



Gloucester City School District

Board of Education

Camden

County

2025-2026

School Year

Bid Specifications

for

Student Transportation Services

To and From School

Bid Number: 2026-04.1

Specification for Student Transportation Services To and From School

Gloucester City School District 2025 - 2026 School Year

General Provisions

1. All contractors must comply with current applicable New Jersey statutes, regulations and with the policies and procedures of the district board of education governing student transportation.
2. The term of the contract will be from September 1 through June 30, according to the school calendar. Student transportation contracts include all the rules and procedures pertaining to student transportation, though not expressly stated.
3. The Board of Education intends to award a contract for transportation as soon as possible after the date set for the opening of bids and to require the successful contractor to provide transportation in accordance with the school calendar. The attached school calendar is part of these specifications and of the contract.
4. The successful bidder is considered an independent contractor and is not an agent, servant, employee, or representative of the board of education.
5. As authorized by the district board of education, only enrolled eligible public and private school students, adults serving as chaperones or school personnel can be transported. The vehicle(s) assigned to the routes specified herein cannot be utilized for other purposes during the time periods designated by the route descriptions.
6. Vehicle(s) must arrive and/or depart the assigned school(s) as indicated in the enclosed route descriptions.

7. No transportation contract can be subcontracted without the prior written approval of the board of education.
8. Bids are to be placed in a sealed envelope and plainly marked **“Bid for Student Transportation Services, Gloucester City School District”** and presented to the board in session, authorized committee, designated official, or employee of the board. The board or designated official will unseal the bids in the presence of the parties bidding and publicly announce the contents. **Bids will be received at the Gloucester City Board of Education Business Office, located at 1300 Market Street, Gloucester City, NJ 08030, up to 10:00 am prevailing time on Thursday, May 1, 2025.**
9. If awarded a contract, your company/firm must ensure compliance with all applicable federal, state, and local regulations and certify such compliance to the board of education upon request.
10. The Board of Education reserves the right to transfer transportation contracts awarded under these specifications to another Board of Education.
11. If any litigation commences between the Board of Education and the successful bidder pursuant to the award of this contract, the venue for any suit must be in the Superior Court of New Jersey, Law Division, in the county where the Board of Education administering the contract is located.

Vehicles

1. Transportation equipment must be properly registered by the Motor Vehicle Commission and meet all current specifications in accordance with Federal and State law, the rules of the State Board of Education, and any additional specifications of this district’s Board of Education.

2. All vehicles must be systematically inspected twice within the school year and display a school bus certification inspection sticker to ensure that such vehicles and equipment are in safe and proper operating condition.
3. The contractor must provide and maintain an adequate number of school buses, including spares, to safely transport all students assigned to the routes contained in this bid and to assure uninterrupted service in the event of mechanical breakdown.

Accident Reporting

Contractors must ensure that every school bus driver will: a) immediately inform the principal(s) of the receiving school(s) and the school business administrator or designee of the district board of education providing the transportation following an accident which involves an injury, death, or property damage, b) complete and file the accident report as prescribed by the Commissioner of Education and deliver it to the principal(s) of the receiving school(s) by the conclusion of the next working day, and c) deliver the report to the school business administrator or designee of the district board of education providing the transportation after it is signed by the principal(s) of the receiving school(s) in accordance with NJAC 6A:27-12.2. In addition, the driver must also complete and file a motor vehicle accident report in accordance with NJSA 39-4:130.

Reporting Student Left Unattended on the School Bus

Every owner/operator of a school vehicle must immediately inform the administrator or principal of the receiving school and the chief school administrator of the district board of education providing for the transportation or their designee following an incident in which it is determined that a student was left unattended on the school bus at the end of the route. School district or school bus contractor personnel who discover, or to whom it is reported, that a student has been left on a school bus must immediately report the incident to the owner/operator of the vehicle. A student is considered to have been left unattended on the school bus at the end of the route when the driver has left the vicinity of the bus.

Drivers/Aides

1. The driver must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, NJSA 18A:6-7.6 through 18A:6-7.12 and NJSA 18A:39-17 through 20 (background check) (Note: This requirement also applies to Certified Mobility Assistance Vehicle (MAV) Technicians transporting students with medical needs to and from school or school related activities in mobility assistance vehicles.), and tuberculosis testing.
2. If a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the contractor must report this absence to the district transportation supervisor.
3. The bus driver must always be in full charge of the school bus and is required to report unmanageable students to the district transportation supervisor and principal of the receiving school on the district-prescribed incident/discipline form.
4. A bus aide assigned to a route awarded by this bid must be a reliable person of good character who possesses the qualifications and communication skills necessary to perform the duties of the position and is required to comply with the criminal background check and tuberculosis testing as prescribed by law.
5. Bus aides must attend to the special needs of students, maintain order on the vehicle to ensure the safety of all students, assist students getting on and off the vehicle as needed, and other duties which may be specified by the board of education.

6. If the Board of Education finds any driver or aide assigned to a vehicle operating under a contract awarded by this bid to be unsuitable for the position because of a lack of skills necessary to perform the job duties, inability to control students, failure to comply with the rules and regulations, incapacity, unbecoming conduct, or other good cause, the contractor may be required to remove the driver and/or aide from the route or all district routes. If the contractor fails to comply with this provision, the contractor may be required to show cause why this failure to comply is not deemed to constitute a breach of contract and may set aside and annul the contract.

Executive County Superintendent Approval

All transportation contracts require the approval of the Executive County Superintendent of Schools.

Payment Terms

1. Payments to contractors will be made monthly in accordance with the Board of Education meeting schedule. Payments are made in monthly installments, provided an appropriate invoice is submitted by the **1st** of the month.
2. The contractor must execute the contract and submit it to the district board of education with all required related documents for the district board of education to comply with the timeline for submission of contracts to the county superintendent. Failure to do so may result in a delay in the scheduled payment of services. Contractors should visit the Department of Education's Student Transportation website to become familiar with the contract to be executed.
3. Payment for the month of June will be made by August 15.
4. Per Diem contracts will be calculated on the actual number of days transportation services were performed.

5. Payments are subject to approval by the board of education. Therefore, payments may be delayed depending on the Board's meeting schedule.

Emergency Provisions

1. In the event the school is closed due to inclement weather or other emergencies, the contractor will be notified as soon as possible by the public school authorities providing transportation. Contractors are also advised to check online for school closing announcements.
2. In an emergency where the contractor cannot meet the schedule, or if the school has a change in schedule, the party responsible for any change must immediately notify the other party.

Basis of Bid and Adjustments

1. The bidder must submit the bid on the bid sheet contained in these bid specifications. Bids are submitted on a per diem or per annum basis as indicated on the enclosed bid sheet. Other bid sheets are not acceptable.
2. If there is a change in the described route, the amount of the contract will be adjusted as specified in the bid. Bids that do not include an adjustment amount will not be accepted.
3. The net result of any mileage adjustment to a nonpublic school transportation contract cannot exceed the maximum cost per student in accordance with NJSA 18A:39-1a. Calculations to determine the per student cost must include all students on the route, public and nonpublic.

Insurance Coverage

1. Unless otherwise specified by the board of education, the contractor must provide automotive liability insurance in the minimum amount required by the Motor Vehicle Commission and Department of Education regulations. If the board of education requires

an insurance coverage greater than the minimum amount, the contractor must provide automotive liability insurance in the amount of **\$5,000,000** combined single limit per occurrence. Bidders are required to provide, with the bid, evidence of their ability to obtain the required insurance coverage. A certificate of insurance for the duration of the contract must be presented by the successful bidder. The certificate of insurance must state that the contracting board of education is an additional insured party to the policy.

2. The district board of education and the Executive County Superintendent must be notified by the insured whenever any policy is canceled. Notification must be made within 48 hours of the receipt of the notification of the cancellation by the insured and before the cancellation takes effect.
3. The contractor will protect, defend, and hold harmless the Board of Education from any lawsuits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties by or from any acts of the contractor, its servants or agents as a result of the performance of the contract.

Bid Guarantee

Each bid must be accompanied by a bid bond, cashier's or certified check for a minimum of five percent (5%) of the amount of the annual contract cost. In no case may the certified check, cashier's check, or bid bond exceed \$50,000. No other form of guarantee is authorized. This guarantee must be made payable to the Board of Education. The deposit will be forfeited if the bidder refuses to execute a contract. Otherwise, checks will be returned when the contract is executed and a surety (performance) bond is filed with the Board of Education. The bid guarantee is identified by the bid number assigned to the bid for which it is submitted. The bid guarantee for all unsuccessful bidders, except for the three lowest bidders, will be returned within 10 days after the bid opening (Saturdays, Sundays and holidays excepted). The annual contract amount of per diem contracts is calculated by multiplying the total per diem cost by **181** days.

Each bid must be accompanied by a Consent of Surety.

Performance Guarantee

1. A corporate and/or personal performance surety bond in an amount equal to the annual amount of the contract is required of the successful bidder. The performance guarantee is identified by the submitted multi-contract number or route number. Each bid must be accompanied by a signed Prescribed Form of Questionnaire, included in these specifications. The bond provided for per diem contracts must be equal to the total per diem bid multiplied by 181 days (actual # of days in the school calendar or 181 days).
2. If personal bonds are permitted by these specifications, a contractor who submits a personal bond must ensure that the bondsperson providing the performance guarantee provides a list of all school districts in which they are bonding contracts and the amount of the contracts bonded. Evidence of the value of the property listed as security must also be provided upon request.

Breach of Contract/Penalties

In the event the contractor fails to provide service in accordance with these specifications and stated requirements, the contractor will be considered in breach of contract. This may result in the cancellation of the contract and/or enforcement of the contractor's performance bond.

Training Programs

1. The contractor must ensure that drivers and aides are properly trained to perform their duties, which must include, at a minimum, the training requirements listed at NJSA 18A:39-19.1a and NJAC 6A:27-11.3. This training requirement must be completed twice each calendar year.
2. The contractor must administer a safety education program for all permanent and substitute drivers and bus aides according to NJSA 18A:39-19.1a and NJAC 6A:27-11.3 twice each calendar year.
3. Drivers and aides are required to participate in scheduled school bus evacuation drills.

Routes

Within 30 days of the start of the contract, the contractor must submit to the district board of education a description of the actual streets traveled for routes for the transportation of special education students and nonpublic school students for which the streets to be traveled are not described by the board of education on the route description contained in the bid.

The contractor must assist the school district in adding and/or removing students to designated routes throughout the school year and provide updated bus route sheets with the names of students on each route per bus stop.

Modifications

1. Any modifications to these specifications after the public advertisement for bids and prior to the scheduled bid opening will be made known by certified mail to all bidders who requested specifications.
2. The Board of Education reserves the right to make modifications of routes subject to the provisions of the bid and the rules of the State Board of Education.

Affirmative Action

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and

selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and will post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27 5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing,

as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor must submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Letter of Federal Affirmative Action Plan Approval
2. Certificate of Employee Information Report
3. Employee Information Report Form AA302

The contractor and its subcontractors must furnish such reports or other documents to the Division of Contract Compliance & EEO as requested by the office from time to time to carry out the purposes of these regulations. Public agencies will furnish such information as requested by the Division of Contract Compliance & EEO to conduct a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

Ownership Disclosure

All bidders are hereby notified that every corporation and partnership, according to the provision of Chapter 33, Laws of 1977 of the State of New Jersey, must submit a statement prior to the receipt of the bid or accompanying the bid, setting forth the names and addresses of all stockholders in the corporation or partnership who own 10% or more of its stock, of any class or of all partners in the partnership who own a 10% or greater interest. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding 10% or more of that corporation's stock, or the individual partner's 10% or greater interest in that partnership must also be listed. The disclosure continues until the names and addresses of every

non-corporate stockholder and individual partner, exceeding the 10% ownership criteria established in this act, have been listed.

Business Registration

All bidders are hereby notified that every business organization must submit with their bid a copy of its Business Registration Certificate, in compliance with P.L. 2004, c 57 of the State of New Jersey.

Drug and Alcohol Testing

If awarded a contract, your company/firm is required to certify to the board of education that you follow the drug and alcohol requirements of the Omnibus Transportation Employee Testing Act.

Background Checks

1. The contractor must ensure compliance with the requirements of NJSA 18A:39-17 through 20 governing criminal history background checks and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers.
2. The contractor must ensure compliance with the requirements of NJSA 18A:6-7.6 through 12 governing child abuse and sexual misconduct checks. Additional information on this requirement is available from the Office of Student Protection's "[Pre-Employment Resources](https://www.state.nj.us/education/crimhist/preemployment/)" webpage: <https://www.state.nj.us/education/crimhist/preemployment/>.

Driver and Aide Training

The contractor must comply with the requirements of NJSA 18A:39-19.1a, 2, and 3 governing the training of school bus drivers and aides and must annually submit required documents to the county superintendent of schools on or before August 31 or upon employment for newly hired drivers and/or aides.

Disclosure of Political Contributions

The contractor must file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to NJSA 19:44A-20.13 (P.L. 2005, c.271, s.3) if the contractor receives contracts in the aggregate exceeding \$50,000 from public entities in a calendar year. It is the contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Maintenance of Contract Records

The relevant records of private vendors or other persons entering into contracts with covered entities are subject to audit or review by the Office of the State Comptroller pursuant to NJSA 52:15C-14(d). The contractor must maintain all documentation related to products, transactions, or services under this contract for a period of five years from the date of final payment. These records must be available to the New Jersey Office of the State Comptroller upon request.

Notification Required when a School Bus Driver's License is suspended or revoked

When a contractor providing pupil transportation services under contract with a board of education is notified by the Department of Education that a school bus driver employed by the provider has had their bus driver's license suspended or revoked, the employing transportation provider, within one business day of the notification, must provide a statement to the NJ Department of Education verifying that the school bus driver no longer operates a school bus for the board or contractor.

Required Documentation

The following documents must be submitted for your bid to be considered:

1. Bidder's Guarantee
2. Business Registration Certificate
3. Evidence of the Bidder's Ability to Obtain the Required Insurance Coverage
4. Omnibus Transportation Employee Testing Act Compliance Assurance
5. School Bus Driver Annual Certification Compliance Assurance
6. Certification of Russia & Belarus Activities & Investment Activities in Iran
7. Prescribed Questionnaire
8. Consent of Surety
9. Statement of Ownership Disclosure
10. Coordinated Transportation Services Agency Membership Form (CTSA only)
11. Affirmative Action Documentation or Questionnaire
12. Non-Collusion Affidavit
13. Bid Sheet

PRESCRIBED FORM OF QUESTIONNAIRE

(To accompany bid)

SURETY BOND

_____ CORPORATE – Consent of Surety Attached

_____ PERSONAL – Consent of Surety Attached

FAMILIARITY WITH CONDITIONS OF CONTRACT

Have you read carefully the applicable New Jersey Statutes, regulations, procedures, the rules of the local board of education pertaining to student transportation, the specifications upon the basis of which the accompanying bid is submitted, and the contract which the successful bidder will be required to execute? Yes _____ No _____

EXPERIENCE OF BIDDER

1. Have you had previous experience in school or other bus transportation? ___Yes ___No

2. If yes, how many years of experience? _____

3. Briefly state the nature of this experience. _____

Company Name _____

Address _____

Authorized Bidder's Name and Title _____

(Print or Type)

Authorized Signature _____

STATEMENT OF ASSURANCE

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT COMPLIANCE

(To accompany bid)

The following firm

_____ is currently under contract

_____ will be contracted with

to provide a controlled substance testing program to our company as required by the Omnibus Transportation Employee Testing Act:

Name of Firm: _____

Address: _____

Contact Person: _____

Telephone: _____

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature _____

Company Name _____

Address _____

STATEMENT OF ASSURANCE

**SCHOOL BUS DRIVER ANNUAL CERTIFICATION TO THE EXECUTIVE COUNTY
SUPERINTENDENT OF SCHOOLS**

(To accompany bid)

I certify compliance with the requirements of *N.J.S.A.* 18A:39-17 through 20 governing criminal history background checks, and shall annually submit required documents to the Executive County Superintendent of Schools on or before August 31 or upon employment for newly hired drivers.

I also certify that prior to assigning a newly hired, currently approved school bus driver to a bus route, a school bus driver transmittal form is completed and submitted to the New Jersey Department of Education Criminal History Review Unit.

Authorized Bidder's Name and Title _____
(Print or Type)

Authorized Signature _____

Company Name _____

Address _____

FORM OF NON-COLLUSION AFFIDAVIT

(To accompany the bid)

STATE OF NEW JERSEY, COUNTY OF _____

I, _____ of the _____,

(city, town, borough)

of _____, in the County of _____,

State of _____, of full age, being duly sworn according to law on

my oath depose and say that:

I am _____ of the firm/agency of _____, the bidder making the Proposal for the Student Transportation Contracts, and that I executed the said Proposal with full authority to do so, that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, participated in drafting these specifications or route descriptions, or otherwise taken any action in restraint of free, competitive bidding in connection with the above bid and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the State of New Jersey relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

Company/Agency Name (Print or Type)

Authorized Representative - Name and Title (Print or Type) Authorized Signature

(N.J.S.A. 52:34-15)

Bid Number _____

Subscribed and sworn before me this _____ day of _____, 20____

Notary Public of New Jersey
(Seal)

My commission expires _____, 20____

**GLOUCESTER CITY BOARD OF EDUCATION
GLOUCESTER CITY, NEW JERSEY 08030**

**CHAPTER 271
POLITICAL CONTRIBUTION DISCLOSURE FORM**

(Contracts that Exceed \$17,500.00)

N.J.S.A. 19:44A-20.26

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (Business Entity) has made the following reportable political contributions (more than \$200 per election cycle) to any elected official, political candidate, or any political committee as defined in N.J.S.A. 19:44-20.26 during the twelve (12) months preceding this award of contract.

Reportable Contributions

Date of Contribution	Amount of Contribution	Name of Recipient	Name of Contributor

The Business Entity may attach additional pages if needed.

No Reportable Contributions (Please check () if applicable.)

I certify that _____ (Business Entity) made no reportable contributions to any elected official, political candidate or any political committee as defined in N.J.S.A. 19:44-20.26.

Certification

The undersigned, being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26.

Name of Authorized Agent _____

Signature _____ Title _____

Business Entity _____

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of N.J.S.A. 19:44A-

20.26. This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any continuing political committee (a.k.a., political action committee)
- any candidate, committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public
 - entities a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed **\$200 per election cycle** that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor's submission and is disclosable to the public under the Open Public Records Act. The contractor must also complete the attached Ownership Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts. July 20, 2023**

N.J.S.A. 19:44A-20.26: Submission, list, political contributions, State, local agencies contractor; definitions.

a. Not later than 10 days prior to entering into any contract having an **anticipated value in excess of \$17,500**, except for a contract that is required by law to be publicly advertised for bids, a State agency, county, municipality, independent authority, **board of education**, or fire district shall require any business entity bidding thereon or negotiating therefor, **to submit along with its bid or price quote**, a list of political contributions as set forth in this subsection that are reportable by the recipient pursuant to the provisions of P.L. [1973, c.83](#) (C.19:44A-1 et al.) and that were made by the business entity during the preceding **12-month period**, along with the date and amount of each contribution and the name of the recipient of each contribution. A business entity contracting with a State agency shall disclose contributions to any candidate committee of a candidate for, or holder of, a State elective office, or any continuing political committee. A business entity contracting with a county, municipality, independent authority, other than an independent authority that is a State agency, board of education, or fire district shall disclose contributions to: any candidate committee of a candidate for, or holder of, an elective office of that public entity, of that county in which that public entity is located, of another public entity within that county, or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county, or any continuing political committee.

The provisions of this section shall not apply to a contract when a public emergency requires the immediate delivery of goods or services.

b. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity.

c. As used in this section:

"business entity" means a **for-profit entity** that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

"interest" means the ownership or control of more than 10\% of the profits or assets of a business entity or 10\% of the stock in the case of a business entity that is a corporation for profit, as appropriate; and

"State agency" means any of the principal departments in the Executive Branch of the State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department, the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch, and any independent State authority, commission, instrumentality or agency.

d. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

L.[2005, c.271](#), s.2; amended [2007, c.304](#), s.1; [2023, c.30](#), s.20. **N.J.S.A. 19:44A-20.27:** Annual disclosure statement, business entities, contributions filed with ELEC; definitions; enforcement.

a. Any business entity making a contribution of money or any other thing of value, including an in-kind contribution, or pledge to make a contribution of any kind to a candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, or to a political committee or continuing political committee, which has received in any calendar year \$50,000 or more in the aggregate through agreements or contracts with a public entity, shall file an annual disclosure statement with the New Jersey Election Law Enforcement Commission, established pursuant to section 5 of P.L.[1973, c.83](#) (C.19:44A-5), setting forth all such contributions made by the business entity during the 12 months prior to the reporting deadline.

b. The commission shall prescribe forms and procedures for the reporting required in subsection a. of this section which shall include, but not be limited to:

(1) the name and mailing address of the business entity making the contribution, and the amount contributed during the 12 months prior to the reporting deadline;

(2) the name of the candidate for or the holder of any public office having ultimate responsibility for the awarding of public contracts, candidate committee, joint candidates committee, political committee or continuing political committee receiving the contribution; and

(3) the amount of money the business entity received from the public entity through contract or agreement, the dates, and information identifying each contract or agreement and describing the goods, services or equipment provided or property sold.

c. The commission shall maintain a list of such reports for public inspection both at its office and through its Internet site.

d. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

When a business entity is other than a natural person, a contribution by: all principals, partners, officers, or directors of the business entity, or their spouses; any subsidiaries directly or indirectly controlled by the business entity; or any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee, shall be deemed to be a contribution by the business entity. As used in this section:

"business entity" means a **for-profit entity** that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction; and "interest" means the ownership or control of more than 10\% of the profits or assets of a business entity or 10\% of the stock in the case of a business entity that is a corporation for profit, as appropriate.

e. Any business entity that fails to comply with the provisions of this section shall be subject to a fine imposed by the New Jersey Election Law Enforcement Commission in an amount to be determined by the commission which may be based upon the amount that the business entity failed to report.

f. L.[2005, c.271](#), s.3; amended [2007, c.304](#), s.2; [2023, c.30](#), s.21.

GLOUCESTER CITY BOARD OF EDUCATION
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

BID SOLICITATION/PROPOSAL _____

VENDOR/BIDDER PROPOSER NAME _____

PART 1 COMPLETE BY CHECKING EITHER BOX.

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on the Treasury's website at

www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the below certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule, or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

I certify, pursuant to Public Law 2012, c. 25, that neither the person or entity listed above, nor any parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

Or

I am unable to certify as above because the person or entity and/or a parent entity, subsidiary, or affiliate thereof is listed on the N.J. Department of the Treasury's Chapter 25 list. I will provide a detailed, accurate, and precise description of the activities in Part 2 below sign and complete the Certification below.

GLOUCESTER CITY BOARD OF EDUCATION

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM CONTINUED

PART 2 ADDITIONAL INFORMATION

Please Provide Further Information Related to Investment Activities in Iran.

You must provide a detailed, accurate, and precise description of the activities of the person or entity, or a parent entity, subsidiary, or affiliate thereof engaging in investment activities in Iran below and, if more space is needed, on additional sheets provided by you.

PART 3: CERTIFICATION OF TRUE AND COMPLETE INFORMATION

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments there to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Gloucester City Board of Education is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Gloucester City Board of Education to notify the Gloucester City Board of Education in writing of any changes to the answers of information contained herein.

I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Gloucester City Board of Education and that the Gloucester City Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

The Disclosure of Investment Activities in Iran Form must be completed, certified, and submitted before the contract is awarded.

Name of Vendor, Bidder, or Proposer _____

Print Full Name

Authorized Agent Title _____

Signature _____

CONSENT OF SURETY – PERSONAL BONDS

(To accompany the bid – if applicable)

Issued to the _____ Board of Education

On behalf of _____, as contractor

Bid Date _____ Bid Number _____

We hereby agree to issue the required Personal Surety Bond for the transportation services to be provided by the award of a mutually agreed upon contract between the referenced Board of Education and Contractor.

Two Bonds Persons Required

1. First Bond

Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of _____ Property/Value \$ _____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you have bonding contracts and the amount of the contracts bonded.

Bondsperson Signature _____

CONSENT OF SURETY – PERSONAL BONDS

CONTINUED

2. Second Bond

Name _____

Address _____

State location and value over all encumbrances thereon of real estate owned in the county of _____ Property Value \$ _____

Location _____

If you are providing a personal bond in any other school district, list all school districts in which you have bonding contracts and the amount of the contracts bonded.

Bondsperson Signature _____

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I

Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

- The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III

**DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS,
PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner, or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every non corporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV
Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the *<name of contracting unit>* is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with *<type of contracting unit>* to notify the *<type of contracting unit>* in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the *<type of contracting unit>* to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title :	
Signature:		Date :	

AFFIRMATIVE ACTION

QUESTIONNAIRE

(To accompany bid)

COMPANY NAME _____

1. Our company has a federal Affirmative Action Plan approval.

____ YES ____ NO

A. If yes, a copy of said approval shall be submitted to the board of education within Seven (7) working days of the notice of intent to award the contract or the signing of the contract.

2. Our company has a New Jersey State Certificate of Approval.

____ YES ____ NO

A. If yes, a copy of the New Jersey State Certificate shall be submitted to the board of education within seven (7) working days of the notice of intent to award the contract or the signing of the contract.

3. If you answered NO to both questions above, an Affirmative Action Employee Information Report (AA-302) will be mailed to you. Complete the form and forward it to the Affirmative Action Office, Department of Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program

P.O. Box 206, Trenton, NJ 08625. A copy shall be submitted to the board of education within seven (7) days of the notice of the intent to award the contract or the signing of the contract.

I certify that the above information is correct to the best of my knowledge.

AUTHORIZED BIDDER _____

(Print or Type)

TITLE _____ DATE _____

(Print or Type)

SIGNATURE _____

Route Sheet

GMS 5 (Lion Bus) AM

STOP TIME LOCATION

7:20 AM GLOUCESTER MIDDLE SCHOOL (22046)

PICK UP BUS AIDE AT 7:20 am AT GLOUCESTER MIDDLE SCHOOL.

Continue southwest on 5th Ave

131 ft.

Continue forward on 5th St

426 ft.

Turn left on Jersey Ave

0.11 mi

Make a sharp left on 6th St

0.22 mi

Turn right on Market St

0.21 mi

WARNING CROSS OVER RAILROAD

Continue on Market St

0.9 mi

Turn right on Walnut Ave

0.2 mi

Turn left on Oriental Ave

295 ft.

Turn left on Maple Ave

0.17 mi

7:30 AM MAPLE AVE AND CHESTNUT AVE

Continue northeast on Maple Ave

131 ft.

Turn left on Market St

1.26 mi

Turn left on 5th Ave

393 ft.

DROP OFF BUS AIDE AND STUDENTS AT GMS AND CONTINUE TO COLD SPRINGS SCHOOL FOR TIERED RUN.

7:45 AM GLOUCESTER MIDDLE SCHOOL (22046)

Route Sheet

GMS 5 (Lion Bus) PM

STOP TIME LOCATION

2:25 PM GLOUCESTER MIDDLE SCHOOL (22046)

PICK UP BUS AIDE AND STUDENTS AT GMS AT 2:20 PM

Continue southwest on 5th Ave

131 ft.

Continue forward on 5th St

426 ft.

Turn left on Jersey Ave

0.11 mi

Make a sharp left on 6th St

0.22 mi

Turn right on Market St

0.21 mi

WARNING CROSS OVER RAILROAD

Continue on Market St

0.90 mi

Turn right on Walnut Ave

0.20 mi

Turn left on Oriental Ave

295 ft.

Turn left on Maple Ave

0.17 mi

2:38 PM MAPLE AVE AND CHESTNUT AVE

Continue northeast on Maple Ave

131 ft.

Turn left on Market St

1.26 mi

Turn left on 5th Ave

393 ft.

DROP OFF BUS AIDE AT GMS AND CONTINUE TO COLD SPRINGS TO DO TIERED RUN.

2:50 PM GLOUCESTER MIDDLE SCHOOL (22046)

ROUTE DESCRIPTION
REGULAR PUBLIC SCHOOL STUDENTS

ROUTE NO. GMS #5

DESTINATION(S): Gloucester City Middle School

ARRIVAL TIME AT FIRST STOP: 07:20 A.M.

Route shall begin at Gloucester City Middle School, continue southwest on 5th Street, turn left on Jersey Avenue, make a sharp left on 6th Street, turn right on Market Street, turn right on Walnut Avenue, turn left on Oriental Avenue, and turn left on Maple Avenue. Continue northeast on Maple Avenue, turn left on Market Street, turn left on 5th Street, and proceed to the Gloucester City Middle School.

The vehicle shall arrive at the destination no earlier than 07:35 A.M or later than 07:45 A.M.

P.M. Run begins at the Gloucester City Middle School at 02:25 P.M. and shall be the reverse of the A.M. run unless so indicated.

Equipment: 54 Passenger School Bus

Special Instructions _____

STARTING DATE OF THIS ROUTE IS _____ (if other than the first day of school according to the calendar)

GLOUCESTER CITY PUBLIC SCHOOLS

ACADEMIC CALENDAR 2025-2026 (DRAFT- Awaiting May Board Approval)

Cold Springs School ▫ Gloucester City Middle School ▫ Gloucester City High School

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													
October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				
April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27

ACADEMIC CALENDAR 2025-2026

Cold Springs School ▫ *Gloucester City Middle School* ▫ *Gloucester City High School*

School will be closed on the days specified. State law provides a minimum of 181 days per school year.

July 3	School Closed	
July 4	Independence Day ~ School Closed	STATEWIDE ASSESSMENTS
July 28	Summer Classes End	ASSESSMENT GRADE Dates
July 29 & 30	Summer Classes Makeup Days	NJGPA 11 TBD
August 25,26,27 & 28	Staff Development ~ School Closed for Students	NJSLA-ELA/Math 3-9 TBD
September 1	Labor Day ~ School Closed	Portfolio Appeals 12 TBD
September 2	First Day of School for All Students	NJSLA-S (Science) 5,8,11 TBD
September 10	Back to School Night ~ GHS Grades 9-12	DLM 3 - 8, 10 TBD
September 11	Back to School Night ~ GMS Grades 4-8	PSAT High School TBD
September 17	Back to School Night ~ CSS Grades PreK-3	SAT 11 & 12 TBD
October 10	Early Dismissal for Students	
October 13	Columbus Day ~ School Closed	
October 23	**Parent Conferences Evening ~ Early Dismissal HS	
November 3	**Parent Conferences Evening ~ Early Dismissal CSS & MS	K-12 Grades
November 4	**Parent Conferences Evening ~ Early Dismissal CSS & MS	End Marking Periods
November 5	Parent Conferences Afternoon ~ Early Dismissal CSS & MS	
November 6 & 7	NJEA Convention ~ School Closed	November 4, 2025
November 26	Early Dismissal Students and Staff	January 23, 2026
November 27 & 28	Thanksgiving Recess ~ School Closed	March 30, 2026
Dec 23	Early Dismissal Students and Staff	June 10, 2026
Dec. 24 - Jan. 2	Winter Recess ~ School Closed	
January 16	Early Dismissal for Students	
January 19	Martin Luther King Day ~ School Closed	Gloucester City School District
February 13	Early Dismissal for Students	PM PD
February 16	President's Day ~ School Closed	October 10, 2025
March 11	**Parent Conferences Evening ~ Early Dismissal CSS & GHS	January 16, 2026
March 12	**Parent Conferences Evening ~ Early Dismissal CSS & MS	February 13, 2026
March 13	Parent Conferences Afternoon ~ Early Dismissal CSS & MS	
April 2	Early Dismissal Students and Staff	
April 3 - 10	Spring Recess ~ School Closed	
May 22	Early Dismissal Students and Staff	
May 25	Memorial Day ~ School Closed	
June 9	8th Grade Graduation	
June 08 - 11	Early Dismissal for Students	
June 11	Last Day for Students	
June 11	Gloucester City High School Graduation	
June 12	Staff Development	
June 19	Juneteenth ~ School Closed	
June 22	Summer Classes Begin	

BID SHEET

2026-04.1

**Gloucester City Board of Education
Student Transportation Services**

- Bids that do not include an adjustment amount will not be accepted.
- In the event that bid submissions for a route cost result in a tie bid, the award shall be based on the lowest aide cost (if applicable). If there is no aide cost, or if that cost also results in a tie bid, the award shall be based on the lowest increase/decrease adjustment cost unless otherwise specified by the board.
- Alternate bids not solicited by the Board of Education will not be accepted.
- The following routes and aide (if applicable) are to be bid on a PER DIEM basis.
- Routes that require an aide are so indicated by an asterisk (*).

I hereby submit the following bid(s) to transport students during the 2025-2026 school year in accordance with your advertisement, specifications, and route description.

Route	Route Cost	Inc/Dec Adjustment Cost	Aide Per Diem (if applicable)
Hazardous Route GMS #5	\$	\$	\$

PER DIEM BID TOTAL \$ _____ (Include route and aide costs, where applicable.)

Contracts will be awarded on an individual or bulk basis whichever is least costly to the board.

Bidder's Name (Print)

Company Name

Company Address

Telephone Number

Bidder's Signature

Date