THE CITY OF ROCKFORD ILLINOIS, USA

Carrie Eklund
Central Services Manager
Finance Department

REQUEST FOR PROPOSALS
HEAD START TRANSPORTATION SERVICES
RFP NO.: 715-HS-093

7/23/15

Name of Proposing Firm: _____

Address _____ City: _____ State: ____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

RFP Opening Time and Date 11:00 a.m., Local Time, Wednesday, August 12, 2015

Proposals will be accepted until the specified opening time and date. Any bidder attempting to deliver after the opening time and date will be refused.

Bid Deposit/Bid Bond: NO
Prevailing Wage NO
Performance Bond: NO

PLEASE MARK THE RETURN SEALED ENVELOPE:

1. RFP Opening Date and Time
2. Title of Job
3. RFP Number

RETURN PROPOSALS TO:

City of Rockford
Central Services Manager
425 East State Street, 4th Floor
Rockford, Illinois 61104

PROPOSALS SUBMITTED BY FASCSIMILE OR E-MAIL WILL NOT BE ACCEPTED

PROPOSAL RESULTS:

Bid results may be obtained by telephone at (779) 348-7164, by fax at (800) 380-7174. or at www.rockfordil.gov

425 East State Street Rockford, Illinois 61104-1068 USA
779-348-7164 voice - 800-380-7174 fax www.rockfordil.gov

CITY OF ROCKFORD, ILLINOIS—BIDDING GENERAL CONDITIONS

1. Pricing. The bidder shall insert price for all bid items and all other information requested in these specifications. The price shall be the *full, delivered cost* to the City of Rockford with no additions.

2. Total versus "Per Item" Awards. The City generally awards contracts based on a lump sum basis to the lowest responsible and responsive bidder. However, the City may choose to award on a per item basis. Therefore, each bidder must submit pricing for each item indicated on the bid forms. Bidders must clearly indicate which items are bid and which are not.

3. Delivery of Merchandise. Delivery terms will always be Freight On Board (FOB)–Destination. The City of Rockford accepts no responsibility for the condition of any merchandise purchased prior to acceptance by City Personnel. Failure to comply with this requirement may constitute rejection of the bid.

4. Acceptance of Merchandise at Delivery. The City of Rockford reserves the right to refuse acceptance of delivered merchandise that differs substantially from the specifications in this invitation to bid or as otherwise permitted by Illinois law.

5. Prompt Payment Act. The City of Rockford intends to comply with the governmental prompt payment act. The awarded vendor will be paid upon submission of invoices to: City of Rockford Accounts Payable, 425 East State Street, Rockford, IL 61104.

6. W-9 Request for Taxpayer Identification Number. Prior to issuance of a purchase order, the successful bidder will be required to supply the City of Rockford with a federal W-9 Request for Taxpayer Identification Number and Certification. Failure to comply with this requirement will be considered a violation of contract terms, for which the City may bar the vendor from bidding for a period of up to three years.

7. Legal Compliance. The vendor awarded this contract will comply with all Federal, State, County, and City laws, ordinances, rules and regulations, which in any manner affect the product or service placed for bid herein. Lack of knowledge on the part of the awarded vendor of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws, ordinances, rules and regulations on the part of the awarded vendor, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

8. Legal Requirements. This contract sets forth the entire final agreement between the City of Rockford and the bidder and shall govern the respective duties and obligations of the parties. The validity of this contract, and any disputes arising from the contract, shall be governed by the laws of the State of Illinois. Any litigation under this agreement shall be resolved in the trial courts of Winnebago County, State of Illinois. Should a provision of this contract be declared invalid by a court of competent jurisdiction, it shall not affect the validity of the remaining provisions of the contract.

9. Safety. Prevention of accidents at any project is the sole responsibility of the awarded vendor and its subcontractors, agents, and employees. The awarded vendor, its subcontractors, agents, and employees shall be fully and solely responsible for the safety of this project. The awarded vendor shall retain exclusive and direct control over the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the awarded vendor.

10. Criminal Background Check. When necessary for the protection of citizens and/or City staff, the City may require an awarded vendor to conduct a criminal background check on all of its personnel who will have direct contact with City facilities or residents/businesses served under this contract. Personnel are defined as representatives, agents, employees, subcontractors, or anyone else who will be utilized to fulfill obligations under this contract. Criminal background checks, at a minimum, shall consist of a county level felony and misdemeanor check for each county in which the personnel resided in the last 10 years. The awarded vendor shall notify the City of any of its personnel who have been convicted of a felony or misdemeanor prior to commencing any work under this contract. At the City's discretion, personnel with any felony or misdemeanor convictions which raise a concern about the safety of building, property, or City staff/resident's personal security, or is otherwise job related (as determined by the City) shall not perform work under this contract. Once given notice that a background check(s) will be required, it must be completed within 14 calendar days so as to not delay work to be completed.

11. Control of the Work. With respect to the awarded vendor's own work, the City shall not have contractual, operational, and/or supervisory control over and/or charge of the work and shall not be responsible for construction means, methods, techniques, sequences, procedures, and programs in connection with the awarded vendor's work, since these are solely the vendor's responsibility under the agreement. The City shall not be responsible for the awarded vendor's failure to carry out the work in accordance with the agreement's terms and conditions. The City shall not have control over and/or charge of acts or omissions of the awarded vendor, its subcontractors, and/or their agents or employees, or any other person performing portions of the work not directly employed by the awarded vendor. The awarded vendor shall be considered to be an "independent contractor" pursuant to Illinois law.

12. Bid Bond. When required on the cover sheet, a bid bond for not less than 5 percent of the bid amount must accompany all bids as a guarantee that if the bid is accepted, the bidder will execute and file the proper contract. A bank cashier's check, bank draft, or certified check equal to the amount specified is acceptable in lieu of a bid bond. Bid bonds of the two lowest firms will be retained until the contract is awarded.

13. Performance Bond. When required by the specifications herein, the awarded vendor shall furnish a performance bond equal to the amount of the contract, acceptable to the City, within 14 calendar days after notification of contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

14. Taxes. No charge will be allowed for taxes from which the City of Rockford, Illinois is exempt. The City of Rockford, Illinois is not liable for the Illinois Retailers' Occupation Tax, the Service Occupation Tax or the Service Use Tax. The City is exempt from the Federal Excise and Transportation Tax.

15. Withdrawal of Bids. Firms may withdraw or cancel their bids at any time prior to the advertised invitation to bid opening. After the opening time, no bid shall be withdrawn or cancelled. All bids shall be firm and valid for a period of sixty (60) calendar days. If a bidder to whom a contract is awarded refuses to accept the award, the City may, at its discretion, suspend the bidder for a period of time up to three (3) years.

16. Subcontracting. The bidder shall provide information for all subcontractors, leased operators/equipment, and suppliers and all other information requested in the Subcontractor and Supplier Detail Forms attached. Requests for deviations from the completed detail forms submitted must be made in writing, and reviewed and approved by the City's Diversity Procurement Officer and the Central Services Manager or designee. The awarded vendor may not subcontract any portion of the contract after award without written consent of the City of Rockford

Central Services Manager. When subcontractors are used, the awarded vendor is required to pay subcontractors promptly after completion of work. Delay of payment is prohibited.

17. Termination of Contract. The City of Rockford reserves the right to terminate the contract in its entirety or in portions, upon written notice to the awarded vendor, if the Rockford City Council does not appropriate sufficient funds to complete the contract or in the event of default by the awarded vendor. Default is defined as failure of the awarded vendor to perform any of the provisions of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default, the City may purchase the product(s) and/or service(s) from other sources and hold the defaulting company responsible for any excess costs occasioned thereby. The City may require payment of liquidated damages for non-performance. Should default be due to failure to perform or because of a request for a price increase, the City reserves the right to remove the firm from the City's bidder list for a period of up to three years.

18. Late Bids and Proposals. Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the awarded vendor at their request and expense.

19. EEO Forms. Each firm shall be required to submit with its bid information all EEO forms included in the invitation to bid package. Any bid which fails to include the properly completed compliance items will not be read and will not be considered. All subcontractors shall also be required to comply with the same EEO forms as the firm.

20. Restrictive or Ambiguous Specifications. It is the responsibility of the bidding firm to review the invitation to bid specifications and to notify the Central Services Manager if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or invitation to bid procedures must be received by the Central Services Division not less than seventy-two hours prior to the time set for the opening. In the event a contract term is not defined within the contract document, the term will be given its ordinary dictionary definition.

21. Bid Protest. Firms wishing to protest bids or awards shall notify the Central Services Manager in writing within 7 days after the invitation to bid opening. The notification should include the bid number, the name of the firm protesting, and the reason why the firm is protesting the bid. The Central Services Manager will respond to the protest within seven (7) calendar days. A successful protest may result in the reversal of a previously awarded contract.

22. Disputes. In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Central Services Manager, or authorized representative shall be final and binding to all parties. The Central Services Manager has the right to waive technicalities as they see fit. The Central Services Manager may request a written recommendation from the head of the department using the equipment or service being procured.

23. Exceptions. Any deviations from these specifications shall be noted and submitted with the bid. Failure to address deviations from specifications may result in bid rejection.

24. Acceptance/Rejection of Bids. The City of Rockford reserves the right to accept or reject any or all bids or proposals at any time, for any reason, including but not limited to the Rockford City Council not appropriating

sufficient funds to purchase equipment or complete the contract. The City may make awards in any manner deemed in the best interest of the City.

25. Prevailing Wage. When indicated on the cover page of this document, this contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 *et seq.* ("the Act"). The Act requires awarded vendors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. When required, awarded vendors are responsible for paying current prevailing wage rates, as posted on the Illinois Department of Labor's website at: http://www.state.il.us/agency/idol/rates/rates.HTM. It is the awarded vendor's responsibility to verify current wage rates, as they are updated monthly. All awarded vendors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice, and record keeping duties.

26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 26. Certified Payroll. All Certified Payroll reports required to be submitted under the Prevailing Wage Act, 820 ILCS 130, must be submitted monthly via the City's current Certified Payroll reporting system. No paper copies or non-conforming Certified Payroll reports will be accepted. The City reserves the right to withhold payment due to the awarded vendor until the vendor displays compliance with this provision.

27. Substance Abuse Prevention. When required by Illinois State Statutes, awarded vendors must have in place and file with the City a written program for prevention of substance abuse among its employees. This program must include pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing, as required by the Substance Abuse Prevention on Public Works Projects Act.

28. Apprenticeship Requirement. For construction contracts over $50,000, awarded vendors must participate in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all Trades that will be in the awarded vendor's (or his subcontractor's) employment, with each worker receiving the required apprenticeship/training appropriate to his trade. Owners or work performed by owners is not exempt from the apprenticeship and training requirement.

29. Indemnification. To the fullest extent permitted by law, the awarded vendor shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the awarded vendor's performance of work under this agreement, and indemnifies and agrees to defend and hold harmless the City against any and all losses, claims, damages, and expenses arising from the work performed hereunder of the erection, construction, placement, or operation of any scaffold, hoist, crane, stay, ladder, support, or other mechanical contrivance in connection with such work including but not limited to losses, claims, damages, and expenses arising pursuant to claims asserted against the City pursuant to theories premised upon section 414 of the Restatement (Second) of Torts and section 343 of the Restatement (Second) of Torts.

This indemnification agreement shall not be limited in any way by any limitations on the amount or type of damages, compensation, or benefits payable by or for the awarded vendor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts, and serves as an express agreement to waive the protection of Kotecki v. Cyclops Welding Corp., 146 Ill.2d 155, 585 N.E.2d 1023 (1991) in Illinois.

Further, the awarded vendor agrees that it is solely responsible for compliance with all safety laws applicable to the work performed hereunder, including but not limited to the Occupational Safety and Health Act of 1970 and

the Construction Safety Act of 1960 and all standards and regulations which have been or shall be promulgated by the agencies which administer the Acts.

Under no circumstances shall the awarded vendor, its subcontractors, agents, and employees be required to indemnify the City for its own negligence.

30. Officers. Each bidder affirms, by submission of a response to this bid or request for proposals, that no officer of the City of Rockford, Illinois, is directly or indirectly interested in the proposal for any reason of personal gain.

31. Non-Waiver. The failure by the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this contract constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

32. Professional Services Selection Act. The City of Rockford intends to comply with 50 ILCS 510/5 governing the selection of professional services. Any reference in these terms and conditions to supplying pricing or price as a determining factor in selection do not apply for services covered by said act.

33. The City of Rockford reserves the right to accept or reject any and all proposals and to waive technicalities in submitted bids.

BID REQUIREMENTS FOR EQUAL EMPLOYMENT OPPORTUNITY

All bidders seeking to do business with the City of Rockford are **REQUIRED** to submit with any formal, sealed bid all of the following documents and information, attached herewith, completed and signed:

1. Equal Employment Opportunity Affirmative Action Plan Statement of Policy.

2. The Statement of Non-Compliance and Certificate of Non-Segregated Facilities.

3. The Contractor or Vendor Workforce Data Form listing all current employees, by classification, directly employed by the bidder. All categories of information requested must be supplied.
   Note: The number of employees must be entered under each category (no check marks)

   Below are the Federal definitions of the following racial groups accepted as minorities by the City of Rockford:
   Black: A person having origins in any of the Black racial groups of Africa, not of Hispanic origin.
   Hispanic: A person of Spanish or Portuguese culture with origins in Mexico, South or Central America, or the Caribbean Islands, regardless of race.
   Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Republic and Samoa.
   American Indian or Alaskan Native: A person having origins in any of the original peoples of North America.

4. Your State of Illinois Pre-Qualification Certification Number, issued by the Illinois Department of Human Rights for the Illinois Department of Human Rights Act, must provide expiration date entered in the place provided therefore.

5. Certificate of Non-Barred Bidding

6. All executed Subcontractor/Leased Operator and Supplier forms.

If you have not obtained your State of Illinois Pre-Qualification Number (item #4), by signing these documents you agree to make application for this number within 30 days from the date of bid opening.

ANY BID WHICH FAILS TO INCLUDE THE CITY OF ROCKFORD EEO PAGES 2, 4, AND 5, COMPLETED AND SIGNED WITH YOUR SEALED BID WILL NOT BE READ AND WILL NOT BE CONSIDERED – NO EXCEPTIONS.

Falsification of any required Equal Employment Opportunity or Affirmative Action information on the part of the bidder could result in rejection of the bid submitted or in the case where a contract has already been awarded, in the cancellation of said contract.

Any questions pertaining to E.E.O. requirements should be addressed to Ron Moore, Diversity Procurement Officer, Legal Department, 425 East State Street, Rockford, Illinois 61104, Phone: (779) 348-7396 or ron.moore@rockfordil.gov

EQUAL EMPLOYMENT OPPORTUNITY
AFFIRMATIVE ACTION PLAN
STATEMENT OF POLICY

It is the policy of this company, _____
to provide equal employment opportunity without regard to race, religion, color, national origin, handicap, age or sex through a program of positive action affecting all employees. In this program, our company carries out the requirements of Federal Executive orders 11246 and 11375, Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of the principle of equal opportunity in employment.

At present, _____ % of our work force are minorities and _____ % of our work force are females, and we will attempt to utilize minorities and females through a positive, continuing program in all jobs for which we contract in the future. Our company will utilize referrals from the City of Rockford's Diversity Procurement Officer for use of minorities and females regarding any future job vacancies.

It is also our intent to make efforts to purchase supplies or equipment from small business concerns located in the City of Rockford or counties of Winnebago or Boone and owned in substantial part (at least 51 per cent) by minorities or females.

_____ is the official who will be responsible for implementing this policy statement.

_____ will be designated as the Equal Opportunity Officer in our company, responsible for submission of all required equal employment opportunity documents.

In addition, _____ is hereby authorized to sign payroll as well as this company's officers. (NOTE: If only officers will be authorized to sign payrolls, please fill in "No One" in this space.)

STATEMENT OF NONCOMPLIANCE

If the equal employment opportunity hearing committee determines that a contractor, subcontractor/leased operator of equipment or bidder is not in compliance with this chapter, (also known as Chapter 11, Article III the City of Rockford Equal Opportunity Employment Ordinance), the hearing committee shall issue and serve upon such person a written statement of noncompliance setting forth the manner in which it finds such person has violated this chapter, and imposing and/or requiring appropriate sanctions, including, but not limited to any and/or all of the following:

a. Denying, suspending or revoking qualifications, or declaring the contractor or subcontractor irresponsible and ineligible for future contracts or subcontracts until such time as the contractor or subcontractor shall demonstrate to the equal employment opportunity hearing committee that it is in compliance;

b. Withholding or delaying payment on the contractor or;

c. Suspending, avoiding or canceling contract work.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his/her establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregated facilities are maintained. The bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this bid.

The bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors/leased operators of equipment for specific time periods) he/she will obtain identical certification from proposed subcontractors/leased operators of equipment from the provisions of the Equal Opportunity clause, and that he/she will retain such certification in his/her files.

CONTRACTOR OR VENDOR WORKFORCE DATA FORM

BIDDERS NAME: _____

NUMBER OF ALL EMPLOYEES MUST BE ENTERED FOR EACH CATEGORY ---
(No Check Marks Or Bid Will Not Be Accepted)

	MALES					FEMALES				
ALL JOB CLASSIFICATIONS	**W**	**B**	**H**	**A**	**I**	**W**	**B**	**H**	**A**	**I**

W - WHITE B - BLACK H – HISPANIC A - ASIAN OR PACIFIC ISLANDER I - AMERICAN INDIAN

ILLINOIS DEPARTMENT OF HUMAN RIGHTS CERTIFICATION

Our Illinois Department of Human Rights Number is: _____

Must Provide Expiration Date: _____

CERTIFICATE OF NON-BARRED BIDDING

The undersigned certifies that it is not barred from bidding on this contract as a result of a conviction for the violation of State laws prohibiting bid rigging or bid rotating. The undersigned also certifies that current or prospective employees, contractors, and subcontractors/leased operators of equipment are not listed as Excluded Individuals/Entities with the US Government, as maintained by the US General Services Administration.

By signing below, the firm agrees that all information provided in the previous pages is accurate, and that if the firm below does not currently have a Department of Human Rights number they will apply for one within thirty days with the State of Illinois.

Authorized Signature

Title

Firm

Our firm is a:

Minority Business Enterprise _____ City-Certified? Yes ____ No ____

Women Business Enterprise _____ City Certified? Yes ____ No ____

Neither _____

(Revised 12/21/0

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____

Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here | **Signature of U.S. person ▶** | **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,

2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

HEAD START TRANSPORTATION SERVICES
RFP NO.: 715-HS-093

1.0 Scope

The City of Rockford seeks a company that shall furnish transportation services for the Head Start program at Dennis.

2.0 General Requirements

2.1 Vendor Qualifications. No contract shall be awarded except to responsible firms capable of providing the class of service described.

2.2 Term of Contract. The contract with the successful vendor shall be for a period of one year from the date of award with two (2) one-year options to renew. Price adjustments will be considered at renewal and must be made 60 days prior to contract expiration, in writing, to the Central Services Manager.

2.3 Insurance Requirements. Upon execution of the contract, and prior to the vendor commencing any work or services with regard to the project, the vendor shall carry commercial general liability insurance, umbrella liability insurance, and automobile liability insurance on ISO form CG 00 01 10 01 (or a substitute form providing equivalent coverage) and the vendor shall provide the City with a Certificate of Insurance and Additional Insured Endorsement on ISO form CG 20 10 11 85 (or substitute form providing equivalent coverage) or on the combination of ISO forms CG 20 10 10 01 and CG 20 37 10 01 (or substitute forms providing equivalent coverage) naming the City as Additional Insured thereunder. Additional insured coverage shall apply as primary insurance and be noncontributory with respect to any other insurance afforded to the City. All coverage shall be placed with an insurance company duly admitted in the State of Illinois and shall be reasonably acceptable to the City. All vendor insurance carriers must maintain an A.M. Best rating of "A-" or better. Coverage shall be afforded to the additional insured whether or not a claim is in litigation.
The insurance coverage required above shall be of sufficient type, scope and duration to ensure coverage for the City for liability related to any manifestation date within the applicable statutes of limitation and/or repose which pertain to any work performed by or on behalf of the City in relation to the contract. The following insurance requirements shall apply to the successful firm for the duration of the contract unless explicitly waived by the Central Services Manager:

2.3.1 Commercial General Liability. The coverage available to the City, as Additional Insured, shall not be less than $1 million each occurrence, $2 million general aggregate (subject to a per project general aggregate provision applicable to the project), $2 million products/completed operations aggregate and $1 million personal and advertising injury limits. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2.3.2 Umbrella Liability. The coverage available to the City, as Additional Insured, shall not be less than $2 million each occurrence, $2 million general aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

2.3.3 Automobile Coverage. The coverage available to the City, as Additional Insured, shall include comprehensive automobile bodily injury and property damage liability coverage for a minimum amount of $1 million each occurrence, $2 million general aggregate.

2.3.4 Workers Compensation. Contractor shall maintain during the life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on the job site.

2.3.5 Insurance Certificates. Each Certificate of insurance shall provide that the insurer must give the City at least 30 days' prior written notice of cancellation and termination of the City's coverage thereunder. Not less than two weeks prior to the expiration, cancellation or termination of any such policy, the vendor shall supply the City with a new and replacement Certificate of Insurance and Additional Insured endorsement as proof of renewal of said original policy. Said new and replacement endorsements shall be similarly endorsed in favor of the City as set forth above. All subcontractors to be utilized by the Contractor shall provide Ownership with a Certificate of Insurance naming City of Rockford as additional insured prior to commencement of work by said subcontractor.

2.4 Evaluation of Proposals. An evaluation team using set criteria shall evaluate each proposal.

2.4.1 Evaluation Team. The evaluation team shall consist of staff from the Finance and Human Services Departments.

2.4.2 Evaluation Criteria. Proposals will be evaluated based on the criteria outlined below. Each criterion is worth 10 points, for a total possible score of 30.

- Firm Experience working with young children and children with disabilities
- Previous work of a similar nature
- Cost

2.4.3 Interview. Firms submitting responsible proposals may be required to make an oral presentation and respond to questions related to their qualifications and experience. The presentation by the proposing firm may be considered by the evaluation team in the determination of award.

2.5 Contact. Prior to the award of the contract to the successful bidder, prospective vendors shall contact Anne Wilkerson, Financial Analyst, at (779) 348-7466 or anne.wilkerson@rockfordil.gov.

2.6 Information to be Submitted. Vendor proposals should include the information listed below:

2.6.1 A description of the firm, including a list of clients within the State of Illinois and any Head Start agencies.

2.6.2 Training options available for all bus drivers.

2.6.3 Education, experience and expertise of the company.

2.6.4 Please submit an original and three (3) copies of your proposal.

3.0 Specific Requirements

3.1 The Contractor shall provide bus transportation for Pre-K students that participate in the Head Start program.

3.2 All transportation services must meet the requirements of the Head Start Transportation Performance Standards included in Attachment B.

3.3 Transportation shall include pick up in the morning, pick up and drop off at noon, and drop off in the afternoon from Dennis Head Start Site. See Attachment A for sample route information.

3.4 Contracted transportation services will begin November 2, 2015 and will operate until June 2016. Alternate start dates could be considered based on overall proposals submitted and program needs.

3.5 The program will operate every Monday-Friday, except for legal holidays and scheduled off days for Rockford Public Schools.

3.6 There will be 238 students that will need to be transported.

3.7 Vehicles

3.7.1 All vehicles used by the Contractor in the provision of Transportation Services under the contract (including spare vehicles) shall be property licensed, equipped maintained, and inspected with the applicable provisions of and Federal or Illinois State law. All vehicles shall conform to the most current standards for "School Buses". A certificate of compliance with the Standards shall be supplied to the City of Rockford for its inspection for each of the vehicles to be utilized in the provision of Transportation Services.

3.7.2 Vehicles used in the provision of Transportation Services shall be five (5) years maximum for 35-47 passengers.

3.7.3 All bidders shall, at time of submitting the signed bid, provide the City of Rockford with the complete specifications of all vehicles that the bidder proposes to use in the provision of Transportation Services.

3.7.4 The City shall be entitled, at any time during the Term, to require delivery of a current, valid mechanical fitness certificate on any vehicle(s) at its sole discretion and at no cost to the City of Rockford.

3.7.5 The interior of the vehicle is to be maintained at all times in a clean and sanitary condition.

3.8 Drivers

3.8.1 Drivers shall have and maintain in good standing at all times a valid CDL License and have passed a DCFS criminal background investigation. Copies of documents confirming the above shall be included with the bid. Any change in staff during the course of the contract shall require a submittal of this confirming documentation to the County contract administrator prior to the new employees starting work.

3.8.2 All drivers must be trained in School Bus Safety Programs and Orientation/Evacuation Drills. New drivers shall be given a two (2) week period to obtain this training.

3.8.3 The Contractor shall provide each driver with a wallet-sized identification card bearing a photograph of the employee, suitable identification, and the employer's name and address. This identification shall be presented upon request of a parent/guardian or any Head Start program manager.

3.8.4 Drivers must not smoke, eat, drink, or use foul language while loading, unloading or transporting students in their vehicles. Smoking on any vehicle, at any time, is not permitted.

3.8.5 Drivers shall assist students to and from vehicle in necessary cases.

3.8.6 Drivers will, under no circumstances, strike or use undue physical force on any student.

3.8.7 Drivers shall report any student conduct problem immediately to the Program Supervisor.

3.8.8 Drivers shall not give students any sweets or toys.

3.8.9 Drivers shall not leave students unattended in the vehicle for unnecessary periods. The engine is to be turned off and the ignition key removed by the driver when leaving the vehicle and all proper precautions shall be taken to ensure that the vehicle cannot be set in motion.

3.8.10 Drivers must make sure the vehicle doors are closed and the safety locks are used at all times when the vehicle is in motion.

3.8.11 At no time may the number of students in any vehicle exceed the manufacturer's specifications.

3.8.12 Under no circumstances shall students be required to stand.

3.8.13 The driver must make a check of the vehicle at the end of each trip for any sleeping students or lost articles.

3.8.14 The Contractor is required to have the driver perform a dry run of their routes in the preceding week prior to the start of the school year.

3.9 Pricing shall be for a daily rate for the program, regardless of the number of participants, or the number of miles traveled, and shall include the vehicle (including, but not limited to, all fuel, fluids, maintenance, and repairs), and driver.

ATTACHMENT A

(9)

ROUTE SHEET
Route # 7

AM Route: ☒
NOON: ☐
PM Route: ☐

Bus #: 981

Bus Driver Name: Yolanda E.

Bus Route for the Wee

/ 22, 2015

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	521 Willard Ave	P/U	10					
2.	2724 Ashland Ct.	P/U	12					
3.	1319 Carbaugh Ave.	P/U	2					
4.	1504 N Day Ave	P/U	10					
5.	4026 Auburn St. Apt 106	P/U	8					
6.	4026 Auburn St. Apt 210	P/U	11					
7.	4026 Auburn St Apt 210	P/U	2					
8.	4120 Auburn St #203	P/U	5					
9.	4224 Auburn St. Apt 108	P/U	5					
10.	4224 Auburn St Apt 111	P/U	12					
11.	4224 Auburn St Apt#207	P/U	11					
12.	1012 N. Sunset Ave	P/U	10					
13.	1004 N Independence Ave	P/U	12					
14.	2113 Shelly Dr.	P/U	8					
15.	824 Royal Ave.	P/U	11					
16.	517 Miriam Ave	P/U	5					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
17.	423 Albert Ave		P/U	10					
18.	2025 Andrews St.		P/U	12					
19.	2213 Andrews St		P/U	2					
20.	2305 School St		P/U	2					
21.	308 Soper Ave		P/U	8					
22.	206 Albert Ave		P/U	2	ST				
23.	111 N. Sunset Ave		P/U	5					
24.	1921 W State Street		P/U	1					
25.									
26.									
27.									

- **Additional names of parer at are on the bus.**

1. _____ _____

2. _____ _____

At the end of the week send y nsportation Specialist wee

Updated on 05-13-15

ATTACHMENT A

ROUTE SHEET
Route # 4

AM Route: ☒
NOON: ☐
PM Route: ☐

Bus #: 980

Bus Driver Name: Ronda G.

Bus Route for the W 5

	Address	(
1.	1016 S. Independence Ave **815-519-5986**	I
2.	1715 Loomis St	L
3.	1127 S. Central Ave	K
4.	1623 Hulin St	
5.	1236 S. Johnson Ave	K
6.	1727 Genoa St	L
7.	2008 Montague St	J E
8.	1106 Lincoln Ave	F
9.	1038 Lincoln Ave	J
10.	730 Linden Ave	D
11.	1410 West St	L M
12.	1317 S. Court St	N S
13.	319 Salter Ave **815-608-2254**	M
14.	1536 S. Main St St. Elizabeth Center	M

	P/U or D/O	Rm #	M	TU	W	TH	F
	P/U	10	NS				
	P/U	1	NS	npu	Npu	Npu	Npu
	P/U	2	NS				
	P/U	5	NS				
	P/U	11	NS				
	P/U	1	NS				
	P/U	1	NS				
	P/U	8	NS				
	P/U	12	NS				
	P/U	12	NS				
	P/U	1	NS				
	P/U	1	NS				
	P/U	5	NS				
	P/U	1	NS				

ATTACHMENT A

	Address	
15.	1536 S. Main St St. Elizabeth Center	
16.	729 Illinois Ave	
17.	1924 Clover Ave	
18.	730 Illinois Ave	
19.	539 Island Ave **815-703-7281**	
20.	504 Lincoln Ave **815-979-4094**	
21.	302 Cole Ave	
22.	2507 Clifton Ave	
23.	2503 South Main St#84 **815-708-3294**	
24.	2503 South Main St #76 **(815)621-4542**	
25.	2503 South Main St# **63 815-540-1866**	
26.		
27.		

	P/U or D/O	Rm #	M	TU	W	TH	F
	P/U	10	NS				
	P/U	1	NS				
	P/U	11	NS				
	P/U	12	NS				
	P/U	12	NS				
	P/U	8	NS				
	P/U	5	NS				
	P/U	12	NS				
	P/U	1	NS				
	P/U	1	NS				
	P/U	1	NS				

• **Additional names of par** **that are on the bus.**

1. _____ _____

2. _____ _____

At the end of the week send y **ansportation Specialist weekly.**

Updated on 05/18/15

ATTACHMENT A

ROUTE SHEET
Route # 09

AM Route: ☒
NOON: ☐
PM Route: ☐

Bus #: 975 **Bus Driver Name:** Pedro B.

**Bus Route for the ** '22/2015

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	1301 Blake St.	P/U	1					
2.	1332 Blake St.	P/U	1					
3.	1330 Blake St.	P/U	12					
4.	1206 Kent St.	P/U	8					
5.	1118 Morgan St.	P/U	5					
6.	1118 Morgan St	P/U	8					
7.	1008 Montague St.	P/U	1					
8.	1217 Corbin St.	P/U	1					
9.	1230 West St.	P/U	8					
10.	1127 S. Church St.	P/U	2					
11.	1225 S. Church St.	P/U	10					
12.	1218 S. Winnebago St.	P/U	1					
13.	623 ½ Kent St.	P/U	1					
14.	908 S. West St.	P/U	2					
15.	706 Houghton St.	P/U	11					
16.	706 Houghton St.	P/U	5					

ATTACHMENT A

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
17.	815 West St.	P/U	12					
18.	1425 Green St.	P/U	8					
19.	1606 Green St.	P/U	8					
20.	1819 Green St.	P/U	2					
21.								
22.								
23.								
24.								
25.								
26.				P/U	P/U	P/U	P/U	P/U
27.								

- **Additional names of p** **ff that are on the bus.**

1. _____ _____

2. _____ _____

At the end of the week sen **Transportation Specialist weekly.**

Updated on 05/15/2015 PB

ATTACHMENT A

ROUTE SHEET
Route # 1

AM Route: ☒
NOON: ☐
PM Route: ☐

Bus #: 978 **Bus Driver Name:** Debra F.

Bus Route for the W

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	505 Memorial Ave.	P/U	5					
2.	427 Homestead Ln.	P/U	5					
3.	4417 Kennett Ave.	PU	10		ST	ST		
4.	409 Nina Ter.	P/U	12					
5.	4336 Kennett Ave.	P/U	8					
6.	4009 Mila Ave. Home daycare	P/U	11		ST		ST	ST
7.	4009 Mila Ave.	P/U	2		ST		ST	ST
8.	204 Willard Ave.	P/U	2					
9.	204 Willard Ave.	P/U	5					
10.	303 Willard Ave.	P/U	11					
11.	303 Willard Ave.	P/U	12					
12.	416 N. Day Ave.	P/U	2					
13.	308 N. Day Ave.	P/U	11					
14.	225 N. Johnston Ave.	P/U	12					
15.	115 S. Day Ave.	P/U	11					
16.	601 S. Henrietta Ave.	P/U	12					
17.	710 Lexington Ave.	P/U	10					
18.	3507 Preston St.	P/U	2					

ATTACHMENT A

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
19.	3602 Delaware St.	P/U	11					
20.	717 Trenton Ave.	P/U	2					
21.	717 Trenton Ave. Home daycare	P/U	8					
22.	717 Trenton Ave.	P/U	11					
23.								
24.								
25.								
26.								

- **Additional names of p… …ff that are on the bus.**

1. _____ _____

2. _____ _____

At the end of the week send … …ransportation Specialist weekly.

Updated on 5/15/15

ATTACHMENT A

(158)

ROUTE SHEET
Route # 11
5 Person Route

AM Route: ☐
NOON: ☒
PM Route: ☐

Bus #: 977 **Bus Driver Name:** Charlotte A.

Bus Route for the Week

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	**3562 Elm St. #2A** **Cell: (779) 703-1925** **Cell: (847) 769-1417**	**P/U**	**12/D**					
2.	**3562 Elm St. #3B** **Cell: (815) 621-5355**	**P/U**	**8/E**					
3.	3564 Elm. St. #2C Cell: (773) 627-3614* Cell: (815) 540-8483	D/O	8					
4.	**3556 Elm St. #1A** **Cell: (815) 505-7554**	**P/U**	**8/E**					
5.	**3556 Elm St. #3B** **Cell: (708) 639-0204**	**P/U**	**2/B**					
6.	**3570 Elm. St. #2A** **Cell: (815) 914-4364 Mom**	**P/U**	**10/F**					
7.	**3570 Elm St. #1B** **Cell: (815) 540-0426**	**P/U**	**2/B**					
8.	**128 Cameron Ave. #2/A** **Cell: (901) 791-1800**	**P/U**	**5/C**					
9.	**128 Cameron Ave. #2/A** **Cell: (901) 791-1800**	**P/U**	**12/D**					
10.	**130 Cameron Ave. #3/A** **Cell: (779) 537-1800** **Cell: (779) 770-2483**	**P/U**	**11/G**					
11.	**130 Cameron Ave. #1/C** **Cell: (779) 770-4189**	**P/U**	**11/G**					
12.	**210 Waveland Ave.** **Cell: (815) 243-3411*** **Cell: (815) 621-5517**	**P/U**	**2/B**					
13.	303 Willard Ave. Cell Mom: (815) 501-2395 Cell Grandma: (678) 629-7338	D/O	11					
14.	303 Willard Ave. Cell Mom: (815) 501-2395 Cell Grandma: (678) 629-7338	D/O	12					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
15.	406 Bayliss Ave. (H): (779) 500-0642 * Cell: (815) 977-2871		D/O	12					
16.	204 Willard Ave. (815) 708-9651		D/O	2					
17.	204 Willard Ave. (815) 708-9651		D/O	5					
18.	416 N. Day Ave. Home: (815) 962-8457 Cell: (779) 347-6944		D/O	2					
19.	**320 N. Day Ave.** **Cell: (847) 769-9283 *** **Cell: (815) 904-5934 Dad**		**P/U**	**12/D**					
20.	308 N. Day Ave. Home: (815) 914-5892 Cell: (779) 772-9454 Sister		D/O	11					
21.	**201 N. Horace** Mom Cell: (815) 231-6909 Daycare: (815) 968-9261		**P/U**	**5/C**					
22.	115 S. Day Ave. Cell Mom: (779) 770-9206 Cell Grandma: (815) 227-7282		D/O	11					
23.	**214 S. Johnston Ave.** **Cell: (815) 505-4190**		**P/U**	**5/C**					
24.	**216 Howard Ave.** **Cell: (815) 980-1436**		**P/U**	**2/B**					
25.	**2309 Elm St.** **Cell: (815) 243-1235**		**P/U**	**10/F**	**ST** X		**ST** X		
26.	225 N. Johnston Ave. Cell: (815) 298-2434 Cell: (815) 298-3044 Dad		D/O	12					
27.	**403 N. Johnston Ave.** **Cell: (815) 968-7579**		**P/U**	**11/G**					
28.	308 Soper Ave Cell: (815) 298-7561 Mom		D/O	5					
29.	308 Soper Ave Cell: (815) 298-7561 Aunt Cell: (779) 208-2939 Mom		D/O	8					
30.	**219 Alliance Ave.** **Cell: (815) 315-5807**		**P/U**	**8/E**					
31.	**2210 Mulberry St.** **Cell: (815) 997-8563 Mom** **Cell: (815) 319-8220 Dad**		P/U	5/C					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
32.	**2210 Mulberry St.** **Cell: (815) 997-8563 Mom** **Cell: (815) 319-8220 Dad**		**P/U**	**8/E**					
33.	**217 S Independence Ave** **Cell: (779) 207-2188*** **Cell: (779) 537-8957**		**P/U**	**10/F**					
34.	**217 S Independence Ave** **Cell: (779) 207-2188 *** **Cell: (779) 537-8957**		**P/U**	**5/C**					
35.	**217 S Independence Ave** **Cell: (779) 207-2188 ***		**PU**	**12/D**					
36.	**1823 Chestnut St** **Cell: (779) 537-4732**		**P/U**	**10/F**					
37.	**419 S. Independence Ave** **Home: (937) 699-0161** **Cell: (937) 699-0161**		**P/U**	**2/B**					
38.	1819 Green St. Cell: (779) 210-1097		D/O	2					
39.	**309 Webster Ave.** **Cell: (779) 774-6027** **Babysitter: (815) 519-8092**		**P/U**	**11/G**					
40.	**509 Webster Ave** **Cell: (779) 208-6856**		**P/U**	**8/E**					
41.	**513 Webster Ave** **Cell: (779) 772-6683**		**P/U**	**5/C**					
42.	**607 S. Day Ave.** **Cell: (779) 537- 7105 *** **Grandma (815) 977- 4999**		**P/U**	**2/B**					
43.					D/O	D/O	D/O	D/O	D/O
44.									
45.					P/U	P/U	P/U	P/U	P/U
46.									
47.									
48.									
49.									
50.									
51.									

ATTACHMENT A

ROUTE SHEET
Route # 8
5 Person Route

AM Route: ☐
NOON: ☒
PM Route: ☐

Bus #: 981 **Bus Driver Name:** Yolanda E.

Bus Route for the W **May 22, 2015**

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	**3016 School St.**	**P/U**	**5**					
2.	521 Willard Ave. 779-384-4566	D/O	10					
3.	2724 Ashland Ct. 779-300-5222	D/O	12					
4.	606 N Day Ave 608-718-2231	D/O	10					
5.	**2616 Boylan Ct. Call: (815) 914-5616**	**P/U**	**1**					
6.	1504 N Day Ave 484-3596	D/O	10					
7.	1319 Carbaugh Ave 779-772-0011	D/O	2					
8.	4026 Auburn St. # 106 593-5666	D/O	8					
9.	**4026 Auburn St # 105**	**P/U**	**12**					
10.	4026 Auburn St # 210 779-703-1154	D/O	2					
11.	4026 Auburn St # 210	D/O	11					
12.	4120 Auburn St # 203 997-2391	D/O	5					
13.	4224 Auburn St # 207 391-4485	D/O	11					
14.	4224 Auburn St # 111 224-628-6842	D/O	12					
15.	2113 Shelly Dr. 779-348-3333	D/O	8					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
16.	**2119 Arthur Ave**		**P/U**	**11**					
17.	**2119 Arthur Ave**		**P/U**	**5**					
18.	**3920 Auburn Frontage Rd**		**P/U**	**5**					
19.	1012 N. Sunset Ave 601-6982		D/O	10					
20.	1004 N. Independence Ave 319-5166		D/O	12					
21.	824 Royal Ave.		D/O	11					
22.	**820 Albert Ave**		**P/U**	**5**					
23.	**702 Albert ave**		**P/U**	**2**					
24.	2025 Andrews St. 779-770-1688		D/O	12					
25.	2213 Andrews St 779-770-6723		D/O	2					
26.	517 Miriam Ave 319-5619		D/O	5					
27.	2305 School St Apt # 8 779-772-7278		D/O	2					
28.	602 Aliance Ave 494-7316		D/O	10					
29.	**512 Soper Ave**		**P/U**	**10**					
30.	**415 Albert Ave**		**P/U**	**8**					
31.	423 Albert Ave 708-6004		D/O	10					
32.	**318 Albert Ave**		**P/U**	**5**					
33.	206 Albert Ave		D/O	2					
34.	111 N. Sunset Ave		D/O	5					
35.	1921 W State Street		D/O	1					

ATTACHMENT A

ROUTE SHEET
Route # 5

AM Route: ☐
NOON: ☒
PM Route: ☐

Bus #: 980

Bus Driver Name: Ronda G.

Bus Route for the W

	Address		P/U or D/O	Rm #	M	TU	W	TH	F
1.	**3002 Cunningham St.**		**P/U**	**10**					
2.	1016 S. Independence Ave.		D/O	10					
3.	1715 Loomis St.	6	D/O	1					
4.	1127 S. Central Ave	1	D/O	2					
5.	**1204 S. Independence Ave**	2	**P/U**	**1**					
6.	**1204 S. Independence Ave**		**P/U**	**1**					
7.	1623 Hulin St.		D/O	5					
8.	**1611 Montague St.**	1	**P/U**	**8**					
9.	1236 S. Johnston Ave.	6	D/O	11					
10.	**1622 Loomis St**	7	**P/U**	**11**					
11.	1727 Genoa St.	58	D/O	1					
12.	2008 Montague St	9	D/O	1					
13.	**1314 Victoria Ave 815-993-8619**	90	**P/U**	**5**					
14.	1106 Lincoln Ave	91	D/O	8					
15.	1038 Lincoln Ave	2	D/O	12					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
16.	**1326 Clifton Ave**		**P/U**	**1**					
17.	**1326 Clifton Ave**		**P/U**	**1**					
18.	730 Linden Ave		D/O	12					
19.	729 Illinois Ave		D/O	1					
20.	**2115 S. Central Ave**		**P/U**	**11**					
21.	1924 Clover Ave		D/O	11					
22.	539 Island Ave 815-703-7281		D/O	12					
23.	**528 Island Ave (608)312-8365**		**P/U**	**1**					
24.	**624 Island Ave 815-212-2015**		**P/U**	**1**					
25.	**621 Island Ave 779-207-9824**		**P/U**	**1**					
26.	504 Lincoln Ave 815-979-4094		D/O	8					
27.	1410 West St		D/O	1					
28.	1317 S. Court St		D/O	1					
29.	319 Salter Ave 815-608-2254		D/O	5					
30.	**325 Knowlton**		**P/U**	**1**					
31.	**1320 S. Church St**		**P/U**	**1**					
32.	1536 S. Main St St. Elizabeth Center		D/O	1					
33.	1536 S. Main St St. Eilzbeth Center		D/O	10					
34.	1536 S. Main St St. Elizabeth Center		D/O	12					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
8	302 Cole Ave		D/O	5					
30	2507 Clifton Ave		D/O	12					
31	2503 S. South Main #84 815-708-3294		D/O	1					
32	2503 South Main #76 815-621-4542		D/O	1					
33	2503 South Main #63 815-540-1866		D/O	1					
34									

- **Additional names of p** **if that are on the bus.**

1. _____ 3. _____

2. _____ 4. _____

At the end of the week send your old route sheets to the Transportation Specialist weekly.

Updated on 05/18/15

ATTACHMENT A

ROUTE SHEET
Route # 10 (5 PERSON ROUTE)

AM Route: ☐
NOON: ☒
PM Route: ☐

Bus #: 975

Bus Driver Name: Pedro B.

Bus Route for the 5/22/2015

	Address
1.	**3912 Preston St.**
2.	**1312 Morgan St.**
3.	**1227 Morgan St.**
4.	**1227 Morgan St.**
5.	1206 Kent St.
6.	1301 Blake St (815) 621-9368
7.	1332 Blake St.
8.	1330 Blake St.
9.	**1216 Blake St.**
10.	**1013 Blake St.**
11.	1118 Morgan St. (815) 721-0621
12.	1118 Morgan St. (815) 721-0282
13.	**1250 Rose Ave.**
14.	**1211 Montague St.**
15.	1008 Montague St.
16.	**1101 Corbin St**

P/U or D/O	Rm #	M	TU	W	TH	F
P/U	**2**					
P/U	**1**					
P/U	**8**					
P/U	**12**					
D/O	8					
D/O	1					
D/O	1					
D/O	12					
P/U	**5**					
P/U	**1**					
D/O	5					
D/O	8					
P/U	**12**					
P/U	**12**					
D/O	1					
P/U	**5**					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
17.	1217 S. Corbin St. (815) 540-7847		D/O	1					
18.	**1225 S Ferguson St.** **(815) 566-5509**		**P/U**	**2**					
19.	1230 West St.		D/O	8					
20.	**1114 S. West St.** **(779) 537-9336**		**P/U**	**1**					
21.	1127 S. Church St. (815) 540-2873		D/O	2					
22.	1127 S. Church St. (815) 218-4129		D/O	10					
23.	1225 South Court St.		D/O	10					
24.	1218 S.Winnebago St (815) 670-5513.		D/O	1					
25.	**1218 Winnebago St.**		**P/U**	**1**					
26.	623 ½ Kent St.		D/O	1					
27.	908 West St.		D/O	2					
28.	**709 Kent St**		**P/U**	**12**					
29.	**906 Ferguson St.**		**P/U**	**1**					
30.	706 Houghton St. (815) 540-2396		D/O	11					
31.	706 Houghton St. (815)516-6808		D/O	8					
32.	**704 Pleasant St.**		**P/U**	**10**					
33.	1118 S. Winnebago (779) 537-1970		D/O	12					
34.	**1202 Elm Street**		**P/U**	**8**					
35.	**1409 Green St.**		**P/U**	**1**					
36.	1425 Green St. (779)770-0303		D/O	8					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
37.	**1606 Green St.**		**P/U**	**10**					
38.	1606 Green St. (815) 981-5101		D/O	8					
39.									
40.									
41.									
42.									
43.					P/U	P/U	P/U	P/U	P/U
44.									
45.					D/O	D/O	D/O	D/O	D/O
46.									

- **Additional names of parents(s), guardian or staff that are on the bus.**

1. _____ 3. _____

2. _____ 4. _____

At the end of the week send your old route sheets to the Transportation Specialist weekly

Updated on 05/15/2015 PB

ATTACHMENT A

ROUTE SHEET
Route # 2
5 Person

AM Route: ☐
NOON: ☒
PM Route: ☐

Bus #: 978 **Bus Driver Name:** Debra F.

Bus Route for the We)15

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	**305 Euclid Ave.**	**P/U**	**8**					
2.	**305 Euclid Ave.**	**P/U**	**10**					
3.	427 Homestead Ln.	D/O	5					
4.	**503 Vincent Ave.**	**P/U**	**12**					
5.	505 Memorial Ave.	D/O	5					
6.	4417 Kennett Ave.	D/O	10					
7.	409 Nina Terr.	D/O	12					
8.	4336 Kennett Ave.	D/O	8					
9.	**4436 Kennett Ave.**	**P/U**	**8**					
10.	4009 Mila Ave.	D/O	11		ST		ST	ST
11.	4009 Mila Ave.	D/O	2		ST		ST	ST
12.	**3924 Delaware St.**	**P/U**	**8**					
13.	**3924 Delaware St.**	**P/U**	**10**					
14.	717 Trenton Ave. Call	D/O	8					
15.	717 Trenton Ave. Call 773 772-0588	D/O	2					
16.	717 Trenton Ave. Call 773 772-0588	D/O	11					
17.	**717 Trenton Ave.**	**P/U**	**5**					
18.	**633 Hartford Ave.**	**P/U**	**11**					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
19.	628 Concord Ave. Home daycare		P/U	11					
20.	628 Concord Ave.		P/U	11					
21.	715 S. Pierpont Ave.		D/O	8					
22.	710 Lexington Ave.		D/O	10					
23.	3507 Preston St.		D/O	2					
24.	3602 Delaware St.		D/O	11					
25.	418 Lexington Ave.		P/U	11					
26.	418 Lexington Ave.		P/U	10					
27.	304 Cameron Av #2A		P/U	10					
28.	208 Cameron Av #1B		P/U	11					
29.	212 Cameron Av #1C		P/U	2					
30.	212 Cameron Av #2B		P/U	12					
31.	212 Cameron Av #3B		P/U	10					
32.	214 Cameron Av #1B		P/U	12					
33.	220 Cameron Av #2C		P/U	10					
34.	311 Cameron Av #1A		P/U	11					
35.	311 Cameron Av #1A		P/U	10					
36.	313 Cameron Av #1B		P/U	12					
37.	311 Cameron Av #2B		P/U	2					
38.	313 Cameron Av #3A		P/U	8					
39.	321 Cameron Av #3A		P/U	8					
40.	321 Cameron Av #3C		P/U	2					
41.	327 Cameron Av #1C		P/U	12					
42.	327 Cameron Av #1A		P/U	8					
43.	327 Cameron Av #2B		P/U	12					

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
44.	627 Concord Ave.		P/U	2					
45.									
46.									
47.									
48.									
49.									
50.					D/O	D/O	D/O	D/O	D/O
51.									
52.					P/U	P/U	P/U	P/U	P/U
53.									

- Additional names of pare hat are on the bus.

1. _____ _____

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At the end of the week send your old route sheets to the Transportation Specialist weekly.

Updated on: 4/23/15

ATTACHMENT A

ROUTE SHEET
Route # 18

403

AM Route: ☐
NOON: ☐
PM Route: ☒

Bus #: 981

Bus Driver Name: Yolanda E.

Bus Route for the V

May 22, 2015

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	3912 Preston St 779-770-0894	D/O	2					
2.	633 Hartford Ave 968-8457	D/O	11					
3.	628 Concord Ave 980-4343	D/O	11					
4.	628 Concord Ave 980-4343	D/O	11					
5.	446 Pierpont Ave. 955-7324	D/O	10					
6.	210 Waveland 243-3411	D/O	2					
7.	607 S. Day Ave. 779-53-7105	D/O	2					
8.	438 Vista Ter 779-770-1557	D/O	12					
9.	214 S. Johnston Ave.	D/O	5					
10.	2309 Elm St. 243-1235	D/O	10					
11.	219 Alliance Ave 315-5807	D/O	8					
12.	2210 Mulberry St 997-8563	D/O	8					
13.	2210 Mulberry St 997-8563	D/O	5					
14.	309 Webster Ave 519-8092	D/O	11					
15.	509 Webster Ave. 708-0208	D/O	8					
16.	513 Webster 779-772-6683	D/O	5					

ATTACHMENT A

	Address	Child's Name	P/U or D/O	Rm #	M	TU	W	TH	F
17.	216 Howard Ave 980-1436		D/O	2					
18.	217 S. Independence		D/O	12					
19.	217 S Independence 779-537-8951		D/O	10					
20.	217 S Independence		D/O	5					
21.	1823 Chestnut Ave 779-201-1224		D/O	10					
22.	419 S Independence Ave 209-4958		D/O	2					
23.	1606 Green St. 962-6729		D/O	10					
24.	1202 Elm Street 779-207-2202		D/O	8					
25.	1409 Green St 319-1152		D/O	1					
26.									
27.									
28.									
29.									

- **Additional names of pa** **f that are on the bus.**

1. _____ _____

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At the end of the week send **ransportation Specialist weekly.**

Updated on 5/5/15

ATTACHMENT A

ROUTE SHEET
Route # 6

AM Route: ☐
NOON: ☐
PM Route: ☒

Bus #: 980

Bus Driver Name: Ronda G.

Bus Route for the We

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	3002 Cunningham Rd	D/O	10					
2.	1622 Loomis St	D/O	11					
3.	1312 Morgan St	D/O	1					
4.	1227 Morgan St	D/O	8					
5.	1227 Morgan St	D/O	12					
6.	1211 Montague St	D/O	12					
7.	1204 S. Independence Ave	D/O	1					
8.	1204 S. Independence Ave	D/O	1					
9.	1611 Montague St	D/O	8					
10.	1314 Victoria	D/O	5					
11.	1250 Rose Ave	D/O	11					
12.	1101 Corbin St	D/O	5					
13.	1225 Ferguson St	D/O	2					
14.	1326 Clifton Ave	D/O	1					
15.	1326 Clifton Ave	D/O	1					
16.	811 Island Ave	D/O	5					

ATTACHMENT A

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
17.	528 Island Ave **608-312-8365**	D/O	1					
18.	624 Island Ave **815-212-2015**	D/O	1					
19.	621 Island Ave **779-207-9824**	D/O	1					
20.	325 Knownlton Ave	D/O	1					
21.	1320 S. Church St	D/O	1					
22.	1218 S. Winnebago	D/O	1					
23.	1114 West St	D/O	1					
24.	709 Kent St	D/O	12					
25.	906 Ferguson St	D/O	1					
26.	704 Pleasant	D/O	10					
27.	1013 Blake St	D/O	1					
28.								
29.								
30.								

Additional names of parer **at are on the bus.**

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At the end of the week send you **portation Specialist weekly.**

Updated on05/18/15

ATTACHMENT A

ROUTE SHEET
Route # 12

AM Route: ☐
NOON: ☐
PM Route: ☒

Bus #: 975

Bus Driver Name: Pedro B.

Bus Route for the W **/2015**

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	3556 Elm St.	D/O	2					
2.	3556 Elm St. #1A **C: (815) 505-7554**	D/O	8					
3.	3562 Elm St. #2A **C: (815) 583-5310** **C: (815) 505-1790**	D/O	12					
4.	3562 Elm St. #3B **C: (815) 995-0805**	D/O	8					
5.	3570 Elm St. #2A **C: (815) 914-4364**	D/O	10					
6.	3570 Elm St. #1C	D/O	2					
7.	128 Cameron Ave. #2/A **C: (815) 621-0895 father** **C: (815) 670-1657**	D/O	5					
8.	128 Cameron Ave. #2/A **C: (815) 621-0895**	D/O	12					
9.	130 Cameron Ave. #3/A **C: (779) 770-2483**	D/O	11					
10.	130 Cameron Ave. #1/C **C: (779) 770-4189**	D/O	11					
11.	3016 School St. **C: (779) 537-2060**	D/O	5					
12.	320 N. Day Ave **C: (815) 231-6428**	D/O	12					
13.	201 N. Horace Ave.	D/O	5					
14.	403 N. Johnston Ave.	D/O	11					
15.	512 Soper Ave.	D/O	10					

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
16.	2616 Boylan Ct. **Call #16** (815) 914-5616	D/O	1					
17.	2119 Arthur Ave. **C: (815) 713-3457**	D/O	11					
18.	2119 Arthur Ave. (815) 713-3457	D/O	5					
19.	4026 Auburn St. # 105 **Call #17** (779) 221-5097	D/O	12					
20.	3920 Auburn St. #3	D/O	5					
21.	820 Albert Ave. **C: (815) 375-0266**	D/O	5					
22.	702 Albert Ave.	D/O	2					
23.	415 Albert Ave. **C: (815) 742-7057**	D/O	8					
24.	318 Albert Ave. (779) 537-7116	D/O	5					
25.								
26.								
27.				D/O	D/O	D/O	D/O	D/O
28.								

- **Additional names of pa that are on the bus.**

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At the end of the week send ansportation Specialist weekly.

Updated on: 05/15/2015PB

ATTACHMENT A

ROUTE SHEET
Route # 3

AM Route: ☐
NOON: ☐
PM Route: ☒

Bus #: 978

Bus Driver Name: Debra F.

Bus Route for the 5

	Address	P/U or D/O	Rm #	M	TU	W	TH	F
1.	4236 Kennett Ave.	D/O	8					
2.	305 Euclid Ave.	D/O	8					
3.	305 Euclid Ave.	D/O	10					
4.	503 Vincent Ave.	D/O	12					
5.	3924 Delaware St.	D/O	8					
6.	3924 Delaware St.	D/O	10					
7.	3617 Delaware St. Washington Center 815 987-1612	D/O	2					
8.	418 Lexington Ave	D/O	10					
9.	418 Lexington Ave.	D/O	11					
10.	304 Cameron Ave#2A	D/O	10					
11.	208 Cameron Ave#3A	D/O	11					
12.	212 Cameron Ave#1C	D/O	2					
13.	212 Cameron Ave#2B	D/O	12					
14.	212 Cameron Ave#3B 779 772-6156	D/O	10					
15.	214 Cameron Ave#1A	D/O	5					
16.	214 Cameron Ave#1B	D/O	12					
17.	214 Cameron Ave#1C	D/O	12					
18.	220 Cameron Ave#2C 779 770-8340	D/O	10					

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	Address	P/U or D/O	Rm #	M	TU	W	TH	F
19.	311 Cameron Ave#1A	D/O	11					
20.	311 Cameron Ave#1A	D/O	10					
21.	313 Cameron Ave#1B	D/O	12					
22.	313 Cameron Ave#2B	D/O	2					
23.	313 Cameron Ave#3B	D/O	8					
24.	321 Cameron Av #3A	D/O	8					
25.	321 Cameron Av #3C	D/O	2					
26.	327 Cameron Ave#1A	D/O	8					
27.	327 Cameron Ave#2B	D/O	12					
28.								
29.								
30.								
31.								
32.				D/O	D/O	D/O	D/O	D/O
33.								
34.								

- **Additional names of p**

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At the end of the week ser

ıff that are on the bus.

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Transportation Specialist weekly.

Updated on: 5/15/15

ATTACHMENT B

Subpart F—Construction and Major Renovation

SOURCE: 68 FR 23223, May 1, 2003, unless otherwise noted.

§1309.51 Submission of drawings and specifications.

(a) The grantee may not advertise for bids or award a contract for any part of construction or major renovation funded by grant funds until the grantee has submitted to the responsible HHS official final working drawings and written specifications for the project, a written certification by a licensed engineer or architect as to technical appropriateness of the proposed construction or renovation and the conformity of the project as shown in the final working drawings and specifications with Head Start programmatic requirements, and a written estimate of the costs of the project by a licensed architect or engineer.

(b) The responsible HHS official may authorize the grantee to advertise bids or award a contract after receiving the information provided under paragraph (a) of this section and determining that sufficient funding is, or will be, available to cover the costs of the project as estimated by the architect or engineer, and that the scope of the project as described in the drawings and specifications is appropriate to the needs of the grantee.

§1309.52 Procurement procedures.

(a) All facility construction and major renovation transactions must comply with the procurement procedure in 45 CFR parts 74 or 92, and must be conducted in a manner to provide, to the maximum extent practical, open and free competition.

(b) All contracts for construction or major renovation of a facility to be paid for in whole or in part with Head Start funds require the prior, written approval of the responsible HHS official and shall be on a lump sum fixed-price basis.

(c) Prior written approval of the responsible HHS official is required for unsolicited modifications that would change the scope or objective of the project or would materially alter the costs of the project by increasing the amount of grant funds needed to complete the project.

(d) All construction and major renovation contracts for facilities acquired with grant funds shall contain a clause stating that the responsible HHS official or his or her designee shall have access at all reasonable times to the work being performed pursuant to the contract, at any stage of preparation or progress, and require that the contractor shall facilitate such access and inspection.

§1309.53 Inspection of work.

(a) The grantee must provide and maintain competent and adequate architectural or engineering inspection at the work site to insure that the completed work conforms to the approved plans and specifications.

(b) The grantee must submit a final architectural or engineering inspection report of the facility to the responsible HHS official within 30 calendar days of substantial completion of the construction or renovation.

§1309.54 Davis-Bacon Act.

Construction and renovation projects and subcontracts financed with funds awarded under the Head Start program are subject to the Davis-Bacon Act (40 U.S.C. 276a *et seq.*) and the Regulations of the Department of Labor, 29 CFR part 5. The grantee must provide an assurance that all laborers and mechanics employed by contractors or subcontractors in the construction or renovation of affected Head Start facilities shall be paid wages at not less than those prevailing on similar construction in the locality, as determined by the Secretary of Labor.

PART 1310—HEAD START TRANSPORTATION

Start

Subpart A—General

Sec.
1310.1 Purpose.
1310.2 Applicability.
1310.3 Definitions.

Subpart B—Transportation Requirements

1310.10 General.
1310.11 Child Restraint Systems.

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1310.12 Required use of School Buses or Allowable Alternate Vehicles.
1310.13 Maintenance of vehicles.
1310.14 Inspection of new vehicles at time of delivery.
1310.15 Operation of vehicles.
1310.16 Driver qualifications.
1310.17 Driver and bus monitor training.

Subpart C—Special Requirements

1310.20 Trip routing.
1310.21 Safety education.
1310.22 Children with disabilities.
1310.23 Coordinated transportation.

AUTHORITY: 42 U.S.C. 9801 *et seq.*

SOURCE: 66 FR 5311, Jan. 18, 2001, unless otherwise noted.

Subpart A—General

§ 1310.1 Purpose.

Under the authority of sections 640(i) and 645A(b)(9) of the Head Start Act (42 U.S.C. 9801 *et seq.*), this part prescribes regulations on safety features and the safe operation of vehicles used to transport children participating in Head Start and Early Head Start programs. Under the authority of sections 644(a) and (c) and 645A(b)(9) of the Head Start Act, this part also requires Head Start, Early Head Start, and delegate agencies to provide training in pedestrian safety and to make reasonable efforts to coordinate transportation resources to control costs and to improve the quality and the availability of transportation services.

§ 1310.2 Applicability.

(a) This rule applies to all Head Start and Early Head Start agencies, and their delegate agencies (hereafter, agency or agencies), including those that provide transportation services, with the exceptions provided in this section, regardless of whether such transportation is provided directly on agency owned or leased vehicles or through arrangement with a private or public transportation provider. Transportation services to children served under the home-based Option for Head Start and Early Head Start services are excluded from the requirements of 45 CFR 1310.12, 1310.15(c), and 1310.16. Except when there is an applicable State or local requirement that sets a higher standard on a matter covered by this part, agencies must comply with requirements of this part.

(b)(1) Sections 1310.12(a) and 1310.22(a) of this part are effective December 20, 2006.

(2) This paragraph and paragraph (c) of this section, the definition of child restraint systems in Sec. 1310.3 of this part, and Sec. 1310.15(a) are effective November 1, 2006. Sections 1310.11 and 1310.15(c) of this part are effective June 21, 2004. Section 1310.12(b) of this part is effective February 20, 2001. All other provisions of this part are effective January 18, 2002.

(c) Effective November 1, 2006, an agency may request a waiver of specific requirements of this part, except for the requirements of this paragraph. Requests for waivers must be made in writing to the responsible Health and Human Services (HHS) official, as part of an agency's annual application for financial assistance or amendment thereto, based on good cause. "Good cause" for a waiver will exist when adherence to a requirement of this part would itself create a safety hazard in the circumstances faced by the agency, or when compliance with requirements related to child restraint systems (Secs. 1310.11, 1310.15(a)) or bus monitors (Sec. 1310.15(c)) will result in a significant disruption to the program and the agency demonstrates that waiving such requirements is in the best interest of the children involved. In addition, the responsible HHS official shall have the authority to grant waivers of the requirements related to child restraint systems (Sec. 1310.11, 1310.15(a)) or bus monitors (Sec. 1310.15(c)) that are retroactive to October 1, 2006 during the period from November 1, 2006 to October 30, 2007. The responsible HHS official is not authorized to waive any requirements of the Federal Motor Vehicle Safety Standards (FMVSS) made applicable to any class of vehicle under 49 CFR part 571. The responsible HHS official shall have the right to require such documentation as the official deems necessary in support of a request for a waiver. Approvals of waiver requests must be in writing, be signed by the responsible

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HHS official, and be based on good cause.

[66 FR 5311, Jan. 18, 2001, as amended at 69 FR 2517, Jan. 16, 2004; 71 FR 58535, Oct. 4, 2006]

§1310.3 Definitions.

Agency as used in this regulation means a Head Start or Early Head Start or delegate agency unless otherwise designated.

Agency Providing Transportation Services means an agency providing transportation services, either directly or through another arrangement with a private or public transportation provider, to children enrolled in its Head Start or Early Head Start program.

Allowable Alternate Vehicle means a vehicle designed for carrying eleven or more people, including the driver, that meets all the Federal Motor Vehicle Safety Standards applicable to school buses, except 49 CFR 571.108 and 571.131.

Bus monitor means a person with specific responsibilities for assisting the driver in ensuring the safety of the children while they ride, board, or exit the vehicle and for assisting the driver during emergencies.

Child Restraint System means any device designed to restrain, seat, or position children that meets the current requirements of Federal Motor Vehicle Safety Standard No. 213, Child Restraint Systems, 49 CFR 571.213, for children in the weight category established under the regulation, or any device designed to restrain, seat, or position children, other than a Type I seat belt as defined at 49 CFR 571.209, for children not in the weight category currently established by 49 CFR 571.213.

Commercial Driver's License (CDL) means a license issued by a State or other jurisdiction, in accordance with the standards contained in 49 CFR part 383, to an individual which authorizes the individual to operate a class of commercial motor vehicles.

Delegate Agency means a local public or private not-profit or for-profit agency to which a Head Start or Early Head Start agency has delegated all or part of its responsibility for operation of a Head Start program.

Early Head Start Agency means a public or private non-profit or for-profit agency or delegate agency designated to operate an Early Head Start program pursuant to Section 645A of the Head Start Act.

Early Head Start Program means a program of services provided by an Early Head Start Agency funded under the Head Start Act.

Federal Motor Vehicle Safety Standards (FMVSS) means the National Highway and Traffic Safety Administration's standards for motor vehicles and motor vehicle equipment (49 CFR part 571) established under section 30111 of Title 49, United States Code.

Fixed route means the established routes to be traveled on a regular basis by vehicles that transport children to and from Head Start or Early Head Start program activities, and which include specifically designated stops where children board or exit the vehicle.

Head Start Agency, means a local public or private non-profit or for-profit agency designated to operate a Head Start program pursuant to Section 641 of the Head Start Act.

Head Start Program means a program of services provided by a Head Start agency or delegate agency and funded under the Head Start Act.

National Driver Register means the National Highway Traffic Safety Administration's automated system for assisting State driver license officials in obtaining information regarding the driving records of individuals who have been denied licenses for cause; had their licenses denied for cause, had their licenses canceled, revoked, or suspended for cause, or have been convicted of certain serious driving offenses.

National Standards for School Buses and School Bus Operations means the recommendations resulting from the Eleventh National Conference on School Transportation, May 1990, published by the National Safety Council, Chicago, Illinois.

Reverse beeper means a device which automatically sounds an intermittent alarm whenever the vehicle is engaged in reverse.

School Bus means a motor vehicle designed for carrying 11 or more persons (including the driver) and which complies with the Federal Motor Vehicle

ATTACHMENT B

Safety Standards applicable to school buses.

Seat Belt Cutter means a special device that may be used in an emergency to rapidly cut through the seat belts used on vehicles in conjunction with child restraint systems.

State means any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.

Transportation Services means the planned transporting of children to and from sites where an agency provides services funded under the Head Start Act. Transportation services can involve the pick-up and discharge of children at regularly scheduled times and pre-arranged sites, including trips between children's homes and program settings. The term includes services provided directly by the Head Start and Early Head Start grantee or delegate agency and services which such agencies arrange to be provided by another organization or an individual. Incidental trips, such as transporting a sick child home before the end of the day, or such as might be required to transport small groups of children to and from necessary services, are not included under the term.

Trip routing means the determination of the fixed routes to be traveled on a regular basis for the purpose of transporting children to and from the Head Start or Early Head Start program or activities.

[66 FR 5311, Jan. 18, 2001, as amended at 71 FR 58535, Oct. 4, 2006]

Subpart B—Transportation Requirements

§ 1310.10 General.

(a) Each agency must assist as many families as possible who need transportation in order for their children to attend the program in obtaining that transportation.

(b) When an agency has decided not to provide transportation services, either for all or a portion of the children, it must provide reasonable assistance to the families of such children to arrange transportation to and from its activities. The specific types of assistance being offered must be made clear to all prospective families in the program's recruitment announcements.

(c) Each agency providing transportation services is responsible for compliance with the applicable requirements of this Part. When an agency provides transportation through another organization or an individual, the agency must ensure the compliance of the transportation provider with the requirements of this part.

(d) Each agency providing transportation services, must ensure that each vehicle used in providing such services is equipped with:

(1) a communication system to call for assistance in case of an emergency:

(2) safety equipment for use in an emergency, including a charged fire extinguisher that is properly mounted near the driver's seat and a sign indicating its location;

(3) a first aid kit and a sign indicating the location of such equipment; and

(4) a seat belt cutter for use in an emergency evacuation and a sign indicating its location.

(e) Each agency providing transportation services must ensure that any auxiliary seating, such as temporary or folding jump seats, used in vehicles of any type providing such services are built into the vehicle by the manufacturer as part of its standard design, are maintained in proper working order, and are inspected as part of the annual inspection required under § 1310.13(a) of this subpart.

(f) Each agency providing transportation services must ensure that all accidents involving vehicles that transport children receiving such services are reported in accordance with applicable State requirements.

(g) Each agency must ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian. This regulation applies when children are not transported and are picked up from the classroom, as well as when they are dropped off by a vehicle Agencies must maintain lists of the persons, including alternates in case of emergency, and up-to-date child

ATTACHMENT B

rosters must be maintained at all times to ensure that no child is left behind, either at the classroom or on the vehicle at the end of the route.

§ 1310.11 Child Restraint Systems.

(a) Effective June 21, 2004, each agency providing transportation services must ensure that each vehicle used to transport children receiving such services is equipped for use of height- and weight-appropriate child safety restraint systems.

(b) [Reserved]

[69 FR 2517, Jan. 16, 2004, as amended at 71 FR 58535, Oct. 4, 2006]

§ 1310.12 Required use of School Buses or Allowable Alternate Vehicles.

(a) Effective December 30, 2006, each agency providing transportation services must ensure that children enrolled in its program are transported in school buses or allowable alternate vehicles that are equipped for use of height- and weight-appropriate child restraint systems, and that have reverse beepers. As provided in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

(b) Effective February 20, 2001, each Head Start and Early Head Start agency receiving permission from the responsible HHS official to purchase a vehicle with grant funds for use in providing transportation services to children in its program or a delegate agency's program must ensure that the funds are used to purchase a vehicle that is either a school bus or an allowable alternate vehicle and is equipped

(1) for use of height- and weight-appropriate child restraint systems; and

(2) with a reverse beeper.

(c) As provided in 45 CFR 1310.2(a), paragraph (b) of this section does not apply to vehicles purchased for use in transporting children served under the home-based option for Head Start and Early Head Start.

[66 FR 5311, Jan. 18, 2001, as amended at 71 FR 58535, Oct. 4, 2006]

§ 1310.13 Maintenance of vehicles.

Each agency providing transportation services must ensure that vehicles used to provide such services are maintained in safe operating condition at all times. The organization operating the vehicle must establish and implement procedures for:

(a) a thorough safety inspection of each vehicle on at least an annual basis through an inspection program licensed or operated by the State;

(b) systematic preventive maintenance on such vehicles; and

(c) daily pre-trip inspection of the vehicles by the driver.

§ 1310.14 Inspection of new vehicles at the time of delivery.

Each agency providing transportation services must ensure that bid announcements for school buses and allowable alternate vehicles for use in transporting children in its program include the correct specifications and a clear statement of the vehicle's intended use. Such agencies must ensure that there is a prescribed procedure for examining such vehicles at the time of delivery to ensure that they are equipped in accordance with the bid specifications and that the manufacturer's certification of compliance with the applicable FMVSS is included with the vehicle.

§ 1310.15 Operation of vehicles.

Each agency providing transportation services, either directly or through an arrangement with another organization or an individual, to children enrolled in its program must ensure that:

(a) Effective October 1, 2006, on a vehicle equipped for use of such devices, any child enrolled in a Head Start or Early Head Start program is seated in a child restraint system appropriate to the child's height and weight while the vehicle is in motion.

(b) Baggage and other items transported in the passenger compartment are properly stored and secured and the aisles remain clear and the doors and emergency exits remain unobstructed at all times.

(c) Effective June 21, 2004, there is at least one bus monitor on board at all times, with additional bus monitors provided as necessary, such as when needed to accommodate the needs of children with disabilities. As provided

ATTACHMENT B

in 45 CFR 1310.2(a), this paragraph does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

(d) Except for bus monitors who are assisting children, all vehicle occupants must be seated and wearing height- and weight- appropriate safety restraints while the vehicle is in motion.

[66 FR 5311, Jan. 18, 2001, as amended at 69 FR 2517, Jan. 16, 2004; 71 FR 58535, Oct. 4, 2006]

§ 1310.16 Driver qualifications.

(a) Each agency providing transportation services must ensure that persons who drive vehicles used to provide such services, at a minimum:

(1) in States where such licenses are granted, have a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver will operating; and

(2) meet any physical, mental, and other requirements established under applicable law or regulations as necessary to perform job-related functions with any necessary reasonable accommodations.

(b) Each agency providing transportation services must ensure that there is an applicant review process for use in hiring drivers, that applicants for driver positions must be advised of the specific background checks required at the time application is made, and that there are criteria for the rejection of unacceptable applicants. The applicant review procedure must include, at minimum:

(1) all elements specified in 45 CFR 1304.52(b), with additional disclosure by the applicant of all moving traffic violations, regardless of penalty;

(2) a check of the applicant's driving record through the appropriate State agency, including a check of the applicant's record through the National Driver Register, if available in the State; and

(3) after a conditional offer of employment to the applicant and before the applicant begins work as a driver, a medical examination, performed by a licensed doctor of medicine or osteopathy, establishing that the individual possesses the physical ability to perform any job-related functions with any necessary accommodations.

(c) As provided in 45 CFR 1310.2(a), this section does not apply to transportation services to children served under the home-based option for Head Start and Early Head Start.

§ 1310.17 Driver and bus monitor training.

(a) Each agency providing transportation services must ensure that persons employed to drive vehicles used in providing such services will have received the training required under paragraphs (b) and (c) of this section no later than 90 days after the effective date of this section as established by § 1310.2 of this part. The agency must ensure that drivers who are hired to drive vehicles used in providing transportation services after the close of the 90 day period must receive the training required under paragraphs (b) and (c) prior to transporting any child enrolled in the agency's program. The agency must further ensure that at least annually after receiving the training required under paragraphs (b) and (c), all drivers who drive vehicles used to provide such services receive the training required under paragraph (d) of this section.

(b) Drivers must receive a combination of classroom instruction and behind-the-wheel instruction sufficient to enable each driver to:

(1) operate the vehicle in a safe and efficient manner;

(2) safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;

(3) administer basic first aid in case of injury;

(4) handle emergency situations, including vehicle evacuation procedures;

(5) operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;

(6) conduct routine maintenance and safety checks of the vehicle; and

(7) maintain accurate records as necessary.

(c) Drivers must also receive instruction on the topics listed in 45 CFR

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1304.52(k)(1), (2) and (3)(i) and the provisions of the Head Start Program Performance Standards for Children with Disabilities (45 CFR 1308) relating to transportation services for children with disabilities.

(d) Drivers must receive refresher training courses including the topics listed in paragraphs (b) and (c) of this section and any additional necessary training to meet the requirements applicable in the State where the agency operates.

(e) Each agency providing transportation services must ensure that drivers who transport children receiving the services qualify under the applicable driver training requirements in its State.

(f) Each agency providing transportation services must ensure that:

(1) the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance; and

(2) before bus monitors assigned to vehicles used to provide such services begin their duties, they are trained on child boarding and exiting procedure, use of child restraint systems, any required paperwork, responses to emergencies, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and pre- and post-trip vehicle check.

Subpart C—Special Requirements

§ 1310.20 Trip routing.

(a) Each agency providing transportation services must ensure that in planning fixed routes the safety of the children being transported is the primary consideration.

(b) The agency must also ensure that the following basic principles of trip routing are adhered to:

(1) The time a child is in transit to and from the Head Start or Early Head Start program must not exceed one hour unless there is no shorter route available or any alternative shorter route is either unsafe or impractical.

(2) Vehicles must not be loaded beyond the maximum passenger capacity at any time.

(3) Vehicles must not be required to back up or make "U" turns, except when necessary for reasons of safety or because of physical barriers.

(4) Stops must be located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle.

(5) When possible, stops must be located to eliminate the need for children to cross the street or highway to board or leave the vehicle.

(6) If children must cross the street before boarding or after leaving the vehicle because curbside drop off or pick up is impossible, they must be escorted across the street by the bus monitor or another adult.

(7) Specific procedures must be established for use of alternate routes in the case of hazardous conditions that could affect the safety of the children who are being transported, such as ice or water build up, natural gas line breaks, or emergency road closing. In selecting among alternatives, transportation providers must choose routes that comply as much as possible with the requirements of this section.

§ 1310.21 Safety education.

(a) Each agency must provide training for parents and children in pedestrian safety. The training provided to children must be developmentally appropriate and an integral part of program experiences. The need for an adult to accompany a preschool child while crossing the street must be emphasized in the training provided to parents and children. The required transportation and pedestrian safety education of children and parents, except for the bus evacuation drills required by paragraph (d) of this section, must be provided within the first thirty days of the program year.

(b) Each agency providing transportation services, directly or through another organization or an individual, must ensure that children who receive such services are taught:

(1) safe riding practices;

(2) safety procedures for boarding and leaving the vehicle;

(3) safety procedures in crossing the street to and from the vehicle at stops;

(4) recognition of the danger zones around the vehicle; and

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(5) emergency evacuation procedures, including participating in an emergency evacuation drill conducted on the vehicle the child will be riding.

(c) Each agency providing transportation services must provide training for parents that:

(1) emphasizes the importance of escorting their children to the vehicle stop and the importance of reinforcing the training provided to children regarding vehicle safety; and

(2) complements the training provided to their children so that safety practices can be reinforced both in Head Start and at home by the parent.

(d) Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year.

(e) Each agency providing transportation services must develop activities to remind children of the safety procedures. These activities must be developmentally appropriate, individualized and be an integral part of the Head Start or Early Head Start program activities.

§ 1310.22 Children with disabilities.

(a) Effective December 30, 2006 each agency must ensure that there are school buses or allowable alternate vehicles adapted or designed for transportation of children with disabilities available as necessary to transport such children enrolled in the program. This requirement does not apply to the transportation of children receiving home-based services unless school buses or allowable alternate vehicles are used to transport the other children served under the home-based option by the grantee. Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled in the Head Start or Early Head Start program.

(b) Each Head Start, Early Head Start and delegate agency must ensure compliance with the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the HHS regulations at 45 CFR part 84, implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and the Head Start Program Performance Standards on Services for Children with Disabilities (45 CFR part 1308) as they apply to transportation services.

(c) Each agency must specify any special transportation requirements for a child with a disability when preparing the child's Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), and ensure that in all cases special transportation requirements in a child's IEP or IFSP are followed, including:

(1) special pick-up and drop-off requirements;

(2) special seating requirements;

(3) special equipment needs;

(4) any special assistance that may be required; and

(5) any special training for bus drivers and monitors.

[66 FR 5311, Jan. 18, 2001, as amended at 71 FR 58536, Oct. 4, 2006]

§ 1310.23 Coordinated transportation.

(a) Each agency providing transportation services must make reasonable efforts to coordinate transportation resources with other human services agencies in its community in order to control costs and to improve the quality and the availability of transportation services.

(b) At a minimum, the agency must:

(1) identify the true costs of providing transportation in order to knowledgeably compare the costs of providing transportation directly versus contracting for the service;

(2) explore the option of participating in any coordinated public or private transportation systems existing in the community; and

(3) where no coordinated public or private non-profit transportation system exists in the community, make every effort to identify other human services agencies also providing transportation services and, where reasonable, to participate in the establishment of a local transportation coordinating council.

End of 1310
Transportation
Performance
Standards

PART 1311—HEAD START FELLOWS PROGRAM

Sec.

1311.1 Head Start Fellows Program purpose.
1311.2 Definitions.