

HAMILTON COUNTY DEPARTMENT OF EDUCATION
3074 Hickory Valley Road
Chattanooga, TN 37421
423-498-7030

Addendum 1

Bid File 22-05 Chartered Coach Carrier Services for Student Field Trips

March 31, 2021

The following changes shall be made and shall become and be a part of the bid document as if it were written verbatim therein, and all bidders shall take them into consideration when preparing and submitting bids.

Under the bid document “**Chartered Coach Carrier Services for Student Field Trips**” the following shall be added:

In response to questions regarding driver background checks. After Bid File 22-05 has been approved by the HCDE School Board; the Charter Coach Companies will be required to have drivers complete a background check.

HCDE Human Resources Department will send the required documents and instructions for driver background checks to the charter companies after Board approval.

HR Department has provided information on the background check verification process.

Following Board approval

- There will be a charge of \$35.15 per driver to complete the background check.
- HCDE ORI # will be provided
- Forms will be provided that need to be completed
- Charter Companies will provide driver’s names and last 4 digits of the driver’s social security numbers.
- Charter Companies will assign a contact person that will complete a short training with the HR Department.

All other terms and conditions remain unchanged.

This form must be returned with all pages of the bid package.

Date _____ Signed _____

Company _____

Business Address _____

Phone _____