



BUNKER HILL COMMUNITY COLLEGE

Request For Proposal

RFP #BHCTAS26

RFP Description Name: Shuttle Service Operations

All Proposals must be delivered digitally as instructed in the RFP. Hard copies of the RFP are not accepted.

Name of Respondent: _____

Primary Contact: _____

Phone: _____

Email: _____

Fax: _____

Web Address: _____

Mailing Address: _____

Signature of Authorized Agent: _____

Date: _____



Abbreviations

ADA- Americans with Disabilities Act

BHCC-Bunker Hill Community College

COI-Certificate of Insurance

GPS- Global Positioning System

MGL-Massachusetts General Laws

RFP-Request for Proposal

USDOT- United States Department of Transportations



**Request For Proposal
RFP #BHCTAS26**

Purpose

The purpose of this request is to receive proposals for the operation of shuttle bus services for Bunker Hill Community College (BHCC). The successful proposer will be responsible for all phases of shuttle service operations within BHCC. The successful proposer must have its primary business function as shuttle service operations.

Proposal Delivery

All proposals must be submitted electronically. To do so, proposers must first pre-register using the online registration form at [BHCTAS26 Shuttle Service Operations RFP Proposer Registration – Fill out form](#). This pre-registration step ensures the College can track which proposers have received the RFP. After registering, a secure link will be sent for proposal submission. When uploading files, each file name must begin with the company name, and all documents must include the header "SHUTTLE SERVICE PROPOSAL-BHCTAS26." If you experience any technical issues while uploading your proposal, please contact purchasedoc@bhcc.edu for assistance.

Proposals must be delivered by 5 PM ET on April 03, 2026. Late Proposal responses will not be accepted. Proposals that are either emailed, faxed, hand-delivered, mailed out, or sent by any medium other than the information provided above will not be accepted as a proposal delivery. Information submitted beyond the scope required in the RFP may hinder vendor evaluation. One Proposer will be awarded the single contract.

The Massachusetts Standard Contract Form and all associated Terms and Conditions are essential to this solicitation. Exhibit F contains these documents for your review before submitting a proposal. The College will not accept or consider any alternative terms or conditions from proposers. The selected proposer must sign the Massachusetts Standard Contract Form and all relevant Terms and Conditions exactly as provided, without modification. Any additional terms proposed by a vendor are void and unenforceable unless specifically included as a written attachment approved by the College and confirmed not to conflict with existing terms.

Proposal Signature

A proposal must be signed as follows:

1. If the proposer is an individual, by her/him personally.
2. If the proposer is a partnership, with the signature of at least one general partner.
3. If the proposer is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation and with an affixed corporate seal.



Please complete and include the authorized signatory listing form with your proposal. The form is included as Exhibit E with the RFP.

Time for Proposal Acceptance

The contract will be awarded within 45 days after the proposal opening. The time for the award may be extended for up to 45 additional days by mutual agreement between Bunker Hill Community College and the apparent highest responsive and responsible proposer that offers the best value to the College. The College reserves the right to reject all proposals without cause if it is in the College's best interests to do so.

Changes and Addenda

If any changes are made to this RFP, an addendum will be issued and posted to the same location where the original document is available. The proposer is responsible for submitting a proposal based on the original and issued addenda.

Questions about the RFP

Questions must be sent in writing via email to purchasedoc@bhcc.edu, referencing the proposal number in the email's subject line. All questions and answers will be distributed to all registered proposers on record as having picked up the RFP. Proposers are prohibited from communicating directly with any employee of the procuring committee except as specified in this RFP, and no other individual or representative of the College is authorized to provide any information or respond to any question or inquiry concerning this RFP. The contact for this RFP is John Chirichiello, and the email address to use is purchasedoc@bhcc.edu. The deadline for questions is March 31, 2026, 5 PM ET.

Modification or Withdrawal of Proposals, Mistakes, and Minor Informalities

A proposer may correct, modify, or withdraw a proposal by written notice received by Bunker Hill Community College prior to the time and date set for the deadline of proposal submission. All proposal modifications or withdrawals must be submitted electronically via email prior to the submission deadline and must clearly reference the RFP number. Each modification must be numbered in sequence and must reference the original RFP. A proposer's alteration to this RFP will disqualify the proposer from the proposal process. After the proposal opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the College or fair competition.

Right to Cancel/Reject Proposals

Bunker Hill Community College may cancel this RFP or reject in whole or in part any and all proposals if the College determines that cancellation or rejection serves the best interests of the College. The College will not accept or acknowledge any proposer's terms and conditions. The



Massachusetts Standard Contract Form and applicable Commonwealth Terms and Conditions are mandatory and non-negotiable. Any additional terms proposed by a proposer are void and unenforceable unless expressly incorporated by written attachment approved by the College and determined to be non-conflicting.

Proposal Prices to Remain Firm

All proposal prices submitted in response to this RFP must remain firm for 120 days from the proposal opening through the contract award date.

Contract Term Length and Renewal Options

The contract period will run for an initial three (3) year period from 07/01/2026 through 06/30/2029; with two (2) one (1)-year options to renew or extend at the discretion of the College. Options to renew the contract will be determined at least 90 days prior to the end of the three (3) year period.

Contract Term Contingency – Chelsea Campus Operations

The contract awarded as a result of this solicitation is expressly subject to the continued operation of the Chelsea Campus of Bunker Hill Community College. In the event that the Chelsea Campus is closed, relocated, consolidated, or otherwise ceases operations, in whole or in part, the College reserves the right to modify, reduce, suspend, or terminate shuttle services associated with the Chelsea Campus, without penalty, in accordance with the Commonwealth Terms and Conditions. Any such modification, reduction, or termination shall not give rise to additional compensation, reimbursement, or damages, including but not limited to claims for lost revenue, unamortized costs, stranded capital, or minimum service guarantees.

Scope of Services

The successful contractor must provide the following services:

Shuttle Operations

- Operate the BHCC shuttle service according to the specified routes, schedules, and school calendar. The current schedule is available for your review through the college's website: <https://www.bhcc.edu/shuttleschedule/>. All shuttle routes, schedules, and service levels are subject to change based on college operational needs, including the continued operation of the Chelsea Campus, as further described in the Contract Term Contingency section.

Operational Responsibilities

- Be responsible for all operational expenses, including maintenance, fuel, and tolls.

- Provide and maintain ADA-compliant shuttle buses equipped with GPS and passenger verification systems.
- Ensure all drivers meet state and federal requirements, including licensing and United States Department of Transportation (USDOT) drug testing.

Safety and Compliance

- Provide safe, secure, and efficient shuttle services.
- Maintain buses according to manufacturers' specifications and regulatory requirements.
- Replace vehicles every six years or less to ensure reliability and safety.
- Implement a passenger verification system to ensure only authorized individuals use the service.

Technology and Reporting

- Equip buses with appropriate technology to collect real-time driver and vehicle data.
- Provide a GPS system for management tracking of location and for students, faculty, and staff to track using a smartphone app, allowing accurate arrival and departure information and real-time street location of vehicles.
- Provide accurate ridership counts, hours of operation, number of routes driven, and number of stops for any period during the operation to BHCC monthly.

Driver Management

- Screen, qualify, and train drivers, maintaining up-to-date records.
- Ensure ongoing driver training to meet all license requirements. The college has no intention of operating vans with more than 15 passengers.
- Give due consideration to shuttle driver positions to current BHCC shuttle drivers who meet the hiring requirements of the contractor.

Emergency and Inclement Weather Procedures

- Develop and implement emergency procedures and inclement weather policies to ensure continuous service and safety.
- Provide a Business Continuity Plan detailing how the company will continue operations in case of an emergency, such as a natural disaster or fire.

Alternative Service Proposal Requirements: College-Provided Vehicles vs. Vendor-Provided Vehicles

Purpose of Alternative Service Proposals

Bunker Hill Community College seeks to evaluate two alternative service delivery approaches for shuttle operations to determine the most advantageous and cost-effective model for the College. Proposers are requested to submit separate, complete service proposals under each approach described below. Each proposal must be fully stand-alone, clearly labeled, and

independently priced. Submission of both proposals is strongly encouraged; however, proposers may submit one or both approaches.

Proposal Structure and Submission Instructions

Proposers shall organize their submissions as follows:

- Base Proposal – Required administrative, qualification, and responsiveness materials
- Service Proposal Option A: College-Provided Vehicles
- Service Proposal Option B: Vendor-Provided Vehicles

Each Service Proposal must include:

- A complete operational narrative
- Staffing and management plan
- Pricing specific to the option
- Clearly stated assumptions, risks, and dependencies

Failure to clearly separate proposals may result in disqualification.

Service Proposal Option A: College-Provided Vehicles

Under this option, the College will provide shuttle vehicles for use in service operations. The College currently has two College-owned shuttle 11-passenger vans (2019 model year): one with approximately 36,000 miles and another with 68,000 miles. Historical shuttle ridership information for the last two fiscal years is provided in Exhibit G for informational purposes only. The proposer shall operate, staff, and manage shuttle services using College-owned vehicles and shall be responsible for:

- Drivers and supervision
- Dispatch and scheduling
- Daily vehicle inspections
- Preventive maintenance coordination
- Fueling and cleaning (unless otherwise specified)
- Compliance with all safety and regulatory requirements

Pricing Requirements: Pricing under this option must exclude vehicle acquisition or lease costs and clearly identify hourly or unit rates for operations, maintenance coordination costs if applicable, and any permitted pass-through or reimbursable expenses.

Risk Allocation: Vehicle ownership and depreciation shall remain with the College. The proposer assumes operational and safety responsibility during use. No reimbursement shall be provided for vehicle downtime or replacement delays.

Service Proposal Option B: Vendor-Provided Vehicles

Under this option, the proposer shall provide all vehicles necessary to perform shuttle services. The proposer shall provide, operate, maintain, and replace vehicles at its sole expense.

All vehicles must be ADA-compliant, equipped with required GPS and passenger verification systems, and maintained in accordance with manufacturer and regulatory standards.

Pricing Requirements: Pricing under this option must be fully inclusive of vehicle acquisition or lease, maintenance and replacement, fuel, insurance, and depreciation. Proposers must clearly state assumptions regarding vehicle lifecycle and replacement.

Risk Allocation: All vehicle ownership, depreciation, and replacement risk shall rest with the proposer. The College will not reimburse unamortized, stranded, or residual equipment costs. Early termination shall not trigger reimbursement for vehicle costs.

Evaluation of Alternative Proposals

Each Service Proposal Option will be evaluated independently using the published evaluation criteria and point weights. The College reserves the right to select either option, determine that one option represents the best value regardless of price, or reject one or both options from any proposer. Selection of one option does not obligate the College to consider the other.

Performance Standards

To ensure the contractor meets the required standards, the performance metrics below are contract requirements and will be used by the College to monitor contractor performance after award. Proposers must describe in their Operational Plan how they will meet or exceed these standards; the Evaluation Committee will assess the credibility and feasibility of that approach under the Evaluation Criteria.

1. On-Time Performance:

- Target: 95% of shuttles must adhere to the published schedule.
- Measurement: Monthly reports on arrival and departure times.

2. Safety Record:

- Target: No pattern of preventable safety violations, as determined by the College.
- Measurement: Quarterly safety audits and incident reports.

3. Customer Satisfaction:

- Target: Achieve a minimum of 90% satisfaction rate in passenger surveys.
- Measurement: Bi-annual customer satisfaction surveys.

4. Vehicle Maintenance:

- Target: not less than 98% compliance with maintenance schedules.
- Measurement: Monthly maintenance logs and inspection reports.

5. Ridership Data Accuracy:

- Target: not less than 98% accuracy in ridership counts.
- Measurement: Monthly ridership reports. Buses will need be equipped with a compatible ID reader.

6. Driver Training and Certification:

- Target: not less than 98% of drivers must complete the required training and maintain certifications.
- Measurement: Annual review of training records and certifications.

7. Response Time for Incidents:

- Target: Respond to incidents within 15 minutes.
- Measurement: Incident response logs and monthly reports.

8. Environmental Impact:

- Target: Reduce emissions by 10% annually.
- Measurement: Annual environmental impact reports.

9. Cost Management:

- Target: Stay within the approved budget.
- Measurement: Quarterly financial reports and budget reviews.

10. Technology Utilization:

- Target: GPS must be reliably available with minimal downtime, with 98-99% uptime and prompt remediation and passenger verification systems.
- Measurement: Monthly technology performance reports.

Insurance Requirements

The insurance limits for a shuttle service contract should be set to adequately cover potential risks and liabilities.

Minimum Insurance Limits

1. Workers' Compensation Insurance:

- Coverage: As required by the laws of the Commonwealth of Massachusetts.
- Purpose: To cover medical expenses and lost wages for employees injured on the job.

2. General Liability Insurance:

- Coverage: \$1,000,000 per occurrence and \$10,000,000 aggregate.
- Purpose: To cover claims of bodily injury, property damage, and personal injury arising from the contractor's operations.

3. Motor Vehicle Insurance:

- Coverage: \$1,000,000 per accident for bodily injury and property damage.
- Purpose: To cover claims arising from the operation of shuttle buses, including accidents involving passengers, pedestrians, and other vehicles.

4. Provide Proof of Insurance:

- Obtain Certificates of Insurance (COIs) from the insurance provider, listing Bunker Hill Community College as an additional insured.
- Submit the COIs as part of the proposal submission to demonstrate compliance with the insurance requirements.

5. Maintain and Renew Coverage:

- Renew the policies annually and provide updated COIs to BHCC as required.

Business Continuity Plan

To be submitted as an element of the proposer’s proposal.

- Indicate whether there is a written Business Continuity Plan that describes how your company will continue to do business in case of an emergency, such as a natural disaster, weather emergency, fire, etc., affecting the awarded proposer’s normal operations.
- Specify work measures and the means to maintain service at the College.

Cost and Contractual Obligations

Cost proposals must clearly indicate whether pricing corresponds to Service Proposal Option A (College-Provided Vehicles) and/or Service Proposal Option B (Vendor-Provided Vehicles). Provide the price quotation in the form of an hourly rate of service for each year of a five-year period, including all capital investments, maintenance expenses, fuel costs, tolls, salaries, training, and management costs associated with the performance of the service as agreed in the contract.

Cost Proposal Sheet (Exhibit D)

Provide an all-inclusive hourly rate for each contract year. Rates must include all labor, supervision, vehicles, fuel, maintenance, insurance, technology, reporting, and any other costs necessary to deliver the full scope. Identify any proposed pass-through expenses; if none, state “None.” Only use the cost proposal sheet included in Exhibit D for uniform comparison. Cost will be evaluated based on completeness, clarity, and reasonableness under the RFP scope, not the price alone.

Business References

At least three Business references, in the form of signed letters, are required from customers with whom there is a standing business relationship of 1 year or more. Include this with your proposal. References are important elements of the proposal process.

Financial Strength

Proposers must include the recent audited Financial Statements. These statements will be held as confidential and proprietary and will not be returned.

Required Proposal Format and Page Limits

To make proposals easy to review and score, proposers must organize the Technical Proposal using the section headers below and include the required crosswalk. Attachments may not introduce vendor terms and conditions; the Massachusetts Standard Contract Form and applicable Commonwealth Terms and Conditions are mandatory.

- ✓ Cover Sheet and Authorized Signature
- ✓ Minimum Responsiveness Documents (all required exhibits/forms and certifications)
- ✓ Proposer Experience and Qualifications
- ✓ Operational Plan, Staffing, and Service Delivery Approach
- ✓ Safety, Compliance, and Risk Management
- ✓ Cost Proposal (complete the required Cost Proposal Worksheet)
- ✓ Business References and Past Performance (minimum three signed reference letters)
- ✓ Business Continuity Plan
- ✓ Optional Attachments (must be non-conflicting and clearly labeled)

Required Crosswalk

Include a one-page matrix listing each Evaluation Criterion and the page number(s) in your proposal where it is addressed.

Page Limits

Technical Proposal, maximum 25 pages (excluding required forms, financial statements, and reference letters).

Rule of Award

The goal is to select a service provider that can best demonstrate the capability to provide the desired services with high quality and in an efficient manner. One contract will be awarded to the most responsible and responsive proposer, offering the college the best value. Only the RFP procurement committee can decide on the best value for the college through this procurement. Proposers responding to this RFP can be requested to clarify issues or to provide additional insights into their proposal through written clarifications and/or oral presentations. The College may award a contract based on either service model.

The award of this proposal is for service to Bunker Hill Community College only. Massachusetts state higher education institutions have the option to engage the competitively selected vendor for a similar service but through a separate and independent contract. Bunker Hill Community College will have no responsibility for other agency agreements or payments.

Selection Criteria

Proposals will be reviewed and evaluated by the College Evaluation Committee. The Committee will evaluate each proposal to determine the proposer's ability to meet the requirements of this RFP and to provide the best overall value to Bunker Hill Community College.

The College reserves the right to:

- Request additional clarification or information from proposers
- Conduct interviews or presentations
- Verify information provided in the proposal
- Contact references
- Reject any or all proposals if it is in the best interest of the College

Minimum Responsiveness Review

Prior to scoring, proposals will be reviewed to determine responsiveness (Pass/Fail). Only proposals deemed responsive will be scored. Proposals must, at a minimum:

- Be submitted by the stated deadline and in the required format
- Include all required forms and documentation
- Be signed by an authorized representative
- Agree to execute the Massachusetts Standard Contract Form and applicable Commonwealth Terms and Conditions without modification
- Demonstrate experience providing shuttle or comparable transportation services
- Include a Business Continuity Plan (as required in the Scope of Work)
- Include at least three signed business reference letters
- Include the latest audited financial statements
- Acknowledge and meet the minimum insurance limits (or provide evidence of ability to obtain coverage upon award)
- Submit a complete Cost Proposal, including the required Cost Proposal Worksheet, clearly identifying whether pricing corresponds to Service Proposal Option A (College-Provided Vehicles) and/or Service Proposal Option B (Vendor-Provided Vehicles), as applicable
- If submitting one or both Service Proposal Options, clearly separate and label each Service Proposal in accordance with the Alternative Service Proposal Requirements section of the RFP
- Acknowledge that the contract awarded under this solicitation is subject to the continued operation of the Chelsea Campus, as described in the Contract Term Contingency section

Proposals failing to meet these minimum requirements may be deemed non-responsive and removed from further consideration.

Evaluation Criteria

Responsive proposals will be evaluated using the following criteria. The relative importance of each criterion is reflected in the point values assigned.

Scoring Method

For each criterion, evaluators will assign a 0–5 rating using the College’s advantage scale. The rating will be converted to weighted average points by multiplying the rating by (Assigned weight ÷ 5) for that criterion. Evaluators must cite proposal page numbers or sections to support each rating.

Advantage Scale:

0–BELOW MINIMUM

1–NOT ADVANTAGEOUS

2–SOMEWHAT ADVANTAGEOUS

3–FAIRLY ADVANTAGEOUS

4–ADVANTAGEOUS

5–HIGHLY ADVANTAGEOUS

The Committee may request clarifications and may verify references; clarifications will not be used to materially alter the proposal.

1. Proposer Experience and Qualifications (30% weight)

The proposer demonstrated experience and qualifications, including:

- Experience operating shuttle or similar transportation services
- Experience serving higher education, municipal, or public-sector clients
- Organizational capacity and management structure
- Length of time in business and demonstrated stability

2. Operational Plan and Staffing (25% weight)

The quality and feasibility of the proposer’s operational approach, including:

- Proposed service model, routes, schedules, and hours of operation
- Fleet management and vehicle availability
- Staffing plan, driver qualifications, training, and supervision
- Customer service procedures and issue resolution
- Contingency planning for service disruptions

3. Safety Record and Regulatory Compliance (20% weight)

The proposer's commitment to safety and compliance, including:

- Safety history and accident record
- Vehicle inspection and maintenance programs
- Compliance with all applicable federal, state, and local transportation laws and regulations
- Driver certification, licensing, and training practices

4. Cost Proposal (15% weight)

The clarity, reasonableness, and transparency of the cost proposal, including:

- Proposed pricing and rationale

5. References and Past Performance (10% weight)

The quality of references and demonstrated past performance, including:

- Reliability and consistency of service
- Responsiveness to client needs
- Overall satisfaction of current or prior clients

College Conditions

Bunker Hill Community College will not be liable for any costs incurred by respondents in the preparation and production of a proposal or the costs of any services performed prior to receiving approval of the agreement. All proposals and materials submitted in conjunction with the proposals shall become the property of Bunker Hill Community College for use as deemed appropriate, respecting all copyrights. Upon award of the contract, a standard Commonwealth Terms and Conditions must be incorporated. That form is attached with the RFP. Please sign and include the condition form included in Exhibit A with your response.

Non Collusion Form and Tax Compliance Form

These forms are included with the RFP in the Exhibits **B and C**. These forms must be completed and submitted with the proposal.

Basic College Information

Bunker Hill Community College (BHCC) is an open access, multi-campus, urban institution and the largest community college in Massachusetts, enrolling more than 16,000 students annually. Established in 1973 and commemorating 50 years of excellence, BHCC spans two campuses in [Charlestown](#) and [Chelsea](#), complemented by [instructional centers](#) across Greater Boston. Our diverse learning options include day, afternoon, evening, weekend, hybrid, and online courses. For more information, visit: <https://www.bhcc.edu/>

Procurement Calendar

Bid Advertising/Notification	02/19/2026
Bid Posting	03/05/2026
Bid Submission Deadline	04/03/2026
Selection Notification	05/15/2026
Contract Signature	05/29/2026
Estimated Contract Start date	07/01/2026



Exhibit A

College Condition Form

Bunker Hill Community College will not be liable for any costs incurred by respondents in preparing and producing the Proposal or the costs of any services performed prior to receiving approval of the agreement. All Proposals and materials submitted in conjunction with the Proposals shall become the property of Bunker Hill Community College for use as deemed appropriate, respecting all copyrights.

1. Bunker Hill Community College reserves the right to cancel or modify the requirements of this proposal after its release. An addendum will be issued and posted if a modification is applied.
2. Proposers who submit a response may be asked to give an oral presentation to Bunker Hill Community College. This shall provide an opportunity for a Proposer to clarify or elaborate on the Proposal. The College shall schedule the time and location if needed.
3. By submitting a Proposal, the Proposer agrees that it will not make any claims or have any right to damages because of any misinterpretation, misunderstanding of the specifications, misinformation, or lack of information.
4. The successful Proposer will be notified via email.
5. The contract awarded under this solicitation is subject to the continued operation of the Chelsea Campus.
6. Omissions, inaccuracies, or misstatements are sufficient cause for rejection of the Proposal.
7. If awarded, the Agreement shall be governed and construed in accordance with the laws of Massachusetts.
8. To participate in this RFP, the proposer must agree to accept the commonwealth terms and conditions to execute the final contract. The Commonwealth of Massachusetts standard contract form and its applicable terms and conditions will be utilized to enter a contract with a successful proposer and are non-negotiable.

Signature of the individual submitting bid or proposal

Name of business



Exhibit B

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of the individual submitting bid or proposal

Name of business



Exhibit C
(Please attach your updated W9)

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

Exhibit D

Cost proposal sheet

Year	Contract Year	All-In Hourly Rate (\$)	Notes / Assumptions (e.g., escalation, pass-throughs)
1	Base Year 1		
2	Base Year 2		
3	Base Year 3		
4	Option Year 1		
5	Option Year 2		

Proposers submitting both Service Proposal Option A and Option B must submit separate Cost Proposal Sheets for each option.

Exhibit E— Authorized Signatory Listing Form



**Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

**Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)**

Contractor Legal Name	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small>
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Exhibit F-Commonwealth Standard Contract Form & Terms and Conditions

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.



CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name		Department	MMARS Code
dba		Contract Manager Name	
Legal Address As entered on Form W-9 or Form W-4		Business Mailing Address	
Contract Manager Name		Billing Address If Different	
Phone	Fax	Phone	Fax
Email		Email	
Vendor Code	VC	MMARS Doc ID(s)	
Vendor Code Address ID e.g. 'AD001'.	AD	RFR/Procurement or Other ID Number	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="radio"/> NEW CONTRACT		<input type="radio"/> CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.) <input type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.) <input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.) <input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)		Amendment Type Check one option only. Attach details of amendment changes. <input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.) <input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<input checked="" type="radio"/> Commonwealth Terms and Conditions <input type="radio"/> Commonwealth Terms and Conditions for Human and Social Services <input type="radio"/> Commonwealth IT Terms and Conditions			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
<input type="radio"/> Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="radio"/> Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended):			

MMARS Doc ID(s)			
PROMPT PAYMENT DISCOUNTS (PPD)			
Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy .			
Contractors requesting accelerated payments must identify a PPD as follows:			
Payment issued within:	10 days	<input type="text"/>	% PPD.
	15 days	<input type="text"/>	% PPD.
	20 days	<input type="text"/>	% PPD.
	30 days	<input type="text"/>	% PPD.
If PPD percentages are left blank, identify reason:			
<input type="checkbox"/>	Statutory/legal	<input type="checkbox"/>	Ready Payments (M.G.L. c. 29, § 23A)
<input type="checkbox"/>	Agree to standard 45-day cycle	<input type="checkbox"/>	Only initial payment
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT			
Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.			
SUPPLIER DIVERSITY PROGRAM (SDP) PLAN			
Does the Supplier Diversity Program apply?			
<input type="radio"/>	YES	If YES, the Contractor's annual SDP commitment for this Contract is <input type="text"/>	
<input type="radio"/>	NO	If NO, and the department is an Executive Department, enter the appropriate exemption: <input type="text"/>	
ANTICIPATED START DATE (Complete ONE option only)			
The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
<input type="radio"/>	1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.		
<input type="radio"/>	2. may be incurred as of <input type="text"/> , 20 <input type="text"/> , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.		
<input type="radio"/>	3. were incurred as of <input type="text"/> , 20 <input type="text"/> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.		
CONTRACT END DATE			
Contract performance shall terminate as of <input type="text"/> , 20 <input type="text"/> with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS			
Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR		AUTHORIZING SIGNATURE FOR THE DEPARTMENT	
Signature and date must be captured at time of signature.		Signature and date must be captured at time of signature.	
Signature	Date	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Print Name	Print Title	Print Name	Print Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. *Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void.* Upon execution of the Standard Contract Form these Commonwealth Terms and Conditions will be incorporated by reference. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. Contract Effective Start Date. Notwithstanding verbal or other representations by the parties, the effective start date of performance under a Contract shall be the later of the date the Contract was executed by an authorized signatory of the Contractor, the date the Contract was executed by an authorized signatory of the Department, the date specified in the Contract, or the date of any approvals required by law or regulation.

2. Payments And Compensation. The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to [M.G.L. c. 29, § 26](#), or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to [M.G.L. c. 7A, § 3](#) and [815 CMR 9.00](#). Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. Contractor Payment Mechanism. All Contractors will be paid using the Comptroller's payment system unless a different payment mechanism is required. The Contractor shall timely submit invoices and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and [815 CMR 4.00](#), provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System shall be used only for individual Contractors who have been determined to be Contract Employees as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. Contract Termination Or Suspension. A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen

public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. Written Notice. Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. Confidentiality. The Contractor shall comply with [M.G.L. c. 66A](#) if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to, the Department's public records, documents, files, software, equipment or systems.

7. Record-keeping And Retention, Inspection Of Records. The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of six (6) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under [Executive Order 195](#), during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. Assignment. The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with [M.G.L. c. 106, § 9-318](#). The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. Subcontracting By Contractor. Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. Affirmative Action, Non-Discrimination In Hiring And Employment. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability,



COMMONWEALTH TERMS AND CONDITIONS

handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. Indemnification. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. Waivers. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. Risk Of Loss. The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract, until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. Forum, Choice of Law And Mediation. Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration. Any amendment or attachment to any Contract which contains conflicting language or has the effect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law; provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1 of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, the Contractor certifies under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory signing the Standard Contract Form.



Exhibit G-Historical Shuttle Ridership Information (Informational Only)

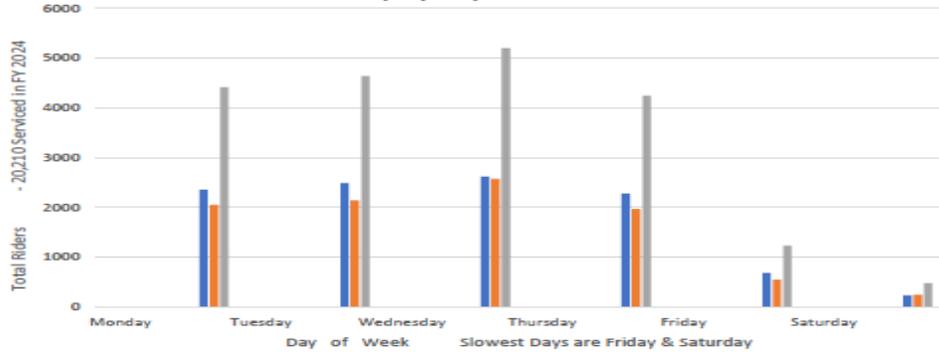
The following ridership information is provided for informational and planning purposes only. Historical ridership levels are not guaranteed and do not represent a minimum service requirement, anticipated future demand, or a commitment by the College. Proposers are responsible for developing their own assumptions regarding ridership, staffing, and service levels. The College makes no representations regarding future ridership volume.

Bunker Hill Community College Shuttle Ridership - Fiscal Year 2024

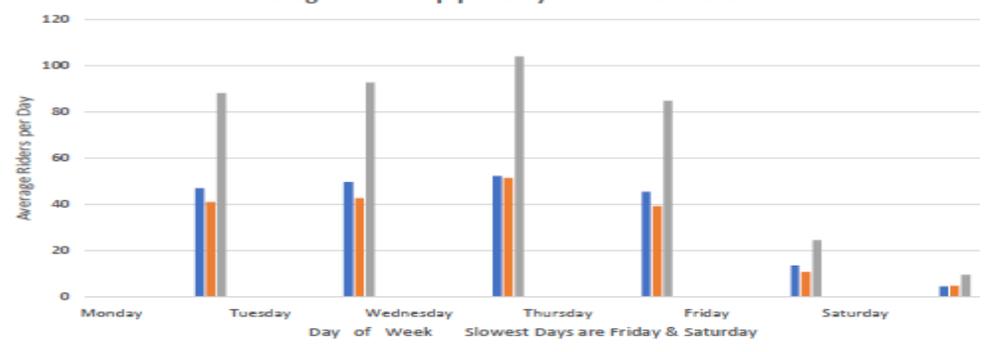
Fiscal Year 2024 BHCC Shuttle		Total Ridership		10,406 One Way Trips		5,203 Round Trips		20,210 Total Riders		220 stops per week	
Number of Stops/Day		Number of Stops/Day		Number of Stops/Day		Number of Stops/Day		Number of Stops/Day		Stops per week	
44		44		44		44		22		220 stops per week	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals	Stops per year				
Charlestown 2,355	Charlestown 2,491	Charlestown 2,622	Charlestown 2,277	Charlestown 685	Charlestown 236	10,666	5,203				
Chelsea 2,056	Chelsea 2,145	Chelsea 2,578	Chelsea 1,970	Chelsea 549	Chelsea 246	9,544	5,203				
TOTAL RIDERS 4,411	TOTAL RIDERS 4,636	TOTAL RIDERS 5,200	TOTAL RIDERS 4,247	TOTAL RIDERS 1,234	TOTAL RIDERS 482	20,210	10,406				

Fiscal Year 2024 BHCC Shuttle		Average Ridership Per Day		Fiscal Year 2024 BHCC Shuttle		Average Ridership Per Day		Average Ridership Per Day		Average Ridership Per Day	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Average per Week					
Charlestown Avg/Day 47	Charlestown Avg/Day 50	Charlestown Avg/Day 52	Charlestown Avg/Day 46	Charlestown Avg/Day 14	Charlestown Avg/Day 5	213					
Chelsea Avg/Day 41	Chelsea Avg/Day 43	Chelsea Avg/Day 52	Chelsea Avg/Day 39	Chelsea Avg/Day 11	Chelsea Avg/Day 5	191					
TOTAL RIDERS 88	TOTAL RIDERS 93	TOTAL RIDERS 104	TOTAL RIDERS 85	TOTAL RIDERS 25	TOTAL RIDERS 10	404					

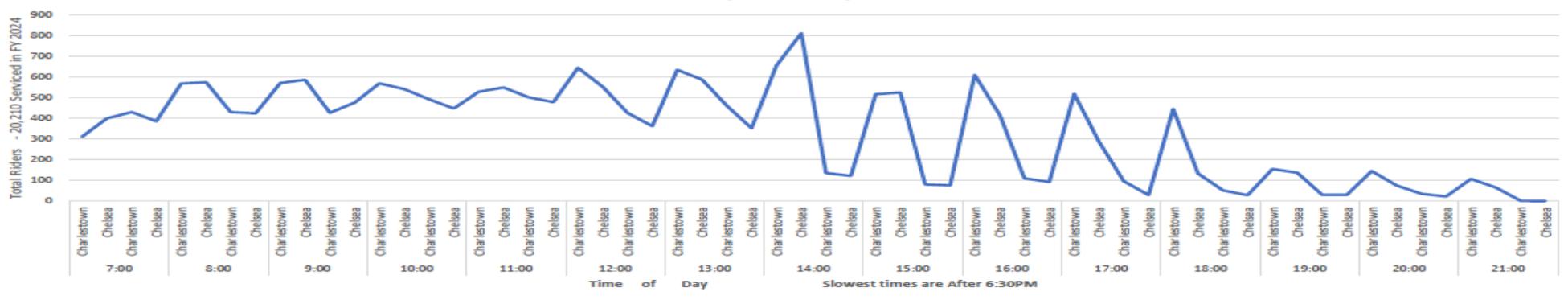
Total Ridership by Day of Week - Fiscal Year 2024



Average Ridership per Day - Fiscal Year 2024



BHCC Total Riders by Time of Day - Fiscal Year 2024

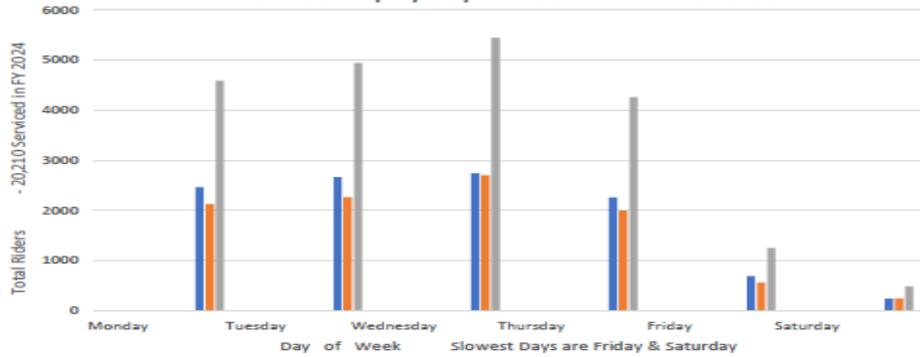


Bunker Hill Community College Shuttle Ridership - Fiscal Year 2025

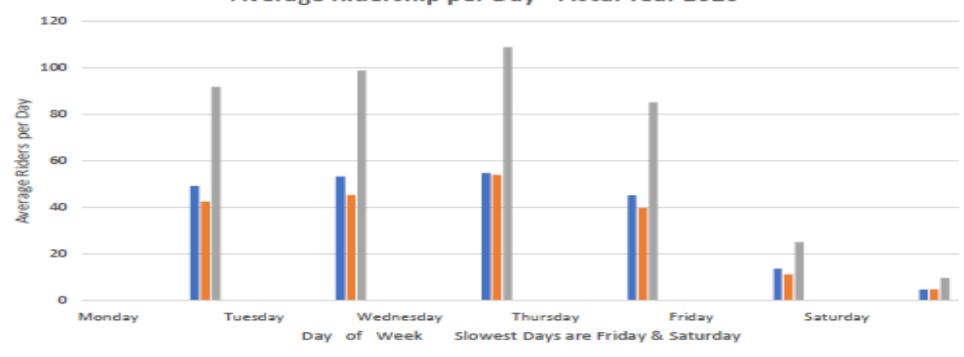
Fiscal Year 2025 BHCC Shuttle		Total Ridership		10,406 One Way Trips		5,203 Round Trips		20,210 Total Riders		July 2024 through June 2025		220 stops per week	
Number of Stops/Day		44		Number of Stops/Day		44		Number of Stops/Day		22		Number of Stops/Day	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Totals	
Charlestown	2,355	Charlestown	2,491	Charlestown	2,622	Charlestown	2,277	Charlestown	685	Charlestown	236	10,666	5,203
Chelsea	2,056	Chelsea	2,145	Chelsea	2,578	Chelsea	1,970	Chelsea	549	Chelsea	246	9,544	5,203
TOTAL RIDERS	4,411	TOTAL RIDERS	4,636	TOTAL RIDERS	5,200	TOTAL RIDERS	4,247	TOTAL RIDERS	1,234	TOTAL RIDERS	482	20,210	10,406

Fiscal Year 2024 BHCC Shuttle		Average Ridership Per Day		Fiscal Year 2024 BHCC Shuttle		Average Ridership Per Day		Fiscal Year 2024 BHCC Shuttle		Average Ridership Per Day		Average per Week	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Average per Week	
Charlestown Avg/Day	47	Charlestown Avg/Day	50	Charlestown Avg/Day	52	Charlestown Avg/Day	46	Charlestown Avg/Day	14	Charlestown Avg/Day	5	213	
Chelsea Avg/Day	41	Chelsea Avg/Day	43	Chelsea Avg/Day	52	Chelsea Avg/Day	39	Chelsea Avg/Day	11	Chelsea Avg/Day	5	191	
TOTAL RIDERS	88	TOTAL RIDERS	93	TOTAL RIDERS	104	TOTAL RIDERS	85	TOTAL RIDERS	25	TOTAL RIDERS	10	404	

Total Ridership by Day of Week - Fiscal Year 2025



Average Ridership per Day - Fiscal Year 2025



BHCC Total Riders by Time of Day - Fiscal Year 2025

