

**BID SPECIFICATION SHEET FOR FB20-074**

**Charter Bus Trip for Symphonic Winds**

**Scope:** MWSU is seeking bids for transportation of one (1) Coach bus trip for Symphonic Winds/Jazz Ensemble combined High School Tour. The trip requires one 55 passenger bus only for students and equipment. Destination schools are Chillicothe High School, Macon High School, Moberly High School, Truman High School (Independence), Raytown High School and Excelsior Springs High School. Itinerary for the trip will be sent a week before the trip with complete details.

**Bus requirements:**

* 50 - 55 passenger buses with restroom
* Driver must have a strong safety performance
* Insurance must be provided in an aggregate amount of at least $5 million for any one accident or individual loss
* **Proof of insurance MUST accompany your bid as well as vendor’s W-9**

**BID SUBMISSION REQUIREMENTS:**

Sealed bids must be submitted no later than January 3, 2020 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 **(FB20-074)** 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.

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 supplies. Each trip will be evaluated and awarded to the lowest bidder.

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

Any questions regarding this bid must be referred directly to the Kelly Sloan, Purchasing Manager, purchase@missouriwestern.edu in the Purchasing Department 816-271-4465.



**BID PRICING SHEET FOR FB20-074**

 **Charter Bus Trip for Symphonic Winds**

TRIP DEPART RETURN DESTINATION BID PRICE

Symphonic Winds 2/19/2020 2/21/2020 Various, See scope

 6:00AM 5:00PM $ \_\_\_\_\_\_\_\_\_\_\_

Bid Price should encompass the cost of drivers and all inclusive expenses.

Vendor Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Missouri Western reserves the right to accept or reject any or all items of this bid.