



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

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November 14, 2017

To: Becky McFall, Superintendent  
School Committee  
From: Buck Creel

Subject: Proposed contract terms and timeline – FY19-23 Bus Transportation Bid

**Contract terms.** The current contract for bus transportation with Doherty's ends in July 2018. The administration proposes to advertise for a contract with the following scope of services and provisions:

- **Term:** Three years plus two option years.
- **Payments:** Bidders to provide payment amounts for each year of the contract and option years.
- **Routes:** Bids to be based on seven routes for the Lincoln campus, plus one route for the Lincoln and Sudbury students attending Minuteman High School, each route with one morning and one afternoon trip.
- **Equipment:** All school buses must comply with current federal and Commonwealth of Massachusetts regulations. During the lifetime of the contract, no bus or chassis shall be more than six years old, nor have an original odometer reading of more than one hundred fifty thousand miles, and at least one of these vehicles must be new at the start of the first contract year.
- **Rule for Award:** Contract to be awarded to the responsible and responsive bidder with the lowest price based on the sum of the payments for the three contract years, including a performance bond and a representative group of field and athletic trips for each year.
- **Contract:** Use the same contract previously reviewed by counsel and approved by the School Committee, with updated specifications as noted above.

**Timeline.** The contract IFB schedule follows.

- November 20, 2017            Begin process to post on COMMBUYS.
- December 1, 2017            Advertise in Lincoln Journal.
- December 4, 2017            Posted on line in Bulletin for Goods and Services
- December 4, 2017            Distribute bid packets: on site for pick up and email  
   Advertise in Lincoln Journal.
- December 13, 2017            Mandatory Bidders' Conference, 11:00 AM.
- December 21, 2017            Bid opening, 2:00 PM. Determine responsiveness.
- December 21 to  
   January 2, 2018            Check references and determine responsibility.
- January 4, 2018                Recommendation to SC for vote to award contract.
- January 5 to 19, 2018        Formally award contract.