



FLEET TRANSPORTATION BID SPECIFICATIONS

SECTION 1 – BID PROCEDURES

1.1 Submission of Bids

Sealed bids will be received for the purpose of awarding contracts to provide student transportation services to the Porter Township School Corporation. Bids shall be submitted to the Office of the Superintendent, Porter Township School Corporation, 248 South 500 West, Valparaiso, Indiana 46385.

Bids will be accepted until 1:00 p.m. (local time) on April 10, 2026, at which time all bids received will be publicly opened and read aloud.

Bids received after the stated deadline will not be considered.

1.2 Bid Submission Requirements

To be considered responsive, all bids must be submitted in a sealed envelope and must include the following:

1. Bids must be submitted on the official bid forms provided in these specifications.
2. Each bid must be accompanied by a bid bond or certified check payable to Porter Township School Corporation in an amount equal to ten percent (10%) of the total bid amount.
3. A completed Form 95 (Indiana State Board of Accounts Form) must be included.
4. A Non-Collusion Affidavit must be included.
5. Bid pricing must be submitted on a per bus, per day basis, based upon actual school days in the School Corporation's calendar year.
6. Bids on all alternates are required.
7. The bid must state the base price of fuel used in calculating the bid amount.

1.3 Required Supporting Documentation

Each bid must also include the following information describing the bidder's qualifications and operational capacity:

- A narrative describing the bidder's experience providing school transportation services within the State of Indiana during the five (5) years immediately preceding submission of the bid.
- A financial reference from the bidder's principal banking institution.
- A detailed description of the bidder's management and operational structure.
- A detailed description of the bidder's employee recruitment and retention plan.
- A detailed description of the bidder's safety program and safety practices.
- A detailed description of the bidder's employee training and professional development program.



- A detailed description of the bidder's vehicle maintenance program.
- A detailed description of the bidder's vehicle safety and communication equipment, including any service-enhancing technology utilized.
- A detailed description of the bidder's routing services and route efficiency review/audit process.

1.4 Bid Information

All specifications and information related to the School Corporation's school bus routes are included within the bid packet.

1.5 Reservation of Rights

The Porter Township School Corporation reserves the right to reject any or all bids, to waive informalities or irregularities in the bidding process, and to accept the bid determined to be in the best interest of the School Corporation.

1.6 Withdrawal of Bids

A bidder may withdraw its bid at any time prior to the time set for the opening of bids. After bids have been opened, no bid may be withdrawn for a period of sixty (60) days following the bid opening without the consent of the School Corporation.

1.7 Questions and Addenda

Any bidder requiring clarification or interpretation of the bid specifications shall submit questions in writing to the School Corporation prior to the bid submission deadline. The School Corporation reserves the right to issue written addenda to clarify, revise, or supplement the bid specifications.

Any addenda issued shall become part of the bid specifications and shall be binding upon all bidders. It shall be the responsibility of each bidder to ensure that they have received all addenda issued prior to submitting a bid.

1.8 Award of Contract

The contract for student transportation services will be awarded to the responsible and responsive bidder whose proposal is determined to be in the best interest of the School Corporation, taking into consideration price and the bidder's qualifications, experience, and ability to perform the services required.

The School Corporation reserves the right to reject any or all bids, to waive informalities or irregularities in any bid, and to accept the bid that is deemed most advantageous to the School Corporation.

The School Corporation may request additional information or clarification from bidders as part of the evaluation process.



SECTION 2 - TERM OF CONTRACT

The contract term will be four (4) years beginning July 1, 2026 with the School Corporation with automatic renewals for two (2) years terms unless either party gives notice to terminate no later than December 31, 2029 for the initial term and no later than six months prior to the end of the term for each renewal term.

SECTION 3 - FLEET ROUTE DETAILS

The Fleet Contractor will agree to provide the transportation of students on the following routes, without deviation from those routes, unless such deviation is with the express prior authorization of the School Corporation.

PTSC ROUTE INFORMATION

Regular Route 1 which is currently described as approximately 93.75 miles in length with approximately 50 children requiring transportation.

Regular Route 2 which is currently described as approximately 101.95 miles in length with approximately 68 children requiring transportation.

Regular Route 3 which is currently described as approximately 94.89 miles in length with approximately 73 children requiring transportation.

Regular Route 4 which is currently described as approximately 93.19 miles in length with approximately 48 children requiring transportation.

Regular Route 6 which is currently described as approximately 92.26 miles in length with approximately 70 children requiring transportation.

Regular Route 7 which is currently described as approximately 76.83 miles in length with approximately 57 children requiring transportation.

Regular Route 8 which is currently described as approximately 89.10 miles in length with approximately 67 children requiring transportation.

Regular Route 9 which is currently described as approximately 76.80 miles in length with approximately 61 children requiring transportation.

Regular Route 10 which is currently described as approximately 82.51 miles in length with approximately 77 children requiring transportation.

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Regular Route 11 which is currently described as approximately 72.38 miles in length with approximately 78 children requiring transportation.

Regular Route 12 which is currently described as approximately 73.30 miles in length with approximately 82 children requiring transportation.

Regular Route 13 which is currently described as approximately 69.79 miles in length with approximately 66 children requiring transportation.

Regular Route 14 which is currently described as approximately 80.91 miles in length with approximately 92 children requiring transportation.

The school Corporation reserves the right to alter the foregoing routes which are set forth only as a description of current routes. In the event an altered route is longer than the route in the original contract, the Fleet Contractor shall be paid additional compensation for each additional mile or fraction thereof, based upon the average rate per mile in the original contract. In the event the altered route is shorter than the route in the original contract, the Fleet Contractor's compensation shall be reduced in a corresponding manner.

In the event entire routes are added or deleted, adjustments to compensation will be made as aforementioned.

With the exception of replacement busses out of service due to maintenance or other, similar problems, all bus routes must be handled by the same bus operating on the same schedule throughout the term of the contract unless there is express prior written authorization from the School Corporation permitting a deviation.

School Start and End Times:

Boone Grove Middle School: 7:15 AM -2:15 PM

Boone Grove High School: 7:30 AM – 2:35 PM

Porter Lakes Elementary: 8:40 AM- 3:15 PM

Boone Grove Elementary: 8:45 AM- 3:20 PM

SECTION 4 – VEHICLE STANDARDS

All buses used to provide services under this contract must comply with all applicable federal, state, and Indiana Department of Education standards for school busses.

The Fleet Contractor will be required to provide a sufficient number of school busses and personnel to timely meet the daily demands of student transportation and safety. Each bus will have sufficient seating capacity for all passengers.

All busses must comply with all applicable laws concerning safety, maintenance and repair. In addition, all buses must be properly maintained, regularly inspected, and kept in safe operating condition at all times. Notwithstanding the foregoing, the following specifications are required unless applicable laws or regulations create a higher standard in which case the higher standard shall be applicable:



1. Each bus shall be equipped with a two-way radio that is compatible with the School Corporation's communication system or provide means to communicate with each school office, Central Office, and the Facilities Office.
2. Each bus shall be equipped with a functional digital video recording (DVR) system to monitor the interior of the bus.
3. All busses furnished for Fleet Contract service must remain twelve (12) years old or newer during the life of the contract.
4. Bidders must disclose where the busses will be housed and maintained.
5. Bidders must be familiar with and/or willing to use school owned Traversa Bus Routing Software.

SECTION 5 - INSURANCE

Throughout the term of the contract, the Fleet Contractor shall carry insurance with minimum applicable limits which are customary in the school transportation industry, but in no event less than \$10,000,000.00 bodily injury per person; \$10,000,000.00 bodily injury per accident; \$20,000.00 medical payments per person; and \$250,000.00 property damage liability or single limit bodily injury and property damage of \$10,000,000.00. The insurance coverage will be memorialized by a certificate of insurance which names the School Corporation as a co-insured under the policy. The certificate of insurance shall be filed with the School Corporation prior to the beginning of the transportation of any students under any contract and shall remain in full force and effect during the entire term of the said contract.

Fleet Contractor shall keep in force and provide a certificate of insurance of the School Corporation for Workers Compensation Insurance with limit of \$5000,000.00 each accident; \$1,000,000.00 disease policy limit; \$500,000.00 disease each person. The policy will provide a waiver of subrogation or alternate employers endorsement.

The Fleet Insurance and Workers Compensation shall have a 30 day notice of cancellation.

A surety bond covering all employees of the Fleet Contractor shall be furnished to the School Corporation in the customary amount usually purchased by Fleet contractors providing school bus service to school corporations. The surety bond must be received by the School Corporation prior to the beginning of the transportation of any students under any contract and shall remain in full force and effect during the entire term of said contract.



SECTION 6 - INDEMNITY

The Fleet Contractor must agree to indemnify and save harmless the School Corporation, its trustees, board members, employees, agents and assigns from any liability, cost or expense including, without limitation, all attorney's fees, court costs and all expenditures of every kind, related to defending any claim or action related to or arising out of the performance of the Fleet bus contract by the Fleet Contractor and any of its officers, directors, employees, partners, joint venturers, agents and assigns, contractors and subcontractors.

SECTION 7 – SERVICE EXPECTATIONS AND PERFORMANCE STANDARDS

The contractor shall provide safe, reliable, and efficient student transportation services in accordance with all applicable federal, state, and local laws and regulations, as well as the policies and procedures of the School Corporation.

The Fleet contractor shall:

- Ensure that all routes operate in a safe, orderly, and timely manner.
- Provide a supervisor within the geographical limits of the School Corporation during every day that school is in session, to dispatch busses, supervise and direct employees of the Fleet Contractor, to handle complaints and to communicate with school authorities on transportation and discipline matters
- Employ at least one full-time bus mechanic to insure the proper maintenance of all school busses and related equipment. The mechanic shall be on duty from the time the busses leave on morning routes until all busses have returned from afternoon routes.
- Ensure that drivers maintain appropriate student supervision and discipline consistent with School Corporation policies.
- Ensure that drivers maintain professional conduct when interacting with students, parents, school staff, and members of the public.
- Maintain open and effective communication with School Corporation administrators regarding route operations, delays, incidents, or other service concerns.
- Promptly reports accidents, safety concerns, student discipline issues, and other incidents to the School Corporation in accordance with established procedures.
- Request the support of school personnel in the imposition of bus discipline and maintenance of order on school busses.
- Ensure that substitute drivers are available when necessary to ensure that routes are not canceled or delayed due to driver absence.

The School Corporation reserves the right to review service performance and require corrective action when service expectations are not met.

Failure of the Fleet Contractor to meet the service expectations and performance standards stated above shall constitute a breach of contract which could result in termination of the Fleet contract and forfeiture of the surety bond.



SECTION 8 – DRIVER QUALIFICATIONS AND BACKGROUND CHECKS

All drivers employed by the contractor must meet or exceed the minimum qualifications established by the State of Indiana for school bus drivers, including holding a valid Commercial Driver’s License (CDL) with appropriate endorsements.

The contractor shall ensure that all drivers:

- Successfully complete all state-required background checks and screenings
- Meet all physical examination requirements required by Indiana law
- Successfully complete all drug and alcohol testing requirements as required by federal and state regulations
- Meet all training requirements established by the Indiana Department of Education and other applicable regulatory agencies

The contractor shall maintain documentation verifying compliance with these requirements and shall provide such documentation to the School Corporation upon request.

The School Corporation reserves the right to reject any employee or prospective employee of the Fleet Contractor. No driver is acceptable to the School Corporation who has been convicted of reckless driving or driving under the influence of alcohol or drugs within five years of the inception of the contract for which bids are submitted. No driver is acceptable to the School corporation who has been convicted of any crime, violent or otherwise, in which the victim of the crime was a minor.

SECTION 9 - FUEL ADJUSTMENTS

The School Corporation may amend any existing transportation or Fleet Contract, with the written consent of the other party or parties to the contract in order to make any adjustments needed due to fluctuations in the cost of fuel, which occur during the term of the contract. Since relatively predictable fluctuations normally occur in the cost of fuel, the bid must contain the reasonable average yearly price of fuel upon which the Fleet Contractor’s bid is based for the term of the contract. The Fleet Contractor will also be required to provide the starting odometer reading for each bus to be used on each route during the term of the contract. That reading must be as of the close of business on the day before the start of the Fleet Contract. Thereafter, weekly records of mileage per bus are to be recorded and maintained along with receipts or other original documents which reflect the cost and quantity of fuel purchased by bus and by date.

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SECTION 10 - PAYMENT FOR CONTRACTUAL SERVICES

Upon the monthly submission of a properly executed claim form, the Fleet Contractor will be paid the annual value of the contract in 12 equal monthly installments.

SECTION 11 - TERMINATION OF CONTRACT

If the contractor fails to perform the services required under the terms of the contract, fails to comply with applicable laws or regulations, or otherwise fails to meet the obligations outlined in the contract, the School Corporation may declare the contractor in default.

In the event of default, the School Corporation shall provide written notice to the contractor describing the nature of the deficiency and may allow a reasonable period of time for corrective action.

If the contractor fails to correct the deficiency within thirty (30) days or as the parties may otherwise agree, the School Corporation reserves the right to terminate the contract, in whole or in part, and to secure transportation services through other means.

The School Corporation also reserves the right to terminate the contract due to unanticipated circumstances, with written notice provided to the contractor in accordance with the terms established in the final agreement.



Alternate #1

**PORTER TOWNSHIP SCHOOL CORPORATION
SPECIAL EDUCATION ROUTES**

1. Contractor shall submit bid to provide transportation for all special and summer routes as generally outlined below. Submit bid on form marked alternate #1

Special Educational Route 43

Route approximately 70.81 miles in length per day with 8 students requiring transportation

Special Educational Route 34

Route approximately 30.21 miles in length per day with 0 students requiring transportation

Special Educational Route 51

Route approximately 92.3 miles in length per day with 5 students requiring transportation

Special Educational Route 53

Route approximately 81.63 miles in length per day with 16 students requiring transportation

Midday Bus Inbound Route 53

Route approximately 26.22 miles in length per day with 0 students requiring transportation

Midday Bus Inbound Route 43

Route approximately 22.79 miles in length per day with 0 students requiring transportation

Midday Bus Inbound Route 51

Route approximately 51.18 miles in length per day with 3 students requiring transportation

All above routes use SPB (Special Purpose Busses) Two of these busses are wheelchair accessible.

Summer School Route for SELF

Transport 1 student four days a week for 3 weeks – number of students is based on enrollment.

2. The School Corporation will consider proposals to utilize existing school owned vehicles to conduct special/summer routes.

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Alternate #1

PORTER TOWNSHIP SCHOOL CORPORATION

Transportation Bid Form 2026– 2030

1. Rate per bus per day:
2026-2027 \$ _____
2027-2028 \$ _____
2028-2029 \$ _____
2029-2030 \$ _____

2. Number of days buses used: _____ 180 _____

3. Base price of fuel for two year
Contract term: \$ _____ per gallon

See fuel adjustment formula to be used on Attachment #1

Bid Submitted By:

See Additional Information
On Attachment #1

Fleet Contractor Name

Address

Authorized Signature

Date

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Alternate #2

Maintenance Services

Contractor shall submit bid to maintain School Corporation owned busses and special purpose busses. Current fleet includes (5) busses and (11) special purpose busses. Services to be provided include all preventive and corrective maintenance services customary to subject vehicles. Services shall also include all work necessary to pass Indiana school bus inspection requirements. Contractor shall list labor rate per hour and mark-up on any materials to be charged. Contractor shall list information on Form 95 and identify as Alternate #2 Maintenance Services.