

The Texas A&M University System

ORGANIZATION		DEPARTMENT	
Organization	AM02 - Texas A&M University	Department	02PURS
Address	401 Joe Routt Boulevard College Station, TX 77843	Bill-to-Address	750 Agronomy Road - Suite 3101 6000 TAMU Attn: Email invoices to invoices@tamu.edu Attn: Do not mail invoice if sending via email College Station, TX 778436000
Purchaser	Patty Winkler	Ship-to-Address	c/o CENTRAL RECEIVING STE-111 AGRONOMY RD 1477 TAMU COLLEGE STATION, TX 778451477
Info Contact	p-winkler@tamu.edu 979-845-4556		

BID INFORMATION

Description	Blanket Order to Provide Charter Bus Services		
Bulletin Desc.			
Bid Number	AM02-16-B000564	Bid Opening Date	08/19/2016 2:00 PM
Bid Type	Open Market	Type Code	Invitation for Bid
Alternate Id		Fiscal Year	2016
		Available Date	08/05/2016 2:46 PM
Pre-Bid Conference			
Attachments	B000564.doc HUB Subcontracting Plan~13.pdf Insurance Requirement - Bus Charter 2-12-16~1.docx		

AMENDMENTS

<u>Amendment No.</u>	<u>Amendment Date</u>	<u>Amendment Notes</u>
1	08/05/2016 4:22 PM	Attachment File Changes: Header 1. File 'Addendum 1': File 'Addendum 1' added .

ITEMS

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total</u>
1.000	Attention All Bidders:	0.00			
	<p>Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as accept purchase orders.</p> <p>Please visit the following website to register https://buy.tamus.edu/bsa/</p> <p>If you have any questions in reference to registrations, please contact us at vendorhelp@tamu.edu</p> <p>As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located at http://purchasing.tamu.edu/media/123743/bid_tamu.pdf.</p> <p>Physical Address:</p> <p>Texas A&M University Procurement Services Agronomy Road College Station TX 77843-1477 Fax - 979-845-3800</p> <p>NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into</p>				

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	our bid system and include your response on the electronic tabulation.				
2.000	<p>HUB Subcontracting Plan</p> <p>It is the policy of the State of Texas and Texas A&M University (TAMU) to encourage the of Historically Underutilized Businesses (HUBs) in our prime contracts, subcontractors and purchasing transactions. The goal of the HUB Program is to promote equal access and equal opportunity in TAMU contracting and purchasing.</p> <p>Subcontracting opportunities are anticipated for this Invitation for Bid/Request for Proposal and therefore a HUB Subcontracting Plan (HSP) is required. Failure to submit a comprehensive, acceptable HSP will be considered a material failure, to comply with the requirements of the Invitation for Bid/ Request for Proposal and will result in rejection of the submittal. Prepare the HUB Subcontracting Plan and submit one copy to the buyer at the address and by the submittal deadline given in the Invitation for Bid/Request for Proposal. The HUB Subcontracting Plan shall be submitted as a separate document appropriately tabbed for easy reference.</p> <p>If you have any questions in reference to the Program and/or HUB Subcontracting Plan requirements, please contact the following:</p> <p>Patty Winkler - p-winkler@tamu.edu; 979-845-4556 Dean Endler - d-endler@tamu.edu; 979-862-5616</p> <p>***** *****</p> <p>The attached HSP Subcontracting Plan MUST be returned with this invitation for bid.</p> <p>Failure to fill-out the proper forms with supporting documentation if applicable and return properly executed form with your bid response will ***VOID*** your offer.</p>	0.00			
3.000	<p>Blanket Order to Provide Charter Bus Services for various departments located on the campus of Texas A&M University, College Station, TX, for the period of September 1, 2016 through August 31, 2017.</p> <p>The resulting pricing, terms and conditions shall be extended to Texas A&M University System Members (A&M System) and any other entities interested in utilizing the agreement.</p> <p>Quantities are estimates only and do not guarantee purchase. Services to be provided at times and in quantities requested by ordering department.</p> <p>Upon award, orders will be placed that refer to your offer. All invoices must reflect price(s) quoted and must reflect the purchase order number issued by Texas A&M, Procurement Services.</p> <p>Any unused quantities as of August 31, 2017 shall be considered canceled.</p> <p>Texas A&M reserves the right to order elsewhere if items are not available for shipment.</p> <p>Vendor to indicate contact person and contact phone and fax numbers where orders are to be placed:</p> <p>Contact: Telephone Number: Fax Number: Email:</p>	0.00			

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Renewal:

Texas A&M University reserves the right to renew the awarded agreement for an additional four (4) years, one (1) year at a time, if mutually agreed upon by both parties with all terms and conditions remaining firm.

If the renewal option is exercised, the awarded vendor may increase their contract price to reflect increases in the cost of providing the service. Vendors must quote a price adjustment factor in terms of a maximum percentage increase for each extension period.

9-1-17 - 8-31-18: %
 9-1-18 - 8-31-19: %
 9-1-19 - 8-31-20: %
 9-1-20 - 8-31-21: %

Please Note: If bidder fails to indicate a maximum percentage increase for each extension period, it will be assumed the percentage is zero (0%).

Cancellation:

Upon award, any order is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated.

Texas A&M University reserves the right to immediate cancellation due to non-performance.

Texas A&M University reserves the right to cancellation with thirty (30) days written notice.

Payment Terms:

Payments shall be Net 30 days after receipt and acceptance of equipment and/or service

4.000	Equipment:	0.00
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The successful vendor shall work with ordering department to meet required equipment needs.

Mandatory:

Operating equipment must be a full fifty-five (55) or larger passenger motor coach, as requested by each trip coordinator, 2009 or newer in excellent operating condition with the following:

1. Air conditioning and heating
2. Under storage for luggage for fifty-five (55) passengers
3. On board restrooms with holding tanks and lavatory
4. PA system and microphone
5. DVD player and monitors
6. Satellite radio and compact disk player

The following equipment is preferred, but not mandatory:

1. Wi-Fi and satellite televisions
2. Power outlets at every seat
3. Reading lights

In markets where no equipment is available that meet the 2009 or newer equipment requirement, such as Lubbock, TX, Texas A&M University reserves the right to waive the year model requirement if it is in the best interest of Texas A&M University to do so. Bidders must note on their bid, by line item, if the equipment being quoted does not meet the year model or other requirements.

Bus Agent

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Mandatory:

Charter service must have an agent who can be on campus for any necessary meetings within 24 hours of notification the week prior to a scheduled charter.

Charter service must have an agent who is available by telephone 24 hours per day for the duration of a scheduled charter.

Agent Contact Information:

Agent name:
Daytime phone number:
Evening phone number:
Cellular phone number:

Charter service must have an agent on-site when a scheduled charter commences. (The lead driver will not be sufficient).

1. Bus will be dispatched from:
(City, State): _____

2. Names and phone numbers of probable dispatchers:

Vendor Responsibilities/Requirements:

1. Drivers must be full-time with extensive experience.
2. Requires handpicked drivers by dispatcher. Dispatcher needs to coordinate selection, subject to approval of the Texas A&M trip coordinator.
3. It will not be acceptable to use board-to-board, next-man-up driver selection approach. No part-time drivers will be accepted for these charters without preapproval by Texas A&M trip coordinator.
4. Texas A&M trip coordinator must be advised of any/all changes in driver assignment at least 24 hours in advance of trip.
5. Agent will work with individual Texas A&M trip coordinators on all arrangements for each trip.
6. Charter company, agents, and coordinators must have a minimum of five (5) years experience handling athletic related travel.

Police Escort:

The charter company must provide police escort service as needed at the request of the trip coordinator.

Required Registration:

1. I.C.C. Certificate MC346969C
2. TXDOT Registration Certificate, 774995, attached to file

Vendor to have the following information available when requested.

1. TXDOT Equipment Listing
2. License/Registration/Certification information for out-of-state bus companies.

Out of Area Maintenance:

Charter Service shall have out of area maintenance arrangements.

Charges:

Charges for highway, bridge, ferry tolls, and parking fees may be passed along, at cost, to the charter party. No other charges, unless outlined here-in, may be assessed to the charter party.

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	<p>Cancellation of trips:</p> <p>Texas A&M University will pay no penalty for cancellation of trips made at least forty-eight (48) hours in advance of the scheduled departure time.</p> <p>Indicate charges for cancellations made with less than forty-eight (48) hours</p> <p>Notification as described below.</p> <p>**less than 48 hours but more than 24 hours prior to scheduled departure time:</p> <p>_____</p> <p>**less than 24 hours prior to scheduled departure time, and after buses have been Dispatched for the charter:</p> <p>_____</p>				
5.000	<p>Confirmation:</p> <p>Confirmation of buses must be provided to the Texas A&M trip coordinator within five (5) business days of the receipt of trip schedules.</p> <p>It shall not be acceptable to confirm reservation or expected provision of a smaller passenger bus in lieu of the mandatory specification for a fifty-five (55) passenger unit as specified in this bid invitation, nor the substitution of a bus older than the 2009 model year in lieu of the newer unit without approval from Texas A&M University.</p> <p>Drivers shall be responsible for paying for any meals themselves.</p> <p>Price Evaluation:</p> <p>The following trips are examples of trips that will be scheduled. Bidders are asked to provide pricing for each trip for evaluation purposes only.</p> <p>Bidders shall list cost for live miles, dead miles, minimum rate, per hour rate, and day rate. Bidders shall list if there are different rates for weekend or peak periods.</p>	0.00			
6.000	<p>One Way Trip</p> <p>Depart College Station, TX at 8:00 a.m. and arrive in Palestine, TX</p> <p>Live Miles: _____</p> <p>Dead Miles: _____</p> <p>Fuel Surcharge: _____</p> <p>Minimum Rate: _____</p> <p>Per Hour Rate: _____</p> <p>Day Rate: _____</p>	27.00	EA		
7.000	<p>Round Trip - One (1) Day</p> <p>Depart College Station, TX at 8:00 a.m. and arrive in Arlington, TX</p> <p>Depart Arlington, TX at 5:00 p.m. and arrive in College Station, TX</p> <p>Live Miles: _____</p> <p>Dead Miles: _____</p> <p>Fuel Surcharge: _____</p> <p>Minimum Rate: _____</p> <p>Per Hour Rate: _____</p>	1.00	EA		

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	Day Rate: _____				
8.000	Round Trip - Three (3) Day trip Depart College Station, TX at 8:00 a.m. and arrive in Fredericksburg, TX. Depart Fredericksburg, TX at 7:30 p.m. and arrive in College Station, TX Live Miles: _____ Dead Miles: _____ Fuel Surcharge: _____ Minimum Rate: _____ Per Hour Rate: _____ Day Rate: _____	1.00	EA		
9.000	Round Trip - One Day Depart from College Station, TX at 7:00 a.m. and arrive in San Antonio, TX Depart from San Antonio, TX at 4:00 p.m. and arrive in College Station, TX Live Miles: _____ Dead Miles: _____ Fuel Surcharge: _____ Minimum Rate: _____ Per Hour Rate: _____ Day Rate: _____	7.00	EA		
10.000	One Way Trip Depart from College Station, TX at 12:00 p.m. and arrive in Houston, TX Live Miles: _____ Dead Miles: _____ Fuel Surcharge: _____ Minimum Rate: _____ Per Hour Rate: _____ Day Rate: _____	8.00	EA		
11.000	Note to Bidders:	0.00			
	Pricing:				
	Bidders must indicate any additional charges not listed here-in.				
	References:				
	Bidders shall provide at least three (3) references where services comparable in size and scope have been performed within the last two (2) years. Bidders shall provide the Company name, Contact Person, Company Address, phone and fax number and email for each reference.				
	Texas A&M University reserves the right to contact these references to verify bidder's ability to perform these services. A negative reference may be grounds for disqualification of your bid.				
	Payment Terms:				
	Quote 100% Net 30 Upon Receipt and Acceptance. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in. _____(required field)				
	Award				
	The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.				
	-Vendor's ability to meet the minimum specifications;				
	-Delivery requirement;				

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	<ul style="list-style-type: none"> -Experience/past experience with vendor; -The quality, availability and adaptability of equipment offered to required application. -Quality of performance of previous services; -References; -Required certifications/registrations; -Mandatory equipment and bus agent requirements; -The acquisition price. <p>Texas A&M University reserves the right to accept or reject any or all bids, to waive in formalities and technicalities, to accept the offer considered the most advantageous to the University.</p>				