



New Milford Board of Education
25 Sunny Valley Road, Suite A
New Milford, CT 06776

INSTRUCTIONS TO PROPOSERS AND FORM OF PROPOSAL

Bid E-2223-006
Special Transportation Services



Scope of Services

New Milford Board of Education
25 Sunny Valley Road, Suite A
New Milford, CT 06776

New Milford Public Schools is requesting proposals for **Special Transportation Services** for The New Milford Board of Education to serve students who require special education services in out-of-district placements. The attached proposal specifications detail the requirements we are looking for.

The schools that our district currently has unmet transportation needs for is listed on the attached sheets. Also listed are the schools' addresses where one or more of these students currently attend. We are seeking proposals to provide transportation services to and from the these facilities on a daily basis for both the 2023-24 school year and the 2024-2025 school year.

At this time, none of the students listed require the assistance of an aide due to discipline or medical issues but we are still seeking pricing with and without an aide incase one is required in the future so please submit two prices on the attached form next to each run:

- transportation services alone
- transportation services with an aide

It is important to note that your bid price should include but not be limited to the costs of all labor, equipment, maintenance, insurance and fuel. In addition, the successful bidder must certify that they will meet all federal, state and local requirements and standards with respect to their staffing and equipment. A certificate of insurance naming the New Milford Board of Education will be required prior to the award of a contract.

A calendar for the 2023-2024 New Milford Public School district is included with this packet. At the time of this posting none of the placement districts have approved or made available a draft of their 2023-2024 calendars. The assumption should then be that these services will be required for at least 181 days with the possibility that they may be required for an extended school year.

Key Information

Bid Posted

June 23rd, 2023

Electronic Bid Submission

olsonL@newmilfordps.org
cornelisJ@newmilfordps.org

Bid Close and Recording July 10th, 2023 @ 1pm

Physical Bid Submission

Special Transportation Services Bid
c/o Special Education
25 Sunny Valley Rd, New Milford, CT
06776



Bidder Information Sheet

New Milford Board of Education
25 Sunny Valley Road, Suite A
New Milford, CT 06776

Name of Bidder: _____

Business Address: _____

Telephone #: _____

Date of Bid: _____

The bidder listed above declares and certifies:

First: That the said bidder is of lawful age and the only one interested in this Bid, and that no other bidder has any interest herein.

Second: That this bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purposes, and is in all respects fair and without collusion or fraud.

Third: That said bidder has carefully examined the instructions to bidders, schedules and specifications prepared under the direction of the Board of Education, and will, if successful in this bid, furnish and deliver at the prices bid and within the time stated, all the materials, supplies, apparatus, goods, wares, merchandise, service and/or labor for which this bid is made.

Fourth: That the price quotes herein are net and exclusive of all federal, state and municipal sales and excise taxes.

Fifth: Bid prices are set forth on the attached form(s).

(Person, Firm, or Corporation)

(Authorized Signature)

(Name-Typed or Printed)

Sixth: That the said bidder will comply with all COVID regulations and restrictions the district may adopt as per State/Federal and submit separately a projected plan for billing if services are curtailed do to any hybrid / remote learning model.

Seventh: That the said bidder will be amenable to signing separate individual contracts per each new run awarded at the start of or during subsequent years after the initial award.

Bidder Pricing Sheet 1 of 1

New Milford Board of Education
 25 Sunny Valley Road, Suite A
 New Milford, CT 06776

Location #		Destination		2023-2024 Daily Rate	2024-2025 Daily Rate
1	Connecticut Junior Republic			\$	\$
	550 Goshen Road				
	Litchfield, CT 06759			\$	\$
	Student Address		Aide required for current placement		
	5 Connelly Road, New Milford, CT		N		
204 Willow Springs, New Milford, CT		N			
21 Colonial Ridge Dr, Gaylordsville, CT		N	with aide	with aide	
132 Candlewood Mtn Rd, New Milford, CT		N			
2	Milestones Behavioral Services			\$	\$
	95 Wolf Harbor Rd				
	Milford, CT 06461			\$	\$
	Student Address		Aide required for current placement		
	33 Sterling Drive, New Milford, CT		N		
9 Boxwood Lane, New Milford, CT		N			
			with aide	with aide	
3	Ben Bronz Academy			\$	\$
	11 Wampanaog Drive				
	West Hartford, CT 06117			\$	\$
	Student Address		Aide required for current placement		
	116 Candlewood Lk Rd N, New Milford, CT		N		
39 Mist Hill Drive, New Milford, CT		N			
			with aide	with aide	

NEW MILFORD PUBLIC SCHOOLS 2023-2024 School Calendar

August Days 6

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 21 Teacher Work Day
- 22 Staff Meetings/Prof. Dev.
- 23 Convocation/K-5 Open House
- 24 Students Return (Early Dismissal Students Only) Staff PD
- 25 Early Dismissal Students Only (Staff PD)

September Days 19

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 4 Labor Day
 - 25 Yom Kippur
- Curriculum Night - date TBD by principal

October Days 21

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 9 Columbus Day
- 19 Early dismissal for students. Staff PD day

November Days 18

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- 2 Parent Conferences (see below) (snow date 11/9)
- 7 Parent Conferences (see below) (snow date 11/14)
- 10 Veterans Day Observed
- 22 Early Dismissal Staff/Students
- 23-24 Thanksgiving Recess

December Days 15

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 14 Early Dismissal for students/Staff PD
- 22-29 Holiday Recess

January Days 21

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- 1 New Year's Day
- 15 Martin Luther King Day

February Days 19

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

- 1 Early Dismissal for students/PD for Staff
- 16-19 Presidents' Weekend

March Days 20

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

- 6 Parent Conferences (see below) (Snow date March 12)
- 7 Parent Conferences (see below) (Snow date March 13)
- 14 Staff PD - Early Dismissal Students
- 29 Good Friday

April Days 17

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- 15-19 Spring Recess

May Days 22

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 16 Staff PD/Early Dismissal for students
- 27 Memorial Day







TBD Spring evening event

June * Days 3

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 5 Last Day of School (early dismissal for students)
- 6 Teacher Work Day

* NMHS Graduation Date will be set by the Board of Education at its September 2023 Meeting.

-  First Day of School
-  Schools Closed
-  Schools Closed for PD or Parent confs.
-  Early Dismissal
-  Last Day of School
-  Contingency for snow days

181 Student Days Total
186 Teacher Days Total

June 7-13 Snow days to be added at end of year (if needed).

Any additional days required will be taken from the April Spring Recess, beginning with and working back.

Any additional days required in excess of those indicated will be taken from the remaining days in June.

Parent Conference Hours	
Nov 2	
K-5	3:30 p.m. to 5:30 p.m.
6-12	2:30 p.m. to 4:30 p.m.
(Snow date 11/9)	
Nov 7	
K-12	12:30 p.m. to 7:30 p.m.
(Snow date 11/14)	
March 6	
K-5	1:30 p.m. to 5:30 p.m.
6-12	12:30 p.m. to 4:30 p.m.
(Snow date March 12)	
March 7	
K-5	3:30 p.m. to 5:30 p.m.
6-12	2:30 p.m. to 4:30 p.m.
(Snow date March 13)	