TOWN OF ARLINGTON

730 Massachusetts Avenue

Arlington, MA 02476



Bus Transportation Services

Invitation for Bid (IFB)

#23-19

TOWN OF ARLINGTON

Recreation Department

INVITATION TO BID

The Town of Arlington invites sealed bids pursuant to M.G.L. c.30B from qualified companies to furnish bus transportation of school-aged children to the Arlington Recreation Department's Afterschool program from September 1, 2023, to June 30, 2024.

23-19 Bus Transportation Services

Bids will be received until <u>10:00 A.M., Friday, April 21, 2023</u> at the Office of the Town Manager/Purchasing Department, 730 Massachusetts Ave, Arlington, MA 02476, at which time they will be publicly opened and read aloud.

Bid documents are available for viewing and downloading on the Town's website at www.arlingtonma.gov/purchasing. Bids must be submitted on the forms provided therein and in a sealed envelope marked on the outside with the bidder's name, address, and phone number and with the words **Bid # 23-19 Bus Transportation Services.** No bid will be accepted after the time and date specified.

A bid deposit in the amount of five per cent (5%) of the bid amount and payable to the Town of Arlington shall be submitted with each bid. Bid deposits shall be in the form of (a) a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, or (b) a bid bond in a form satisfactory to the Town, with a surety company qualified to do business in the Commonwealth of Massachusetts

The Town of Arlington will award the contract to the lowest eligible and responsible bidder. The Town Manager reserves the right to accept or reject any and all bids, wholly or in part, or to waive minor informalities in any or all bids, if it be in the public interest so to do. **Minimum Wage Rates**, as determined by the Director of the Department of Labor Standards of the Executive Office of Labor and Workforce Development under the provisions of M.G.L. c.149 §26 to 27H, apply to this project. The schedule of wage rates applicable to this contract is included in the bid documents.

The successful bidder will be required to provide a Certificate of Insurance demonstrating current coverage of the type and amounts set forth in the bid documents.

Questions regarding this Invitation to Bid should be directed to the Town of Arlington's Purchasing Agent at mdenatale@town.arlington.ma.us.

TOWN OF ARLINGTON

Sanford Pooler Town Manager

April 6, 2023

INSTRUCTIONS TO BIDDERS

A. COMPLEMENTARY DOCUMENT

1. The Invitation for Bid, included herewith, is complementary to this document and shall be carefully reviewed by bidders for specific instructions not repeated herein.

B. STATUTES REGULATING COMPETITIVE BIDDING

- 1. Bidding procedures and award of contract shall be in accordance with the provisions of M.G.L. c.30B.
- 2. In the event of any discrepancy or inconsistency between the provisions of the bid or contract documents and the statutes referenced hereinabove, the provisions of said statutes shall govern. In such event, the application of all remaining provisions not in conflict with any circumstance other than that in which the conflict occurs shall not be affected thereby.

C. BIDDER'S QUALIFICATIONS

- 1. No individual or firm may submit a bid unless it includes, with the bid form, a list of at least three (3) references from similar contracts completed in the last five (5) years.
- 2. The Town Manager will reject bids when required to do so by Massachusetts General Laws. In addition, the Town Manager reserves the right to waive any informalities in bidding and to reject any and all bids if he deems it to be in the public interest so to do. The Town Manager reserves the right to reject any bid if he determines that such bid does not represent the bid of a person or firm competent to perform the work as specified, or if fewer than three bids are received, or if bid prices are not acceptable without further competition.

D. INTERPRETATION OF DOCUMENTS: NOTIFICATION OF ERRORS

- 1. Bidders are urged to notify the Town of any and all errors and discrepancies found in the bid and contract documents.
- Bidders requiring interpretation or clarification of the bid and contract documents shall make a written request to the Purchasing Agent at <u>mdenatale@town.arlington.ma.us.</u> The Town will answer such requests if received at least six (6) days prior to the date of the bid opening.
- 3. Interpretations and clarification of the bid and contract documents will be made by Addendum which will become part of the bid and contract documents. The Town will not be held accountable for any oral instruction.

E. EXAMINATION OF BID AND CONTRACT DOCUMENTS

- 1. Each bidder shall carefully examine the bid and contract documents to obtain a thorough understanding of the work of her/his bid.
- 2. Failure of any bidder to thoroughly examine the bid and contract documents shall in no way relieve her/him of any obligation with respect to her/his bid or of any responsibility assigned to her/him under the contract.

F. MODIFICATION AND WITHDRAWAL OF BIDS

- 1. Modification or withdrawal of bids will be permitted after submission of said bids provided that clearly written and readily understandable instructions are received by the Town Manager in writing prior to the time established for the opening of bids. No bid may be withdrawn after that time, except as otherwise provided herein or by law.
- 2. No bid may be withdrawn for a period of thirty (30) days, Saturdays, Sundays and legal holidays excluded, after actual date of bid opening.

G. ADDENDA

- Designer's interpretations shall be in the form of Addenda to the bid and contract documents. Failure to receive such Addenda shall in no way relieve any bidder from the execution of its provisions. All bidders are cautioned to verify the number of Addenda that have been issued and to secure any needed copies from the Town before submitting a bid.
- 2. Bidders shall acknowledge each and every Addendum in the spaces provided on the bid form; failure of a bidder to do so may result in rejection of the bid.

H. BID FORM

- 1. Bids must be submitted on the forms attached hereto. The bid forms may be removed and submitted separately from the other documents.
- 2. All blank spaces on the bid form must be filled in and all entries must be made in ink or typewritten. Bidders must bid on each item. Where space is provided, sums shall be expressed in both words and figures. In case of a discrepancy between the two, the written words shall govern.
- 3. No interlineations, additions, alterations or erasures shall be made on the forms.

I. ALTERNATES

1. Not applicable to this solicitation.

J. SUBMISSION OF BIDS

- The bid form shall be properly executed and enclosed with a bid deposit equal to five percent (5%) of the value of the total bid in a sealed envelope plainly marked on the outside with the name and address of the bidder and the words **Bid #23-19 Bus Transportation Services** along with the bidder's name, business address, and phone number.
- If the bid is mailed, the aforementioned sealed envelope shall be enclosed in a second envelope marked on the outside with the same information above and mailed to the place of the bid opening, as stipulated in the Invitation for Bid. Mailed bids must be received before the time scheduled for opening of bids.

K. BID DEPOSITS

- 1. The bid deposit shall be submitted in the amount specified in the Invitation for Bid and in the form of (a) a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company and payable to the Town of Arlington, or (b) a bid bond in a form satisfactory to the Town, with a surety company qualified to do business in the Commonwealth of Massachusetts, and conditioned upon the faithful performance by the principal of the agreements contained in the bid. Return of bid deposits will be in accordance with the provisions of the applicable Massachusetts General Laws.
- 2. Bid deposits of all bidders, except those of the three lowest responsible and eligible bidders, shall be returned within five days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids. The bid deposits of the three lowest responsible and eligible bidders shall be returned upon the execution and delivery of the contract or, if no award is made, upon the expiration of the time prescribed in the applicable Massachusetts General Laws for making an award; except that, if any bidder fails to perform her/his agreement to execute a contract and furnish any performance or payment bonds required herein, her/his bid deposit shall become and be the property of the Town, as liquidated damages.

L. FOREIGN CORPORATIONS

1. Attention of bidders is called to M.G.L. c.30, §39L, as amended, under which an Awarding Authority may not enter into a contract with a foreign corporation (defined as a corporation that has been established, organized, or chartered under laws other than those of the Commonwealth of Massachusetts), nor approve a foreign corporation as a sub-contractor, unless said foreign corporation has filed with the Authority a certificate of the State Secretary stating that the corporation has complied with requirements of M.G.L. c.156D §15.03 and stating the date of such compliance.

M. AWARD OF CONTRACT

- 1. The Contract shall be awarded to the lowest responsible and eligible bidder, as provided under M.G.L. c.30B, based on the bidder's Year 1 price. The Town reserves the right to renew the contract for Years 2 and 3 at its sole discretion.
- 2. The Town reserves the right to reject bids in accordance with the provisions of M.G.L. c.30B. In addition, the Town may consider informal and may reject any bid which is not prepared and submitted in accordance with all requirements of the bid documents, or which contains erasures, alterations, additions, errors or irregularities of any kind, or which contains proposed prices for any class or item of work which is, in the judgment of the Town, substantially less or more than the actual cost to complete the work; provided, however, that the Town reserves the right to waive any and all informalities as to form. Matters as to substance shall not be waived. Subject to the provisions of applicable laws, if the forms, specifications, or any other bid document require submission of special information or data to accompany bids for any trade, if applicable, and any bidder neglects to furnish such information or data with its bid, the Town may reject the bid of such bidder as incomplete; provided, however, that the Town reserves the right to deem any such omission as an informality for which such bid will not be rejected, and to subsequently receive such information or data prior to award of the contract. See paragraph C. above as to the Town's right to reject the bid of any bidder who is not qualified, competent and responsible.

R. PAYMENT OF STATE TAXES

1. Bidders are required to certify that all state tax returns have been filed and all state taxes have been paid in order to be eligible to enter into a contract with the Town for these services. The form provided herein is to be used for this purpose and is to be completed and returned as part of the bid.

END OF SECTION

SCOPE OF SERVICES

The Town of Arlington seeks the services of qualified companies to transport children participating in its Recreation Department's afterschool program. The successful contractor shall furnish all services necessary and required, consisting of the following in general: transportation equipment, maintenance of equipment, operation, supervision, inspection, registration, licensing, insurance, and conformance to all applicable laws, rules, and regulations of the Commonwealth of Massachusetts, the Department of Motor Vehicles, the Department of Early Education and Care, and the Town of Arlington.

Work Detail

The Town is seeking bids for school year transportation services from September 1, 2023, to June 30, 2024. This is an afternoon service where students are picked up at various elementary schools in Arlington and transported to the Arlington Kid Care Afterschool currently located at the Gibbs School, 41 Foster Street, Arlington, MA. Pick-up time will begin at 2:25 pm on Monday, Tuesday, Thursday, and Friday and at 1:00 pm on Wednesday.

A. Equipment

The Recreation Department will need at a minimum one vehicle that can accommodate 70 students and staff.

The contractor shall furnish buses which conform in all respects to the General Laws of the Commonwealth of Massachusetts and the rules and regulations of the Registry of Motor Vehicles and any other regulating agencies with jurisdiction over the transportation of public school children.

The contractor shall furnish all necessary equipment, gasoline, oil, grease, tires, maintenance, and repairs throughout the period of the contract.

No bus provided by the contractor may be more <u>than five (5)</u> years old at the starting date of the contract.

All buses shall be constructed, equipped, and maintained in conformance with all applicable laws, regulations, and rules of the Registry of Motor Vehicles and the Commonwealth of Massachusetts. The attention of all concerned is particularly directed to the following sections of Chapter 90 of the General Laws of the Commonwealth of Massachusetts:

M.G.L. c.90 §1	Definitions
M.G.L. c.90 §1A	School Bus Registration
M.G.L. c.90 §7A	School Bus Inspections
M.G.L. c.90 §7B	Equipment and Operation of School Buses
M.G.L. c.90 7C	Minimum Standards for Construction and Equipment of School Buses
M.G.L. c.90 §14	Precautions for Safety of Other Travelers
M.G.L. c.90 §17	Speed Limits

No bus shall be used which does not have a sign bearing the words "School Bus" attached to the front and rear of the vehicles, as required by Section 7B, Chapter 90.

All buses used in the performance of this contract shall be equipped with 2-way FM radios which the contractor will operate from a base unit which must be manned at all times that buses are in transit.

All buses used in the performance of this contract shall have painted or otherwise attached numbers and the name of the contracting company on sides, front and rear, for easy identification.

B. Driver Personnel

The contractor shall employ as drivers of the buses individuals over the age of twenty- one, licensed to operate school buses in the Commonwealth of Massachusetts, of good character, physically fit, and known to be safe and experienced drivers. The contractor further agrees that all bus drivers so employed by him shall follow all rules and regulations for the safety of the students as prescribed by the provisions of Chapter 90 of the General Laws of the Commonwealth of Massachusetts. Each driver's Massachusetts School Bus Drivers license must have been screened through the CORI Process.

The contractor shall give reasonable assurance that his drivers are of excellent moral character and are exemplary of the type of person who should work with children.

Drivers shall, at all times, be courteous and exemplary in speech and actions before children.

Before the opening of school in September of each year the contractor shall provide the Director of Recreation with a list giving the full name, home address, telephone number, age, and school bus driver's license number with date of issue for each driver who will operate a bus and the status and date of the CORI Screening of each bus driver. The Town reserves the right to reject the use of any bus driver. Drivers will need to be background checked through EEC which will be completed by the Arlington Recreation Department.

The contractor shall provide the Director of Recreation with the following for each driver:

- a. A report from a registered physician certifying that the driver is in sound physical condition and capable of performing the duties of bus driver. The physical examination shall include screening for alcohol and drug use.
- b. A report from a registered physician or a State Laboratory certifying to the driver's freedom from tuberculosis in a communicable form. This report is filed initially at the time of employment and tri- annually thereafter.

There will be no smoking by drivers while transporting children to and from school or on school grounds, or on Recreation trips.

C. Operations

The speed and method of operation of school buses shall be such as to ensure a high degree of safety for the pupils.

Drivers will be expected to obey all safety rules including the following:

- a. Double check the brakes, lights, tires, emergency door, horn and fuel supply to be sure every mechanical detail is in readiness for each trip.
- b. Obey all highway warning signs and legal rules of the road; give full consideration to the courtesies due other drivers on the road.
- c. Be sure road is clear before allowing pupils to cross; be sure pupils are safely seated and door closed before starting the bus.
- d. Avoid jerky stops and starts; drive slowly over bumps and rough spots.
- e. Never leave bus with motor running, fill gasoline tank while pupils are in the bus, or allow anyone except eligible pupils to ride in the bus.

f. Stop bus completely, before taking on or discharging passengers.

The driver shall maintain order among pupils within the school bus. Drivers will not take disciplinary action against any pupil. Pupils disobeying instruction of the driver shall be reported to the Recreation Director for disciplinary action. In no case shall a student be put off the bus. Nothing herein shall prevent a driver from reprimanding a pupil for action that might cause harm to himself and/or others.

There shall be no smoking by pupils on the bus(es)

It shall be the responsibility of the driver to ensure that the safety of pupils is not jeopardized during boarding and disembarking. The bus shall remain stationary until pupils have safely disembarked at their destination.

Drivers shall report all controversies with pupils or parents of pupils to the Recreation Director promptly.

The driver shall place the safety of school children above any other consideration at all times and shall under no circumstances leave the bus unattended at any time while it is occupied.

Courteous, careful, firm drivers who can remain in complete control of students in their vehicles is required. The Town reserves the right for the Director of Recreation to interview any driver and, if for reasonable cause, require the contractor to transfer this person to another route or cease using the driver within the scope of this contract.

The contractor agrees that his buses will be kept at all times in a condition of cleanliness inside and out, satisfactory to the Town of Arlington.

The contractor shall agree to provide a replacement bus if an original bus becomes disabled. Any school bus used to replace a breakdown must be able to reach the point of breakdown within 20 minutes of notification.

If for any reason said bus or buses cannot be operated for any Recreation trip, the contractor agrees to provide suitable, insured (as specified) transportation in place thereof, without additional charge to the Town of Arlington.

The contractor or his driver shall make written reports of all accidents in which

his equipment becomes involved within twenty-four (24) hours to the Director of Recreation. In the event the accident involves injury or death of a school child, a verbal report shall be made at once by telephone, after notification of police, and the rendering of assistance to the injured.

The contractor must be willing to appear for conferences with the Town when needed.

The Contractor must have a sufficient number of substitute drivers available in case of the absence of regular drivers.

D. Period of Performance

The contract period shall be for one (1) year, September 1, 2023 through June 30, 2024. The Town reserves the right to renew for years two and three at its sole discretion.

TOWN OF ARLINGTON



Director of Recreation

Joseph Connelly

RECREATION DEPARTMENT

Pricing in compliance with the scope of work and Terms and Conditions as stated and incorporated herein, the undersigned offers and agrees, if this bid is accepted within thirty (30) calendar days, or as otherwise specified, to complete the stated work.

The Town will award the contract based on the Year 1 price. The Town reserves the right to renew the contract for Years 2 and 3 at its sole discretion.

	Bi	d Form	
#23	-19 Bus	Transportation	
YEAR 1 Total Price of Bus per day	\$	(School Year)	
Total Passengers on Bus	#	(School Year)	
YEAR 2			
Total Price of Bus per day	\$	(School Year)	
Total Passengers on Bus	#	(School Year)	
YEAR 3	¢		
Total Price of Bus per day		(School Year)	
Total Passengers on Bus	#	(School Year)	
AUTHORIZED SIGNATURE:			
PRINT NAME:			
TITLE:			
COMPANY NAME:			
ADDRESS:			
TELEPHONE:			
EMAIL ADDRESS:			
CONTACT PERSON:			
EMERGENCY PHONE NUMBER			
DATE SIGNED:			

COMPANY BACKGROUND INFORMATION

(Bidder shall address at minimum M.G.L. c.90 sections specified above)

CERTIFICATE OF NON-COLLUSION

(submit as part of completed bid form)

The undersigned certifies under the penalties of perjury that this bid is in all respects bond fide, fair and made without collusion or fraud with any other person. As used herein, the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of Individual Authorized to Sign (Print or Type)

Authorized Signature

Legal Name of Business Entity (Print or Type)

STATEMENT OF STATE TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that I have complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or Federal Identification Number

Signature of Individual or Responsible Corporate Officer and Title

INSURANCE REQUIREMENTS (FOR AWARDED CONTRACTOR ONLY)

Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Town a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Compre	hensive Form
Bodily Injury Liability	\$ One Million
Property Damage Liability	\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFIT PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION	.\$ Statutory
EMPLOYERS' LIABILITY	\$ Statutory

- C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW: BODILY INJURY LIABILITY...... \$ Statutory
 - i. A contract will not be executed unless a certificate (s) of insurance evidencing above described coverage is attached.
 - ii. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
 - iii. All applicable insurance policies shall read:
 - iv. **"TOWN OF ARLINGTON" as a certificate holder and as an additional insured** for general liability only along with a description of operation in the space provided on the certificate.

Certificate Should Be Made Out To: Town Of Arlington/Purchasing Department 730 Massachusetts Ave Arlington, MA 02476

Note: If the contractor's insurance expires during the life of this contract, it shall be his responsibility to submit a new certificate(s) covering the period of the contract. No payment will be made on a contract with an expired insurance certificate.



Governor

KIM DRISCOLL Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the Massachusetts General Laws, Chapter 149, Sections 26 to 27H LAUREN JONES Secretary

MICHAEL FLANAGAN Director

Awarding Authority:	Town of Arlington
Contract Number:	City/Town: ARLINGTON
Description of Work:	Transport elementary school students to after school programs during the 2023-2024 academic year and to summer programs.
Job Location:	Arlington,MA and Various Locations

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

• The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, the awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. The annual update requirement is not applicable to 27F "rental of equipment" contracts. The updated wage schedule must be provided to all contractors, including general and sub-contractors, working on the construction project.

• This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.

- An Awarding Authority must request an updated wage schedule if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or a sub-contractor.

• Apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Standards (DAS). Apprentices must keep their apprentice identification card on their persons during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DAS regardless of whether they are registered with another federal, state, local, or private agency must be paid the journeyworker's rate.**

• Every contractor or subcontractor working on the construction project must submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. For a sample payroll reporting form go to http://www.mass.gov/dols/pw.

- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Contractors must obtain the wage schedules from awarding authorities. Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may file a complaint with the Fair Labor Division of the office of the Attorney General at (617) 727-3465.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
School Bus						
Athletic/ Field Trips/ Extra-Curricular SCHOOL BUS - 25/EASTERN-8751/Transdev	09/22/2022	\$22.00	\$-	\$0.00	\$0.00	\$22.00
SCHOOL BUS - 25/EASIERN-8/51/Iransaev	09/22/2023	\$22.66	\$-	\$0.00	\$0.00	\$22.66
	09/22/2024	\$23.34	\$-	\$0.00	\$0.00	\$23.34
School Bus Driver SCHOOL BUS - 25/EASTERN-8751/Transdey	09/22/2022	\$30.88	\$-	\$0.00	\$0.00	\$30.88
SCHOOL BUS - 25/EASIERN-8/51/Iransaev	09/22/2023	\$32.42	\$-	\$0.00	\$0.00	\$32.42
	09/22/2024	\$34.04	\$-	\$0.00	\$0.00	\$34.04

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.