

BRIARCLIFF MANOR UNION FREE SCHOOL DISTRICT

45 Ingham Road
Briarcliff Manor, New York 10510
TEL: 914-941-8880 Ext. 380

09-10 (Add extension years?)

BID SPECIFICATIONS

For

**IN-CAR DRIVING INSTRUCTION
BY A LICENSED COMMERCIAL DRIVING SCHOOL
(08-09-001)**

DESCRIPTION OF SERVICE

1. The Briarcliff Manor UFSD District is seeking the service of a reputable, licensed commercial driving school for the provision of in-car driving instruction to eligible students during the following terms:

Fall: September 2008 – January 2009

Spring: February 2009 – June 2009

2. The driver education course, including the in-car instruction, will be under the direct organization, administration, and supervision of the Briarcliff Manor High School Principal and/or teacher. The successful bidder will be responsible for coordinating the in-car instruction with the teacher and students.

IN-CAR INSTRUCTION COURSE REQUIREMENTS

1. Instruction may be provided Monday through Friday and Saturday. If necessary, make-up classes may be taught on school holidays.
2. Each student must receive at least a minimum of twenty-four (24) clock hours of in-car instruction, (also referred to as laboratory instruction); six (6) clock hours of actual behind-the-wheel driving experience, and eighteen (18) clock hours of observation in the teacher-supervised vehicle.
3. A maximum of four (4) students may be scheduled for in-car instruction per period. That instruction may not exceed ninety (90) minutes per period.
4. All instruction must originate and terminate at the Briarcliff Manor High School.
5. Accurate records, pertaining to students' attendance and grades, must be maintained and submitted to the classroom teacher by the in-car instructors.

COMMERCIAL DRIVING SCHOOL INSTRUCTOR REQUIREMENTS

1. All instructors must possess a valid commercial school instructor's license (MV 524), a copy of which must be *submitted with the form of proposal* upon submission of the bid.
2. All instructors must have an acceptable driving abstract. Acceptability is determined by school administrative review and approval of each abstract. Current abstracts must be *submitted with the form of proposal* upon submission of the bid.
3. Commercial driving school instructors must have completed at least the minimum number of non-credit educational preparation hours, as specified by the Department of Motor Vehicles, prior to instructing in the approved course. Certification that instructors have completed these courses must be completed and *submitted with the bid*.

VEHICLE REQUIREMENTS

1. The commercial driving school will be required to use late model automobiles maintained in sound mechanical condition. These vehicles must meet Department of Motor Vehicle inspection standards. A list of vehicles to be used *must be supplied on the form provided*.
2. Written records on each vehicle must be maintained and include: time, mileage devoted to instruction, fuel consumed, and maintenance information.
3. A valid insurance certificate, valid registration and a standard accident form must be kept in each vehicle.
4. All vehicles must be identified with a sign visible from the front and rear. The sign must state that the vehicle is operated by a student driver.
5. The vehicles must be equipped to provide all occupants with maximum protection. The equipment shall include dual control brakes, mirrors; and for the instructors use, flares, fire extinguisher, and first aid kit.
6. The commercial driving school will be responsible for all fuel, oil, maintenance and repair of vehicles.

OTHER REQUIREMENTS

1. The commercial driving school must carry auto liability insurance in the amount of at least \$1,000,000 and general liability in the amount of at least \$1,000,000. A certificate of insurance, naming the Briarcliff Manor School District as an additional insured for the school year must be provided before the start of the course.

OTHER REQUIREMENTS – Cont'd

2. The minimum enrollment will be twenty eight (28) students. Additional enrollment will be accepted in blocks of four (4) students to help maximize use of vehicles.
3. The commercial driving school is responsible for compliance with all parts of this bid specification. Any act of non-compliance during the term of an agreement with the Board of Education may constitute grounds for the Board of Education to terminate the contract.
4. A certificate of non-collusion must be submitted with the bid.
5. A list of at least three references must be supplied with the bid. Specific references for services provided to other school driver education programs are preferred.
6. The Briarcliff Manor UFSD will pay the commercial driving school a per child fee in equal monthly installments for the fall and spring sessions.

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BID PROPOSAL FORM FOR

For

**IN-CAR DRIVING INSTRUCTION
BY A LICENSED COMMERCIAL DRIVING SCHOOL
(08-09-001)**

Proposed fee, on a per pupil cost, to provide In-Car Driving Instruction for the 2008-2009 school year as outlined in the attached Specifications:

Per Pupil Cost: _____ (\$ _____)

Signature: _____
Title

Date: _____

In accordance with the provision of Section 103 of the General Municipal Law, an advertisement for bids was published in the Journal News, White Plains, NY, on Wednesday, July 23, 2008. As stated in such notice bids will be publicly opened and read in the District Office of the Briarcliff Public Schools, Ingham Road, Briarcliff Manor, New York, 10510, on Thursday, July 31, 2008 at 9:30 a.m.

Name of Bidder: _____

Address of Bidder: _____

Fax No.: _____ Telephone No.: _____ Ask For: _____

Initialed: _____

LIST OF VEHICLES TO BE USED

Year	Make	Model	Registration #

LIST OF REFERENCES

Organization	Address	Contact	Phone #

INSTRUCTOR AND VEHICLE INFORMATION FORM

Name	Address	D.O.B	M.V 524 License #

I, _____, hereby certify that the above named driving school instructors have completed at least the thirty (30) hour course required by the Department of Motor Vehicles.

Signature _____

Company: _____