 6:54 AM	39 COUNTRY CLUB WAY
5 6:57 AM	72 TURNPIKE RD
6 6:58 AM	316 LINEBROOK RD
7 6:59 AM	LINEBROOK RD & BELLE ST

TRIP SCHEDULE

8	7:02 AM	HOWE ST & ALLEN LN (NE)
9	7:04 AM	JAMES RD & BIRCH LN (E)
10	7:06 AM	EDGE ST & DIX RD (SW)
11	7:07 AM	18 EDGE ST
12	7:07 AM	1 EDGE ST
13	7:09 AM	LINEBROOK RD @ MARINI FARM
14	7:10 AM	227 LINEBROOK RD
15	7:11 AM	208 LINEBROOK RD
16	7:14 AM	MILE LN & ROBINSON LN
17	7:14 AM	2 MILE LN
18	7:19 AM	298 HIGH ST
19	7:25 AM	IPSWICH HIGH SCHOOL (IPSHS)
20	7:30 AM	IPSWICH MIDDLE SCHOOL (IPSMS)

IPSWICH HS/MS 06 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:06 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
2	2:26 PM	IPSWICH HIGH SCHOOL (IPSHS)
3	2:31 PM	BUS DEPARTURE
4	2:34 PM	298 HIGH ST
5	2:35 PM	MILE LN & HIGH ST (SW)
6	2:39 PM	227 LINEBROOK RD
7	2:41 PM	257 LINEBROOK RD
8	2:42 PM	1 EDGE ST
9	2:43 PM	17 EDGE ST
10	2:44 PM	DIX RD & EDGE ST (NW)
11	2:46 PM	JAMES RD & BIRCH LN (N)
12	2:48 PM	ALLEN LN & HOWE ST (E)
13	2:49 PM	LINEBROOK RD & BELLE ST (NW)
14	2:51 PM	316 LINEBROOK RD
15	2:53 PM	39 COUNTRY CLUB WAY
16	2:55 PM	COUNTRY CLUB WAY & THE FAIRWAYS (S)
17	2:57 PM	IPSWICH COUNTRY CLUB PARKING LOT
18	3:03 PM	72 TURNPIKE RD
19	3:08 PM	208 LINEBROOK RD

TRIP SCHEDULE

IPSWICH DOYON ELEM ROUTE 07 AM

<u>TIME</u>	<u>LOCATION</u>
1 7:55 AM	HIGH ST & KIMBALL AVE
2 7:55 AM	TOWN FARM RD & LOCUST ST
3 7:56 AM	33 TOWN FARM RD
4 7:57 AM	TOWN FARM RD & FOWLERS LN (S)
5 8:00 AM	73 TOWN FARM RD
6 8:02 AM	TOWN FARM RD & PERKINS LN (SW)
7 8:05 AM	HIGH ST & LOWES LN (NW) (DAIRY QUEEN)
8 8:06 AM	MITCHELL RD @ LOT
9 8:09 AM	AVERY ST & LILAC MEADOWS (W)
10 8:09 AM	AVERY ST & DORNELL RD (W)
11 8:10 AM	10 CURRIER PARK
12 8:11 AM	209 HIGH ST
13 8:12 AM	ROSEWOOD DR (PASS KIDS TURN AROUND TO PICK THEM UP)
14 8:14 AM	240 HIGH ST
15 8:15 AM	305 HIGH ST
16 8:16 AM	321 HIGH ST
17 8:16 AM	HIGH ST & JEWETT HILL DR
18 8:19 AM	306 HIGH ST
19 8:20 AM	2 MILE LN
20 8:22 AM	MILE LN & ROBINSON LN
21 8:23 AM	DOYON SCHOOL (DOYON)

IPSWICH DOYON ELEM ROUTE 07 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	DOYON SCHOOL ARRIVAL (DOYON)
2 3:15 PM	DOYON SCHOOL DEPARTURE (DOYON)
3 3:17 PM	MILE LN @ ROBINSON LN
4 3:19 PM	2 MILE LN
5 3:20 PM	303 HIGH ST
6 3:21 PM	321 HIGH ST
7 3:22 PM	JEWETT HILL DR & HIGH ST
8 3:24 PM	306 HIGH ST
9 3:25 PM	298 HIGH ST
10 3:26 PM	240 HIGH ST
11 3:27 PM	HIGH ST & ROSEWOOD DR INCLUDING 215, 203, 209 HIGH
12 3:28 PM	MITCHELL RD @ LOT
13 3:31 PM	AVERY ST & LILAC MEADOWS WAY
14 3:32 PM	AVERY ST & DORNELL RD (NW)
15 3:33 PM	10 CURRIER PARK
16 3:33 PM	HIGH ST & KIMBALL AVE
17 3:35 PM	31 TOWN FARM RD
18 3:36 PM	TOWN FARM RD & PERKINS LN
19 3:37 PM	80 TOWN FARM RD
20 3:37 PM	108 TOWN FARM RD
21 3:43 PM	149 HIGH ST
22 3:45 PM	IPSWICH BUS YARD - MITCHELL RD

UPDATED BUS ROUTE PICK UP TIMES
EFFECTIVE MONDAY, SEPTEMBER 22, 2025

TRIP SCHEDULE

IPSWICH HS/MS ROUTE 07 AM

<u>TIME</u>	<u>LOCATION</u>
1 6:50 AM	IPSWICH BUS YARD - MITCHELL RD
2 6:56 AM	EAST ST & NEWMARCH ST (SE)
3 7:00 AM	JEFFREYS NECK RD & ISLAND PARK RD
4 7:01 AM	121 JEFFREYS NECK RD (ACROSS FROM BOAT YARD)
5 7:03 AM	N RIDGE RD & GOLDFINCH WAY
6 7:04 AM	80 NORTH RIDGE RD
7 7:05 AM	N RIDGE RD & PINTAIL RD
8 7:05 AM	CLARK RD & DARTMOUTH RD
9 7:07 AM	CLARK RD & CHATTANOOGA RD (SE)
10 7:08 AM	BAYVIEW RD & CLARK RD
11 7:08 AM	BAYVIEW RD & HILLSIDE RD
12 7:09 AM	LITTLE NECK RD & STAGEHILL RD
13 7:12 AM	LITTLE NECK RD & PASTURE WAY
14 7:15 AM	JEFFREYS NECK RD & OCEAN DR
15 7:25 AM	IPSWICH HIGH SCHOOL (IPSHS)
16 7:30 AM	IPSWICH MIDDLE SCHOOL (IPSMS)

IPSWICH HS/MS ROUTE 07 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:03 PM	IPSWICH BUS YARD - MITCHELL RD
2 2:11 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
3 2:11 PM	IPSWICH HIGH SCHOOL (IPSHS)
4 2:31 PM	BUS DEPARTURE
5 2:34 PM	EAST ST & NEWMARCH ST (SE)
6 2:37 PM	JEFFREYS NECK RD & ISLAND PARK RD
7 2:38 PM	121 JEFFREYS NECK RD (ACROSS FROM BOAT YARD)
8 2:40 PM	N RIDGE RD & GOLDFINCH WAY
9 2:43 PM	CLARK RD & CHATTANOOGA RD (SE)
10 2:44 PM	BAYVIEW RD & CLARK RD
11 2:45 PM	BAYVIEW RD & HILLSIDE RD
12 2:45 PM	LITTLE NECK RD & STAGEHILL RD
13 2:48 PM	LITTLE NECK RD & PASTURE WAY
14 2:51 PM	JEFFREYS NECK RD & OCEAN DR

TRIP SCHEDULE

IPSWICH ELEM 08 AM

<u>TIME</u>	<u>LOCATION</u>
1 8:00 AM	TOPSFIELD RD & FAIRVIEW AVE
2 8:02 AM	TOPSFIELD RD & BUSH HILL RD
3 8:02 AM	TOPSFIELD RD & OAKHURST AVE
4 8:04 AM	TOPSFIELD RD & CEDARVIEW RD
5 8:04 AM	TOPSFIELD RD & SCOTT HILL RD
6 8:06 AM	10 LONGMEADOW DR
7 8:06 AM	15 LONGMEADOW DR
8 8:08 AM	4 LONGMEADOW DR
9 8:10 AM	TOPSFIELD RD @ TURNER HILL
10 8:12 AM	275 TOPSFIELD RD
11 8:16 AM	230 TOPSFIELD RD
12 8:19 AM	TOPSFIELD RD & WARNER RD (SW)
13 8:21 AM	WARNER RD & MILL RD (W)
14 8:21 AM	TOPSFIELD RD @ IPSWICH WOODS
15 8:22 AM	TOPSFIELD RD & COLONIAL DR
16 8:24 AM	MOUNT PLEASANT AVE & WASHINGTON ST
17 8:30 AM	DOYON SCHOOL (DOYON)
18 8:36 AM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH ELEM 08 PM

<u>TIME</u>	<u>LOCATION</u>
1 2:55 PM	DOYON SCHOOL (DOYON)
2 3:15 PM	BUS DEPARTURE
3 3:19 PM	WASHINGTON ST & MOUNT PLEASANT AVE (W)
4 3:20 PM	TOPSFIELD RD & FAIRVIEW AVE (NE)
5 3:22 PM	TOPSFIELD RD & BUSH HILL RD
6 3:22 PM	TOPSFIELD RD & OAKHURST AVE
7 3:24 PM	TOPSFIELD RD & CEDARVIEW RD
8 3:24 PM	TOPSFIELD RD & SCOTT HILL RD
9 3:26 PM	10 LONGMEADOW DR
10 3:26 PM	15 LONGMEADOW DR
11 3:28 PM	4 LONGMEADOW DR
12 3:30 PM	TOPSFIELD RD @ TURNER HILL
13 3:32 PM	275 TOPSFIELD RD
14 3:36 PM	230 TOPSFIELD RD
15 3:39 PM	TOPSFIELD RD & WARNER RD (SW)
16 3:41 PM	WARNER RD & MILL RD (W)
17 3:41 PM	TOPSFIELD RD @ IPSWICH WOODS
18 3:42 PM	TOPSFIELD RD & COLONIAL DR
19 3:48 PM	IPSWICH BUS YARD - MITCHELL RD

IPSWICH HS/MS 08 AM

<u>TIME</u>	<u>LOCATION</u>
1 6:33 AM	IPSWICH BUS YARD - MITCHELL RD
2 6:44 AM	ALDERSON DR & ADELINE DR
3 6:45 AM	10 HICKORY LN
4 6:47 AM	22/24 PLAINS RD
5 6:48 AM	364 LINEBROOK RD
6 6:50 AM	LILLIAN DR & LINEBROOK RD
7 6:51 AM	LINEBROOK RD & POND EDGE LN
8 6:51 AM	419 LINEBROOK RD
9 6:52 AM	416 LINEBROOK RD
10 6:55 AM	BOXFORD RD & HOOD FARM RD
11 6:58 AM	451 LINEBROOK RD
12 6:58 AM	441 LINEBROOK RD
13 6:59 AM	439 LINEBROOK RD

TRIP SCHEDULE

14	6:59 AM	433 LINEBROOK RD
15	7:00 AM	NEWBURY RD & HERRICK DR
16	7:01 AM	24 NEWBURY RD
17	7:02 AM	OAKWOOD KNOLL RD & NEWBURY RD
18	7:05 AM	LINEBROOK RD & RANDALL RD
19	7:06 AM	387 LINEBROOK RD
20	7:08 AM	315 LINEBROOK RD
21	7:13 AM	LESLIE RD & LINEBROOK RD
22	7:20 AM	179 LINEBROOK RD
23	7:25 AM	IPSWICH MIDDLE SCHOOL (IPSMS)
24	7:25 AM	IPSWICH HIGH SCHOOL (IPSHS)

IPSWICH HS/MS 08 PM

	<u>TIME</u>	<u>LOCATION</u>
1	2:05 PM	IPSWICH BUS YARD - MITCHELL RD
2	2:11 PM	IPSWICH HIGH SCHOOL (IPSHS)
3	2:11 PM	IPSWICH MIDDLE SCHOOL (IPSMS)
4	2:31 PM	BUS DEPARTURE
5	2:34 PM	MILE LN & ROBINSON LN
6	2:36 PM	179 LINEBROOK RD
7	2:42 PM	315 LINEBROOK RD
8	2:44 PM	LINEBROOK RD & LESLIE RD (NE)
9	2:45 PM	385 LINEBROOK RD
10	2:46 PM	LINEBROOK RD & RANDALL RD (W)
11	2:46 PM	LINEBROOK RD & LILLIAN DR (N)
12	2:47 PM	419 LINEBROOK RD
13	2:49 PM	NEWBURY RD & OAKWOOD KNOLL RD (SE)
14	2:50 PM	23 NEWBURY RD
15	2:51 PM	12 NEWBURY RD
16	2:52 PM	416 LINEBROOK RD
17	2:55 PM	BOXFORD RD & HOOD FARM RD
18	2:58 PM	451 LINEBROOK RD
19	2:58 PM	441 LINEBROOK RD
20	2:59 PM	439 LINEBROOK RD
21	2:59 PM	433 LINEBROOK RD
22	3:00 PM	1 POND EDGE LN
23	3:02 PM	23 PLAINS RD
24	3:04 PM	7 HICKORY LN
25	3:05 PM	ALDERSON DR & ADELINE DR
