

REQUEST FOR PROPOSALS RFP24-002

FOR

CHARTER FOR ATHLETIC GAMES

Submission Deadline: June 15, 2023

2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent regarding this RFP to the Purchasing Department until 12:00pm on June 9, 2023. Questions received after this date may not be answered. Please reference RFP24-002 on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this RFP. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.



**BID SPECIFICATION SHEET FOR RFP24-002**

CHARTER FOR ATHLETIC GAMES

**scope of Project**

Missouri Western State University (MWSU), a public higher education institution, is accepting proposals and intends to award a multi-year contract for transportation services for the Athletic teams in accordance with the terms and conditions specified herein to include unforeseen post-season travel to Mid-American Intercollegiate Athletic Association (MIAA) and National collegiate Athletic Associate (NCAA) tournaments.

**School Overview**

Detailed information regarding Missouri Western State University may be found at

<http://www.missouriwestern.edu/about/>

**MANDATORY PRE-BID MEETING**

No meeting is scheduled

**Bid specification**

* Vendor must have an active training and safety management program in the company.
* Vendor shall provide transportation service between MWSU and the destinations on the dates specified.
* Vendor shall provide firm fixed price that includes **all** transportation expenses (tolls, parking, etc.)
* MWSU shall provide one (1) room for driver(s) lodging and meals on any overnight trips.
* Vendor shall agree and understand that the drop-off and pick-up points shall be subject to change. If such changes are necessary, MWSU will attempt to give the vendor at least five (5) business days’ notice prior to the date of the trip.
* All trips depart/return from/to MWSU unless stated otherwise.
* Vendor shall agree that MWSU reserves the right to cancel a scheduled trip by giving the vendor fourteen (14) days written notice. In the event of inclement weather that, in the opinion of MWSU, would jeopardize the safety of the student, MWSU reserves the right to cancel a scheduled trip without fourteen (14) days written notice. MWSU shall furnish notice to the vendor of any such cancellation at the earliest possible time.
* In case of an emergency/breakdown/accident/etc., the vendor is responsible for all costs involved in repair and/or replacement. If the bus breaks down so as it is not able to complete the trip, the vendor will provide a replacement bus or comparable transportation within the minimum breakdown time as per I.C.C. tariff laws at no additional cost. Any expenses involved in the bus replacement, such as passenger lodging, or meals, will be the responsibilities of the vendor.
* Neither MWSU nor the vendor shall be held liable for the failure to provide or appear if such failure is caused by or due to serious illness, accident, riots, strikes, epidemics, acts of God or any other condition beyond either party’s control.
* Each bus shall have MWSU staff aboard to supervise the trip. These individuals will be responsible for checking in passengers, working with the bus driver on determining stops and meal locations, resolving any passenger problems, and authorizing any decisions made regarding the bus trip.
* The MWSU staff will determine meals and rest stops with the assistance from the bus driver. The vendor should communicate with the MWSU staff in advance of any predetermined stops.
* MWSU staff shall notify vendor at least one week prior to event of any stops including but not limited to hotel, restaurant and event location.
* Each bus drivers shall prepare for the trip in advance by checking and knowing routes to the contest site, hotel, and/or restaurant locations. It is the responsibility of the driver to take the most precise route to each activity.
* No smoking will be allowed on the bus. This includes the driver(s).
* Vendor shall allow the consumption of food and drink aboard the bus.
* Bus arrival time is a minimum of thirty (30) minutes before departure time to allow for loading.

**personnel requirements**

Vendor must supply drivers to operate the buses. All such drivers must:

* Be licensed in accordance with Missouri Statutes.
* Have demonstrated a good bus driving record as verified by a license check with the Missouri Department of Revenue or the state-licensing agency of residence.
* Have a cellular/mobile phone.
* If requested by MWSU, the vendor shall investigate a driver’s performance. MWSU shall make the sole determination whether such driver may continue to provide service.
* Vendor shall assure that the drivers operate the bus in a careful and prudent manner, exercising the highest degree of care, and observing and complying with all rules of the road and traffic regulations.
* Vendor’s drivers must perform in accordance with all applicable state laws and in accordance with all rules and regulations of the state agency.
* It is highly recommended that the driver be selected to fit the personality of a college group. It should also be understood that the authority of the bus driver is limited to the mechanics of the bus and not the trip participants.

**BUS REQUIREMENTS**

Vendor must provide buses that satisfy the following:

* Bus(es) size shall be determined by the number of passengers.
* All football trips require two (2) 56+ passenger buses with satellite and DVD capabilities on both buses.
* Smaller buses should be used when warranted.
* Bus(es) must meet or exceed all applicable Federal Motor Vehicle Safety Standards.
* Bus(es) must satisfy all city, county, and state licensing and inspection requirement and shall display a current State Motor Vehicle Inspection Sticker.
* Bus(es) must be maintained in a clean and safe mechanical condition with maintenance records maintained.
* Bus(es) restroom shall be well stocked and disposed of on a regular basis to avoid unpleasant odors.
* Bus(es) must be equipped with first-aid kits and fire extinguishers.
* Bus(es) must be equipped with DVD / wi-fi access / satellite TV / global positioning system (GPS) and power at each seat.

**OPTIONAL BUS REQUIREMENTS**

* MWSU may request the bus(es) display a MWSU logo/info bus wrap.
* It is MWSU’s option to utilize the bus wrap at MWSU’s expense.
* Vendor may provide the cost for the logo/info bus wrap. This cost is informational only and **will not** be included in the total cost.
* Vendor shall understand that MWSU names and logos are trademarks of MWSU. MWSU trademarks must be produced by a licensed vendor via the MWSU’s licensing Management Company… Learfield IMG College CLC, phone 770-956-0520.

**UNIVERSITY REQUIREMENTS**

* MWSU will provide point-of-contacts for each team.
* MWSU will request pricing / quotes for transportation requirements not otherwise stated or yet to be determined.

**INSURANCE**

It is understood that the vendor will carry sufficient insurance to cover any damages or emergencies resulting from the bus or actions of the bus driver(s).

**AWARDED CONTRACT NON-EXCLUSIVE**

* The awarded contract(s) shall be non-exclusive. MWSU retains the right to seek transportation services from other sources, as the University deems necessary, utilizing our fleet when warranted.
* MWSU will not guarantee a minimum or maximum purchase quantity during the term of the contract(s).

**Bidder Instructions**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is 12:00 p.m. Central Time, June 9, 2023. These questions should be submitted to [purchase@misssouriwestern.edu](mailto:purchase@misssouriwestern.edu).
* RFP should be submitted no later than June 15, 2023 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Vendor’s name and address clearly written on the outside. The Request for Proposals Bid Number (RFP24-002) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by June 15, 2023 no later than 2:00pm.

* Invitation to Bid Page: Complete the required vendor contact information for RFP24-002.
* References (3) specifications found on page 6.
* Pricing: Include page 7-8 and your own matrix
* Addendum: Include any addendums for verification of receipt.
* Current signed W-9

**Proposal Term**

The initial term of the contract will be for a period maximum of three (3) years beginning on July 1, 2023 running for three (3) years until June 30, 2026.

Upon mutual agreement by the vendor and MWSU, the contract may be renewed by MWSU for an additional two (2) years (ending June 30, 2028) following the initial three (3) year contract period, possibly totaling contract to five (5) years.

The contract shall not bind, nor purport to bind, MWSU for any contractual commitment more than the original contract period.

**Questions**

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu). **All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until June 9, 2023 at noon.** Questions received after this date may not be answered. Please reference the RFP24-002 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 RFP confirming receipt.

**Evaluation and Selection**

For vendors who meet the minimum qualifications their proposals shall be evaluated by the Selection Review Committee. Final decisions will be based on the Review Selection committee’s assessment of the best use of limited dollars and potential return on investment.

Responses to this RFP will be evaluated upon the features and functionality stated in the proposal and the related costs as well as the responses provided.

Factors that will be considered during the assessment and decision process include:

* Information from references provided by prior and current customers of the vendors
* Pricing
* Experience and Reliability
* Response and compliance to the requirements of RFP

**REFERENCES**

Every vendor will provide at least three (3) references, which reflect a successful implementation of similar scope and size. References should include the following information:

* Customer name and address
* Contact person and telephone number
* Audience size

**INSURANCE**

* A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured will be required after proposal has been awarded.
* It is understood that the vendor will carry sufficient insurance to cover any damages or emergencies resulting form the bus or actions of the bus driver(s).



**PRICING PAGE FOR RFP24-002**

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Proposed trip dates listed by sport attached to the email for reference and assistance in providing a pricing proposal. These trips are subject to change at any time and are not guaranteed trips.

Please attach your matrix of pricing for this full service bid at MWSU on a separate piece of paper.

Cost for MWSU logo/info vehicle wrap (for informational purposes only): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF BID AND SALE:

Vendor certifies, by submitting this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency.

By submitting your bid, you understand and agree that the terms and conditions provided throughout this solicitation are the governing terms and conditions of the agreement. Any exception or additional terms you may wish to propose must be presented in your initial proposal at that time.

By signing this bid, the bidder signifies agreement with and acceptance of all the terms, conditions and specifications shown in this RFP, signifies that this is an accurate estimate for providing the requested services, and agrees to hold prices firm. The person signing below represents and warrants that he/she has authority to bind his/her company.

Vendor must comply with all Federal, State and Local regulations and laws.

Proposals received after the deadline will not be accepted or considered.

Missouri Western State University reserves the right to reject any and all proposals received in response to this RFP and to waive any minor irregularity or informality.

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

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

Authorized Vendor Signature

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