

**OYSTER RIVER COOPERATIVE SCHOOL DISTRICT
36 COE DRIVE
DURHAM, NH 03824**

**OFFICE OF THE
BUSINESS ADMINISTRATOR**

**(603) 868-5100
FAX (603) 868-6668**

**REQUEST FOR PROPOSALS
DRIVER EDUCATION
OYSTER RIVER HIGH SCHOOL**

The Oyster River Cooperative School District (ORCSD) is accepting bid proposals for its driver training instruction for the 2021/22, 2022/23, and 2023/24 school years (3 years), beginning July 1, 2021. The Oyster River Cooperative School District is requesting a 3-year bid proposal with the possibility of an extension for an additional two years. Bids must be received at the District Office, 36 Coe Drive, Durham, NH 03824 (Attention: Business Administrator) no later than 2:00 P.M., Tuesday, May 4, 2021. The envelope must be clearly marked "**DRIVER TRAINING BIDS**". Upon opening, all bids will be reviewed for cost and adherence to the bid specifications.

The School District reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the School District.

SPECIFICATIONS

- A. The successful Driver's Education contractor, subject to the provisions below, will coordinate, schedule and provide the instruction for Oyster River High School students, arrange times for road instruction, maintain accurate attendance and grading records, and, in general, successfully prepare students to pass the New Hampshire driver's license test. Administrative and clerical support for the program is the contractor's responsibility, not ORCSD. The contractor will also be responsible to provide all classroom materials necessary for the program. ORCSD will provide classroom facilities for the Driver's Education program at a time mutually convenient for both parties.
- B. The cost of this instruction shall be the quoted bid price on a per-student basis. The students enrolled in the Driver Education program will pay the Driver Education contractor directly. While the Oyster River Cooperative School District will cooperate with the contractor, collection matters will be the concern of the contractor.
- C. Because of the volatility of the cost of gasoline, the Oyster River Cooperative School District will negotiate conditional and short term changes in the per pupil cost at the time of determined need. The contractor may submit in writing a request for increase based upon a 12 month cost per gallon average increase over the average cost at the time this contract is entered in to by ORCSD. The calculation of cost per gallon will be based upon data published by the Energy Information Administration (EIA) and calculated based upon the average miles driven by a student enrolled in program. This is to be submitted to the Business Administrator for approval. The School District reserves the right to accept or deny the request based upon the information provided.
- D. The Oyster River Cooperative School District reserves the right to review the contractor's performance on a semi-annual basis. Given sufficient cause, the Oyster River Cooperative School District reserves the right to terminate the Driver's Education contract at the end of any given term provided there is a minimum 60 day notice to the contractor.

- E. The Oyster River Cooperative School District agrees to allow driver education students not enrolled in the District to be taught in the same classroom as long as no student from Oyster River Cooperative School is displaced due to a full class, insurance for such students is provided for by the contractor, and Oyster River Cooperative School District students are never left alone with the above mentioned students during the time they are scheduled to be with the contractor either in the classroom or in-car training.
- F. All NH Department of Safety and Education credentials, as well as the specified insurance documentation, must be submitted with the bid response.
- G. The successful contractor will:
1. Be a certified New Hampshire Driving Instructor.
 2. Be deemed qualified by the NH Department of Education to perform in-car training and provide the classroom instruction before, during and after school as mutually scheduled by the high school and contractor. As noted above, a high school classroom will be provided for this purpose at no cost to the contractor but will not be exclusive to the program. Scheduling of the classroom is to be worked in conjunction with the high school principal's office.
 3. Provide in-car driver training to be scheduled before, during or after school as determined by the student's schedule.
 4. Provide the in-car driver training in his/her company owned vehicle. All vehicle costs will be included in the rate quoted as well as any materials, books and other information needed for the class at no cost to the District and to be included in the cost per pupil as quoted.
 5. Use the Oyster River High School as the pick-up and drop-off point for all scheduled in-car-driving sessions.
 6. Provide the Oyster River Cooperative School District with a certificate of insurance for vehicle and personal liability as required by the NH Department of Safety. Insurance requirements are as follows but not limited to:
 - Auto Liability of combined single limit (each occurrence) of \$1,000,000.
 - No less than \$1,000,000 combined single limit that covers both bodily injury as well as property damage.
 - Umbrella policy specifically aimed at exposure to inexperienced drivers.
 - A "Hold harmless/indemnification clause" naming the ORCSD as additional insured to general and auto liability policies.
 7. Provide a single per student rate inclusive of all costs required to provide the Driver Education instruction as indicated above.
- H. Have a minimum of three years of successful driver's education experience either as an employee of or a contractor to a public high school.

BID RESPONSE SHEET

1. Rates

		<u>Year One Contract</u>	<u>Year Two Contract</u>	<u>Year Three Contract</u>	<u>Year Four Contract</u>	<u>Year Five Contract</u>
	Driver Education Rate (Student Paid)	\$_____ (per student)	\$_____ (per student)	\$_____ (per student)	\$_____ (per student)	\$_____ (per student)

2. Public High School Experience _____ (# Years)
(School District)

Name of Company _____

Company Representative _____

Address _____

Telephone _____

Signature _____

Date _____

Attach specified credentials and documents.

1. Driver certification documentation - Department of Education
2. Company and individual license documentation for the operation of a driving school – Department of Safety
3. Insurance certificate for vehicle and personal liability
4. Three school affiliated references
5. Any additional information deemed appropriate to the bid process