

FORMAL BID FB20-011

FOR

ground transportation services

Submission Deadline: date here 2:00 p.m. Central Time

Questions and/or requests for clarification of this FB should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this FB to the Purchasing Department until 2:00pm on DATE Questions received after this date may not be answered. Please reference the FB20-011 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the FB confirming receipt.



**GROUND TRANSPORTATION SERVICE**

Missouri Western State University (MWSU) is seeking bids to transport various Administrators, Faculty, Staff and Students to and from scheduled activities in a safe, reliable and timely manner. MWSU has a fleet of vehicles and drivers scheduled through our Physical Plant department. We need supplemental transportation when conflicts or last minute trips arise. MWSU utilizes ground services though the year to travel to athletic activities, scholastic endeavors and various other events. MWSU travel generally takes place in the Midwest.

Two opportunities are available for contract within this Formal Bid. Transport for local events in standard school bus type vehicles and charter transport for higher comfort and longer distance are both sought. It is MWSU’s intent to award multiple contracts within each category to meet its travel needs. One vendor shall be designated as the primary recipient of orders. The other awardees may receive order in the event the primary vendor is unable to deliver.

Transportation is required to be clean and well maintained. All drivers should be courteous, knowledgeable and properly licensed. Physical Plant will be responsible for scheduling services and reviewing invoices prior to sending them to Accounts Payable.

**GENERAL TERMS**

* Vendor will be properly licensed for the type of vehicle and transport they are providing under the rules and regulations of the State of Missouri and the Federal Government. The Vendor shall procure and keep in effect all necessary permits and licenses required for its performance under the resulting contract.
* All vehicles should be equipped with all necessary equipment to meet all State of Missouri and Federal safety standards.
* Driver will obtain directions and map out travel for all destinations, prior to departure, including any local travel at the destination. Vendors are encouraged to provide GPS for any out of state travel.
* The most direct routes are to be followed unless deviations are requested, specified or approved by MWSU representative.
* MWSU will provide name of representative for each transportation event. Driver will discuss any questions regarding transport itinerary with representative.
* Vendor understands and agrees that local transportation may be required while at the trip destination. Local transportation may include, but may not be limited to, trips to and from meals, practices, games, and other trip-related events, etc., while at the trip destination.
* All accommodations, meals and other incidentals should be included in the trip cost. This will also include parking fees and tolls.
* MWSU will work to provide as much notice and detail as possible for any trip, however, vendor will be prepared for short notice trips and make every effort to accommodate. Additionally, trips will normally be scheduled with the maximum number of days projected for the trip. Schedules may be altered closer to travel time to include a later departure or earlier return. There shall be no penalty for these alterations to the schedule.
* Vendor must have available on-road service arrangements and/or an acceptable replacement vehicle(s) in the event of an accident or mechanical failure. Vendor must provide alternative transportation no longer than two hours from driver’s notice of failure. If subcontracted services are required to meet this expectation, subcontractor must meet all insurance and safety requirements of MWSU. Any additional costs incurred by the MWSU to obtain alternate transportation because of the Vendor’s inability to complete the trip as required will be deducted from any amount due the Vendor.
* Vehicles will be at designated pick up points no later than 30 minutes prior to departure.
* Vehicles will be fully fueled at pick up. Vehicles should be refueled before re-boarding as necessary to avoid stopping along route.
* Driver is to remain with the vehicle at all times or the Vehicle must be locked when passengers’ belongings are on the bus.
* Driver(s) accommodations for an overnight stay should be calculated into total fee.

**BUS REQUIREMENTS:**

**School Bus or Other:**

A. Must have a minimum of 15 seats and a maximum of 65

B. Does not require a bathroom of any type

C. Will have bench style seating with high backs and padded seating

D. Will have safety windows as required by State and Federal Safety standards

E. Can be one of the following types:

1. Type A – cutaway van (or Multi-Function School Activity Bus)

2. Type B – Integrated Conventional

3. Type C – Conventional

4. Type D – Front/Mid/Rear engine transit style

**Charter transport for over the road travel:**

A. Must have a minimum seating capacity of 45 and a maximum of 56

B. Must have air conditioning and heating

C. Must be no more than five years old or refurbished within the last five years and be well maintained

D. Must be equipped with working DVD player and have multiple viewing screens

E. Must be equipped with wireless internet access to support full capacity

F. Must be equipped with a working public address system

G. Must be equipped with lockable storage bays under the vehicle to transport luggage and team equipment as necessary

H. Must be of wide bay body style

I. Must be equipped with a clean, sanitary, fully functional restroom with an adequate provision of toilet paper, soap, paper towels and hand sanitizer, or towelettes for each trip.

J. Must have interior lighting and climate control systems including individually operated reading lights and illuminated floor and entryways

**Milestones and Deliverables:**

Vendor must supply a certificate of insurance with MWSU listed as the additional insured. See Page 6 for complete insurance requirements.

Vendor must provide to MWSU representative the following contact information for emergency purposes: Contact Name in case of Emergency, phone number, address

Vendor’s performance will be reviewed annually on the following criteria:

a. Availability of Coaches

b. Promptness of service pick up

c. Promptness of service delivery

d. Billing errors

e. Numbers of Vendor initiated cancellations

f. Bus drivers as related to customer service needs

g. Quality and cleanliness of buses provided

**Vendor and Staffing Specifications:**

* All drivers must possess a valid driving license for the type of unit that will be operated.
* Drivers will be presentable in appearance and in good health.
* Drivers will be equipped with cell phones or radios to enable two way communications in the event of an emergency or need to communicate with dispatch
* Vendor must comply with Parts 390 – 396 of the US Department of Transportation Motor Carrier Safety Regulations (Title 49 of the Code of Federal Regulations).
* Vendor must assume liability for all applicable taxes, bonds, insurance, tickets, etc.
* Vendor will have a drug-testing program in place, which requires random drug testing of all drivers. Any driver not passing a drug test must be prohibited from operating transportation for MWSU.
* Vendor will instruct any driver providing service to MWSU of the requirements of the contract.
* MWSU reserves the right to remove driver in the event of conduct or performance that is deemed by MWSU to be unacceptable. The Vendor shall immediately replace any such removed person with an individual acceptable to MWSU.

**Term:**

Any contract resulting from this solicitation will have an initial term of one year with four annual optional renewals. Initial term will commence on July 1, 2019 and run through June 30, 2020.

In no event will the total term of the resulting contract, including the initial term, any renewal terms and any extensions, exceed five (5) years. Ending date here. Unless otherwise specified in the contract, renewals will be subject to the same terms and conditions as the original contract. The resulting contract may not renew automatically nor renew solely at the Vendor’s option.

Vendor shall not commence billable work in furtherance of the contract before all parties sign the contract.

**Termination for Cause:**

MWSU may terminate the resulting contract, in whole or in part, immediately upon notice to the Vendor if: (a) MWSU determines that the actions or inactions of the Vendor, its agents, employees or subcontractors have caused, or reasonably could cause, jeopardy to health, safety, or property; (b) the Vendor has notified MWSU that it is unable or unwilling to perform the contract; (c) Vendor fails to perform to MWSU’s satisfaction any material requirement of the resulting contract; or (d)MWSU determines that the Vendor lacks the financial resources to perform the contract. MWSU shall provide written notice to the Vendor to cure the problem identified within a specified period. If not cured by the specified date, MWSU may either immediately terminate the contract without additional written notice or enforce the terms and conditions of the contract. For termination due to any of the causes contained in this section, MWSU retains the right to seek any available legal or equitable remedies and damages.

**Termination for Convenience:**

MWSU may, for its convenience and with 30 days prior written notice to Vendor, terminate the resulting contract in whole or in part and without payment of any penalty or incurring any further obligation to the Vendor. The Vendor shall be entitled to compensation upon submission of invoices and proof of claim for supplies and / or services provided in compliance with the resulting contract up to and including the date of termination.

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than DATE 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Electronic or faxed bids will not be accepted.** Missouri Western reserves the right to accept or reject any or all bids. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Formal Bid Number **(FB20-011)** shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the FB number is not on the outside of the envelope.

Pricing must be FOB Missouri Western State University. All items must be new, first quality.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for services. It is the intent of MWSU to award multiple contracts within each category to meet its travel needs. One vendor shall be designated as the primary recipient of order. The other awardees may receive order in the event the primary vendor is unable to deliver.

Return the pricing sheet with your bid. Include any addendum(s) with your initials.

All questions/clarifications can be sent regarding this Formal Bid should be directed to Kelly Sloan, Purchasing Manager purchase@missouriwestern.edu until 2:00 pm, THIS DATE.

Please include your company’s W-9 with your bid documents.

**Indemnification and Liability:**

The Vendor shall indemnify and hold harmless MWSU, its Board of Trustees, the State of Missouri, its agencies, officers, employees, agents and volunteers from any and all costs, demands, expenses, losses, claims, damages, liabilities, settlements and judgments, including in-house and contracted attorneys’ fees and expenses, arising out of: (a) any breach or violation by Vendor of any of its certifications, representations, warranties, covenants or agreements; (b) any actual or alleged death or injury to any person, damage to any property or any other damage or loss claimed to result in whole or in part from Vendor’s negligent performance; or (c) any act, activity or omission of Vendor or any of its employees, representatives, subcontractors or agents. Neither Party shall be liable for incidental, special, consequential or punitive damages.

**Insurance:**

Vendor shall, at all times during the term and any renewals, maintain and provide upon request a Certificate of Insurance naming MWSU as additional insured for all required bonds and insurance. Certificates may not be modified or canceled until at least 30 days’ notice has been provided to MWSU. Per the Federal Motor Carrier Safety Administration, Part 387, minimum insurance for a vehicle that is designed to transport 16 or more passengers (including the driver) is $5,000,000. You will be asked to provide this documentation when awarded the bid.

**CANCELATION:**

Please describe your cancelation policy. Include costs and procedure regarding:

* Trip cancellation due to game cancellation,
* Weather
* Other impediments to travel

Please also note cancellation fee in the event the vendor is notified after leaving the bus garage and how those costs are then calculated, if any.



**GROUND TRANSPORTATION SERVICE**

**PRICING SHEET**

Complete Attachment A, Attachment B, or both based upon the bus type for which you are providing a bid. These attachments include a rate table as well as a market basket. Solely for the purpose of evaluating the Bid, the market basket is only a sample of typical trips and the University makes no guarantee that the trips identified will be required as indicated. Attach additional pages if the specified pricing format requires additional pages. YOU MUST COMPLETE PAGE 8 AND ONE OF THE ATTACHMENTS (PAGE 9 OR 10) TO BE CONSIDERED A RESPONSIVE BIDDER.

Vendor’s Price for the Initial Term based upon information computed on Attachment A – School Bus Market Basket Total or Attachment B – Charter Bus Market Basket Total

 Attachment A Section 2: School Bus Market Basket Total

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 Attachment B Section 2: Charter Bus Market Basket Total

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Price shall not be increased should vendor experience an increase in wage rates, materials, equipment, or in any other of Vendor’s costs, or should Vendor be compelled to pay premium wages for overtime work prior to completion of Vendor’s work under the resulting contract.

Renewals:

If the resulting contract will contain renewal options, the price for renewals shall be the same rate as for the initial term unless a different compensation or formula for determining the renewal compensation is stated in this section.

If MWSU decides to exercise any renewal option, a revised price schedule will be included with the renewal. Cost increases or decreases shall be allowed only at the time of contract renewal and shall be increased or decreased by no more than a percentage equal to the percentage by which the United States Department of Labor Consumer Price Index (CPI) of the Midwest Region for wages for the month of March, for all urban consumers (computed on the same basis and by the same methods as are used on the date thereof) shall exceed or be less than the index number published as aforesaid for the month in which the original Contract is signed.

MWSU’s Formula for Determining Renewal Compensation:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Coverage period  | Prices will remain firm for each fiscal year checked below | Prices may increase up to the maximum % for each fiscal year as indicated below | Prices will increase/decrease in relation to the CPI at the time of the contract renewal |
| First Renewal: | 7/1/20 – 6/30/21 | Yes\_\_\_\_\_No\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_% | Yes\_\_\_\_\_No\_\_\_\_\_ |
| Second Renewal: | 7/1/21 – 6/30/22 | Yes\_\_\_\_\_No\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_% | Yes\_\_\_\_\_No\_\_\_\_\_ |
| Third Renewal: | 7/1/22 – 6/30/23 | Yes\_\_\_\_\_No\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_% | Yes\_\_\_\_\_No\_\_\_\_\_ |
| Fourth Renewal: | 7/1/23 – 6/30/24 | Yes\_\_\_\_\_No\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_% | Yes\_\_\_\_\_No\_\_\_\_\_ |

**Vendor Authorized Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment A

School Bus Pricing

Complete the below tables for School Bus Pricing.

1. Rates

|  |  |  |
| --- | --- | --- |
|  |  | Bus types as defined on page 3 |
|  |  | Type A | Type B | Type C | Type D |
| A1 | Hourly Rate (including driver fees) |  |  |  |  |
| A2 | Fuel Surcharge Applicable? | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No |
| A3 | If yes to A2, after how many miles? |  |  |  |  |
| A4 | Minimum hours required? | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No |
| A5 | If yes to A4, what is the minimum hours charged? |  |  |  |  |
| A6 | Additional fees? If yes, describe in the space provided below. | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No | [ ] Yes [ ] No |

2. Market Basket for School Bus – Please include all fees

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # of Events | From Missouri Western State University to the below Location: | Round Trip Miles | Total Hours | # of Passengers or buses required | Unit Cost per Trip | Total Cost for all Events |
| 1 | St. Joseph Elementary Schools (Griffon Edge Program) | 22 | 4 | 20 buses with 50-55 students each |  |  |
| 1 | Kansas City Schools (Regional College Fair) | 120 | 4 | 50 |  |  |
| 1 | Out on the Town Event St. Joseph | 30 | 4 | 55 |  |  |
|  |  |  |  |  | **TOTAL:** |  |

If you have marked YES in A6 above, please provide an explanation of the additional fees:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Attachment B

Charter Bus Pricing

Complete the below tables for Charter Bus Pricing.

**1. Rates**

|  |  |  |
| --- | --- | --- |
| B1 | Hourly Rate (including driver fees) |  |
| B2 | Fuel Surcharge Applicable? | [ ]  Yes [ ]  No |
| B3 | If yes to B2, after how many miles? |  |
| B4 | Minimum hours required? | [ ]  Yes [ ]  No |
| B5 | If yes to B4, what is the minimum hours charged? |  |
| B6 | Additional fees? If yes, describe in the space provided below | [ ] Yes [ ]  No |
| B7 | At what point do you begin to charge the University?  | [ ]  Bus Location (include City, State below)[ ]  Illinois State University  |

**2. Market Basket for Charter Bus – Please include all fees**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # of Events | From Missouri Western State University to the below Location: | Est. Round Trip Miles | Estimated Total Hours | # of Passengers or buses required | Unit Cost per Trip | Total Cost for All Events |
| 1 | Fort Hays State University, Hays, KS | 810 | 30\* | 127 |  |  |
| 1 | Northeastern State University, Tahlequah, OK | 808 | 30\* | 127 |  |  |
| 1 | Washburn University, Topeka, KS | 250 | 12 | 127 |  |  |
| 1 | Lincoln University, Jefferson City, MO | 472 | 12 | 55 |  |  |
| 1 | Razorback Stadium, E 18th Street, Texarkana, AR | 1240 | 72\* | 110 |  |  |
| 1 | Cope Stadium, 2708 12th Ave, Kearney, NE | 684 | 29.5\* | 55 |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| ***\* - marks an overnight stay***  |  | **TOTAL:** |  |

If you have marked YES in B6 above, please provide an explanation of the additional fees:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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