

FORMAL BID FB23-024

FOR

GRIFF UP DOWNTOWN TRANSPORTATION

Submission Deadline: JULY 25, 2022

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](mailto:purchase@missouriwestern.edu). Please reference the FB23-024 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation as time permits. It is the responsibility of all interested parties to read this information and return it as part of the FB confirming receipt.

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**BID SPECIFICATION SHEET FOR FB23-024**

GRIFF UP DOWNTOWN TRANSPORTATION

**SCOPE**

For Thursday, August 25, 2022:

8 buses that hold approx. 50 - 55 students each (total of 350-400 students)

Buses will need to be at Missouri Western State University’s Looney Complex parking lot NO LATER than 4:30 p.m. on Thursday, August 25, 2022 and will be used until 8:30 p.m. same day (Total time 4:30 p.m. – 8:30 p.m.).

Buses will transport students down to Felix Street Square from MWSU after an event at Looney Complex at MWSU. Once the students are dropped off the buses can be on a continuous loop between downtown and MWSU where return drop offs will be at Looney Complex and Residence Halls until the event is complete downtown at 8:15pm.

Requirements are as follows:

* 50 - 55 passenger buses
* 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 INFORMATION**

Sealed bids must be submitted to the Purchasing Office by 2:00 p.m. Central Time on July 25, 2022. Electronic or faxed bids will not be accepted.

Missouri Western State University

Popplewell Hall, Room 221

4525 Downs Drive

St. Joseph, MO 64507



**PRICING SHEET FOR FB23-024**

GRIFF UP DOWNTOWN TRANSPORTATION

Cost of drivers to be included in bid price $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.

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