

ALABAMA STATE UNIVERSITY

Invitation To Bid
ASU ITB #4039-2026
for
ASU Charter Bus Services

Issue Date: Monday, September 7th, 2026

REQUESTED BY:

Division of Facilities Management and Operations

OPENING DATE:

Wednesday, October 14th, 2026 @ 11:00AM CST



ALABAMA STATE UNIVERSITY
Procurement Department
(334)229-6997 * (334)229-4954 Fax

Sealed bids **plus 3 copies** in original, subject to (1) the terms and conditions of the Invitation to bid, (2) the accompanying schedule, which is incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference in the schedule, **will be received at the Procurement Office until October 14th, 2026 @ 11:00AM CST**, will be publicly opened at that time for furnishing the supplies or services in the accompanying schedule, for delivery, F.O.B. Montgomery, AL 36104. **(Late/Faxed/Emailed/Unsealed Bids will not be accepted). Alabama State University is tax-exempt.**

Contact Information for Questions

Any information provided by Alabama State University to any Vendor prior to the release of this Invitation to Bid, verbally or in writing, is considered preliminary and is not binding on Alabama State University. The Vendor must not make available nor discuss any cost information contained in the sealed copy of the bid proposal to or with any employee of Alabama State University from the date of issuance of this Invitation to Bid until the contract award has been announced, unless allowed by the **Alabama State University Procurement Department** in writing for the purpose of clarification or evaluation. No interpretation of the meaning of the specifications, or other bidding documents, or correction of any ambiguity, inconsistency, or error therein will be made orally to any Vendor. Every request for such interpretation or correction should be in writing, addressed to: Alabama State University, Christopher McClain, Asst. Vice President, Procurement & Supply Chain Operations, Procurement Department, 1301 W. 5th Street, Room 104, Montgomery, AL 36104 or cmccclain@alasu.edu.

Submittal of Questions

Christopher McClain, Asst. Vice President, Procurement & Supply Chain Operations, will administer the solicitation process and will be the point of contact for purposes of this Invitation to Bid. All questions and inquiries should be emailed to cmccclain@alasu.edu.

In case Alabama State University finds it expedient to supplement, modify, or interpret any portion of the bidding documents prior to the proposed bid date, such procedure will be accomplished by the issuance of written addenda to the Invitation to Bid which will be emailed, faxed or mailed to all prospective Vendors at the respective addresses furnished for such purpose.

Addenda: All addenda will become part of this Invitation to Bid and must be responded to by each Vendor. All addenda must be acknowledged in writing in the bid submitted by the Vendor. This Invitation to Bid, any subsequent addenda, and any written responses to questions take precedence over any information previously provided.

Vendors that obtain specifications from internet sites are responsible for obtaining any addenda that may be added at a later time.

Confidentiality of Documents: Alabama State University considers all information, documentation and other materials requested to be submitted in response to this invitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure.

ITB# 4039-2026 CALENDAR OF EVENTS

Event	Date
1. RFP Issue Date	Monday, September 7th, 2026
2. Advertisement Dates (3 weeks)	Monday, September 7th ~ Friday, September 25th, 2026
3. Mandatory Pre-Bid Conference/Site Visit (if applicable)	N/A
4. Bid Question Requests Due	Friday, September 18th, 2026, by 12:00 noon CST
5. If needed, Addendum: Questions and Answers	Wednesday, September 23rd, 2026
6. Proposal Due / Bid Opening Date	Wednesday, October 14th, 2026 @ 11:00AM CST
7. Anticipated commencement date of work	Upon Agreement and Acceptance of Contract



Total Bid Prices must include all products, installation and any other associated cost. **Alabama State University is tax-exempt; an exemption certificate will be provided upon award.** In compliance with the above, the undersigned offers and agrees, if this bid is accepted, to furnish, any or all of the items upon which prices are quoted at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

- 1) Prices Valid for acceptance within _____ calendar days.
- 2) Discounts will be allowed for prompt payment as follows: _____ Percent / _____ Calendar Days.
- 3) Delivery will be made _____ calendar days after award of contract.
- 4.) Check appropriate boxes:
Vendor is a: () Regular Dealer In or () Manufacturer of Supplies Bid Upon
Vendor operates as: () Individual () Partnership () Corporation () Incorporated in State of _____.

VENDOR'S INFORMATION

FEIN or SSN _____ Company Name _____

Address _____

Representative _____ Email _____

Telephone # _____ Toll Free # _____ Fax # _____

NON-COLLUSION AFFIDAVIT - I have read the entire bid documents and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement of collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

CERTIFICATION PURSUANT TO ACT NUM. 2006-557: Alabama Law (Section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama State and Local Sales, Use and/or Lease Tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557. They are not barred from bidding or entering into a contract pursuant to 41-4-116 and acknowledge that the awarding authority may declare the contract void if the certification is false.

Authorized Signature _____ Date _____

Type or Print Signer's Name _____ Title _____

Sworn to and subscribed before me this _____ day of _____ 2026.

Notary's Signature _____ Date Notary Expires _____

Must include Notary Seal

- 1. Alabama State University is requesting a proposal (ITB) for Charter Bus Services. Charter Bus Services will be utilized Campus-Wide by Alabama State University (the University) and will require timely pickup and delivery of faculty, staff and students to functions and traveling events as requested and coordinated through Alabama State University's Transportation Department. THE UNIVERSITY REQUIRES BIDDER TO HAVE KNOWLEDGE AND EXPERIENCE IN CHARTER BUS SERVICES FOR UNIVERSITIES. The term of this ITB is 1 (one) year from approval and then renewable for 4 (four) one (1) year terms at the discretion of the University. The University is seeking multiple vendors for this service.**

- 2. LICENSING:** _____ Applicable ☒ Not Applicable
Service Providers (persons, firms, or corporations) must show evidence of a state license before their bid is considered. **THE CURRENT LICENSE NUMBER MUST BE INCLUDED ON THE OUTSIDE OF THE SEALED ENVELOPE** in which the bid proposal is delivered; otherwise, the bid will be rejected/not considered. Also, a legible copy of the license shall be included with the bid.

- 3. SERVICE PROVIDER:** _____ Applicable ☒ Not Applicable
Section 34-8-1 (Chapter 8 of Title 34, Code of Alabama 1975, as amended), provides: "(a) For the purpose of this chapter, a "Service Provider" is defined to be one who, for a fixed price, commission, fee, or wage undertakes to construct or superintend or engage in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more, shall be deemed and held to have engaged in the business of general contracting in the State of Alabama. (b) For the purpose of this chapter, a "Service Provider" is defined to include one who, for a fixed price, commission, fee, or wage exceeding five thousand dollars (\$5,000), undertakes to construct, superintend the construction of, repair, or renovate, any swimming pool, and anyone who shall engage in the construction, superintending of the construction, repair, or renovation of any swimming pool in the State of Alabama, where the cost of the undertaking exceeds five thousand dollars (\$5,000), shall be deemed and held to have engaged in the business of general contracting in the State of Alabama and shall be subject to this chapter. (c) For the purpose of this chapter a "subcontractor" is defined to be one who constructs, superintends, or engages in the construction, alteration, maintenance, repair, rehabilitation, remediation, reclamation, or demolition of any building, highway, sewer, structure, site work, grading, paving, or project or any improvement in the State of Alabama where the cost of the undertaking is fifty thousand dollars (\$50,000) or more under contract to Service Provider as defined in subsection (a) or another subcontractor." Section 230-X-1-.17 provides "a license is required for the installation of machinery or equipment that becomes affixed to a structure."

- 4. FOREIGN CORPORATIONS (Out-of-State Firms):** Alabama law provides that a foreign corporation (out-of-state company/firm) may not transact business in the State of Alabama until it obtains a certificate of authority from the Secretary of State. (Section 10-2B-15.01, Code of Alabama 1975). To obtain forms for a certificate of authority, contact the Secretary of State, Corporations Division. The certificate of authority does not keep the vendor from submitting a bid.

- 5. MINORITY PARTICIPATION:** Provide any information with respect to your plans for utilization of minorities on this project and documentation, which evidences your past utilization of minorities.
- 6. OWNER:** Whenever the term “University” is used in these specifications it refers to Alabama State University.
- 7. COMPLETION: Notice of Completion: Upon completion of Public Works Projects over \$50,000, the contractor shall:**
 - A.** Give notice of completion by an advertisement in The Montgomery Advertiser Newspaper for a period of four (4) successive weeks and provide proof of publication to the University by affidavit of the publisher and a printed copy of the notice.
 - B.** Final settlement will not be made until the expiration of 30 days after the completion of the notice.
- 8. WITHDRAWAL:** Bids may be withdrawn on written or telegraphic request received from bidder(s) prior to the opening. Negligence on the part of the bidder in preparing the Bid confers no right for withdrawal of the Bid after it has been opened.
- 9. BID OPENING and BID RESULTS:** Interested parties are invited to attend the bid opening. Contents will be made public for the information of bidders and others properly interested, which may be present in person or by representative during the confirmed time selected for the Bid opening.
- 10. EQUAL OR APPROVED EQUAL:** Where a definite material and/or item are specified, it is not the intention to discriminate against an equal product made by another manufacturer. It is rather intended to set a definite standard. Bidders who intend to furnish another product as an equal to that specified, must submit with their bid current catalogs or brochures, including pictorials and sufficient specifications to support said claim of equality. Bids submitted with insufficient evidence to determine the claim of equal/better quality will be considered non-responsive. Any product that fails to meet the specifications, performance requirements or compatibility requirements will be rejected and returned to the vendor at no cost to the University.
- 11. AWARD OF CONTRACT:**
 - A.** The contract will be awarded as soon as possible to the lowest Responsible Bidder provided his/her bid is reasonable and in the best interest of the University to accept.
 - B.** The University reserves the right to (1) Waive any informality in bids received when such waiver is in the interest of the University, (2) To accept any item in the bid unless otherwise specified by the University or the Bidder, (3) Award the contract by low bid on each item, low bid on all items, all or none, or products groups.
 - C.** The University reserves the right to reject any and all bids when such rejection is in the interest of the University, and to reject the bid of a bidder who is not in a position to perform the contract. The decision of the University on all such questions shall be final. In the event of any adverse decision by the University, no claim of any sort shall be made or allowed against the University.
- 12. CONTRACT TERMINATION – DEBARMENT:** A breach of the contract clauses entitled Construction Wage Rate Requirements, Contract Work Hours and Safety Standards - Overtime

Compensation, Apprentices and Trainees, Payrolls and Basic Records, Compliance with Copeland Act Requirements, Subcontracts (Labor Standards), Compliance with Construction Wage Rate Requirements and Related Regulations, or Certification of Eligibility may be grounds for termination of the contract, and for debarment as a Contractor and subcontractor as provided in 29 CFR 5.12.

CERTIFICATION OF ELIGIBILITY

(a) By entering into this contract, the Contractor certifies that neither it nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of 40 U.S.C. 3144(b)(2) or 29 CFR 5.12(a)(1).

(b) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of 40 U.S.C. 3144(b)(2) or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

13. ACCEPTANCE AND PAYMENT: Upon delivery and with reasonable time to inspect the items/service, and upon acceptance thereof, payment will be made within a reasonable time thereafter.

14. EXAMINATION OF BID DOCUMENTS: Each bidder shall examine bid documents carefully and shall make written requests to the ASU Purchasing Office for interpretation/clarification/correction of any ambiguity, inconsistency or error therein which he/she may discover. Any interpretation/correction will be issued as an Addendum by the Purchasing Office. Only a written interpretation/correction by Addendum shall be binding. No bidder shall rely upon any interpretation/correction given by any other method.

15. NON-COLLUSION AFFIDAVIT: Section 41-16-25 provides: "Any Agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or otherwise shall render the bids of such bidders' void.

16. DISCLOSURE STATEMENT: The successful bidder will be required to file with the ASU Procurement Department a **STATE OF ALABAMA VENDOR DISCLOSURE STATEMENT** of relationship between contractors/grantees and employees/officials of the University. This form must be completed prior to the issuance of a purchase order.

17. DEFAULT OF CONTRACTOR: Where the University determines the contractor to be in default, the University reserves the right to purchase any or all products or Services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from defaulting contractor will be considered.

18. DELIVERY: Upon agreement and acceptance of contract.



- 19. SERVICE PROVIDERS LICENSE:** Service Providers must show evidence of State of Alabama license before their bid is considered. License number must be included on the outside of the sealed envelope in which the proposal is delivered. Also, a legible copy of the license must be included with the bid.
- 20. BID BOND:** Bid shall be accompanied by a certified check, cashier's check, or bid bond issued by a surety company located and authorized to do business in the State of Alabama, in an amount equal to at least 5% of the sum of the total amount bid, but in no event more than \$10,000. **(N/A)**
- 21. PERFORMANCE & PAYMENT BONDS:** Upon execution of the contract, the Successful bidder will be required to furnish Performance & Payment Bonds issued by a surety company duly authorized and qualified to make such bonds in the State of Alabama. The bond shall be no less than 100% of the total contractual amount and must be valid until all service has been completed. The bonds must be presented to Alabama State University Procurement Department before service is begun on this project. **(N/A)**
- 22. Immigration Law Compliance:** As required by Alabama Law (Act 2011-535, as amended), the contractor must enroll in and use E-Verify to verify employment eligibility of its workers. By submitting a proposal, the contractor certifies compliance with immigration laws. The State of Alabama Immigration Compliance Certification must be signed and submitted with the proposal, along with evidence of E-Verify enrollment (e.g., the E-Verify Memorandum of Understanding).
- 23.** Before commencing work, the Contractor shall secure any/all necessary permits, and shall comply with all applicable federal, state and local laws, ordinances, codes, rules and regulations pertaining to this type project. ***ADDITIONALLY, no award letter will be released to the selected supplier until all requirements are met and provided to the Assistant Vice President of Procurement for documentation purposes.***
- 24.** Contractor shall assume all liability for and shall indemnify and save harmless, the University from all damages and liability for injury to any person, and injury to or destruction of property, including the loss thereof, by reason of any accident or occurrence arising from operations under the contract, whether such operations be by the Contractor, Subcontractor, or anyone directly or indirectly employed by either, occurring on or about the work site during the term of the contract or any extension thereof.
- 25. INSURANCE:** Upon execution of the contract, the successful bidder shall take out and maintain during the life of the contract, General Liability Insurance with \$1,000,000 General Aggregate and Workman's Compensation Insurance with \$100,000 on each accident to cover his/her liability under the above harmless provisions and shall take out and maintain Such other insurance as may be required. Evidence of such insurance shall be provided to the University before commencement of work.

26. TERMS AND CONDITIONS FOR FEDERAL GRANT FUNDED PURCHASES

These terms and conditions are to comply with and to be interpreted in accordance with the Office of Management and Budget (OMB)'s Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2CFR Part 200.

The Supplier/Contractor shall comply with the following additional provisions, if applicable:

Clean Air Act & Federal Water Pollution Control Act (42 USC §§ 7401-7671q; 33 USC §§ 1251-1387): If contract exceeds \$150,000, Contractor is required to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 USC §§ 1251-1387). Alabama State University is required to report any violations of these acts to the federal government.

Contract Work Hours and Safety Standards Act (40 USC §§ 3701-3708): If the contract exceeds \$100,000 and involves the employment of mechanics or laborers, Contractor shall comply with the Contract Work Hours and Safety Standards Act, 40 U.S.C. sections 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

Debarment/Exclusion (Close the Contractor Fraud Loophole Act, 41 USC § 251; FAR 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment: Contract affirms that neither Contractor nor any of its principals or subcontractor, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal agency.

If at any time, Contractor is not in compliance with the Special Conditions section of this contract; Alabama State University will consider this contract void ad initio and will deliver written notice to the Contractor. Any funds Alabama State University has paid the Contractor for work performed before the Contractor received notice that the contract is void ab initio will be immediately repaid, or Alabama State University may commence an action for recovery against the said Contractor.



Right to Inventions made Under a Contract or Agreement (37 CFR Part 401): If the award received from the United States of America meets the definition of "funding agreement" under 37 CFR § 401.2(a) and this contract is a substitution of parties, assignment, or performance of experimental, development or research work, Contractor must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Lobbying (Byrd Anti-Lobbying Amendment, 31 USC 1352): If the cost of this contract exceeds \$100,000, Contractor will comply with all certification and disclosure requirements under the Byrd Anti-Lobbying Amendment, 31 USC 1352.

Procurement of Recovered Materials (Solid Waste Disposal Act; Resource Conservation and Recovery Act): Contractor must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Davis Bacon Act: Contractor affirms that it shall comply with all provisions of the Davis Bacon (prevailing wage) Act if applicable. Contract agrees to comply with the provisions of the Davis Bacon Act whether the contract as awarded is solely or partially funded with federal funds AND whether the contract is amended subsequent to award to include federal funding.

RETURN SEALED BID PLUS TWO COPIES TO:

Via Regular Mail

Alabama State University
Procurement Department
ASU RFP #4039-2026 - Do Not Open
PO Box 271
Montgomery, AL 36101-0271

Via Courier

Alabama State University
Procurement Department; **Attn: Chris McClain**
ASU RFP #4039-2026 - Do Not Open
1301 West 5th Street, Room 104
Montgomery, AL 36104

PRICING PROPOSAL SUMMARY

Scope of Work for Charter Bus Services

Alabama State University is requesting a proposal (ITB) for Charter Bus Services. Charter Bus Services will be utilized Campus-Wide by Alabama State University (the University) and will require timely pickup and delivery of faculty, staff and students to functions and traveling events as requested and coordinated through Alabama State University's Transportation Department. **THE UNIVERSITY REQUIRES BIDDER TO HAVE KNOWLEDGE AND EXPERIENCE IN CHARTER BUS SERVICES FOR UNIVERSITIES.**

The term of this ITB is 1 (one) year from approval and then renewable for 4 (four) one (1) year terms at the discretion of the University. The University is seeking multiple vendors for this service.

Special Instructions and Conditions

- A.** Alabama State University will contract with one or more contractors for transportation services by private owned carriers for both intrastate and interstate travel. Note that interstate travel is limited to adjoining states only. Further, the University expects that all bidders by the act of their bidding shall be certified in accordance with all applicable laws of the State of Alabama and that all drivers of such vehicles will likewise have a valid State of Alabama license. The University understands that State of Alabama requirements are invalid outside of Alabama, but upon re-entering Alabama, State of Alabama regulations are in effect and the responsible contractor shall notify his terminal closest to the point of re-entry as soon as is possible after reentry to Alabama. Bidders shall provide, with their bid, a listing of all State of Alabama certified drivers that will be employed under this contract and shall include expiration dates. Any drivers not listed at the time of bid opening may not be used until approved by the University.
- B.** All work performed and all equipment used by bidders shall meet all applicable "Regulations and Laws Relating to Pupil Transportation in the State of Alabama" as published by the Alabama State Department of Transportation. Your signed bid will be considered a declaration that such equipment does, in fact, meet all safety regulations. If vendor utilizes another carrier for whatever reason, the University's Transportation Department must be advised before said trip.
- C. Trip Award:**
If the awarded vendor cannot provide services on a date requested by ASU, the awarded vendor must provide written documentation of its unavailability for the respective trip, and ASU will be permitted to use a different charter company.

Services from Non-Bidding Contractor. The University may require Charter Bus Transportation Services at a time when all bidding contractors are unable to service the request. In such event, the University and/or the bidding contractor shall have the right to contract with any non-bidding contractor on a per trip basis provided the non-bidding contractor meets all



requirements of the bid specifications as determined by the Director/Supervisor of Transportation.

Orders. Only orders, verbal or written, placed by the Transportation Department will be acknowledged and authorized by the University.

- D. The University will not honor any charges not specifically listed in the bid or governed by law.
- E. **UPON AGREEMENT AND ACCEPTANCE OF CONTRACT, FOR SINGLE DAY TRIPS THE UNIVERSITY AGREES THAT CONTRACTORS' MAY CHARGE AS A CANCELLATION CHARGE PER BUS PROVIDED SAID CANCELLATION NOTICE IS GIVEN BY THE REQUESTOR LESS THAN ONE (1) WEEK FROM THE DATE OF DEPARTURE.** Conversely, the University reserves the right to assess the contractor damages should the Contractor fail to provide equal notice of cancellation of equipment and/or trip. The amount of the damages, which may be assessed to the contractor, shall be equal to the charges to be paid by any University or School System for cancellation, plus any costs incurred by the University in obtaining an alternate carrier to include the difference in trip fees. In addition, Contractor must pay added cost to the University for booking with another company. Additionally, the Contractor agrees by the act of his/her signing of the bid that the University shall have recourse for unauthorized cancellations. For the purpose of definition unauthorized cancellations shall mean a verbal or written notice of cancellation by the Contractor to the University regarding a reservation, charter order, trip agreement or other such verbal or written contract representing an agreed upon trip. The University does not sanction cancellation. In such event, the University would expect that the reason for cancellation be beyond the control of the Contractor. Any Cancellations including the reason for such cancellation shall be submitted in writing to the Requestor or Designee no later than five (5) calendar days prior to the date of trip. In the event of a dispute between the Contractor and the University as to the validity of the reason for said cancellation, the judgment of the University shall prevail.
- F. The University's Transportation Department may request transportation services both verbally or in writing. However, the contractor must acknowledge verbal orders within five (5) calendar days from the date of the order on the Contractors standard confirmation form. **(COPY OF CONFIRMATION FORM MUST BE INCLUDED IN BID PROPOSAL PACKAGE)**
- G. The University recognizes its liability toward vandalism of the contractor's property by its passengers. However, the University demands the right to inspect all damage claimed by the Contractor to have been caused by the University passengers. The Contractor will make said inspection not later than the next University's workday following notification. No compensation will be given the Contractor for such damage unless authorized by the Director/Supervisor of Transportation. The University will make every effort to be reasonable in its evaluation.
- H. Parking fees, entrance fees, tolls and added mileage in and around the destination city as well as additional miles to the pre-trip itinerary if approved or ordered by the Requesting Group Leader, shall be expenses of the University payable to the Contractor.

If it is necessary that the University place toll or long-distance telephone calls in connection with this contract (for complaints, adjustments, shortages, failure to deliver, etc.), the successful bidder shall accept charges for such calls on a reverse charge basis.

- I. The Contractor will book and pay the actual lodging costs of the driver giving the University said actual costs, for reimbursement. Driver's meals shall be the responsibility of the Contractor.
- J. Discounts for multi-bus charters will not be considered in awarding trips. Contractors are encouraged to include any discounts in their bid proposal price(s) at the time of bidding.
- K. The University shall pay extra driver charges, inclusive of round-trip mileage and room charge, if necessary, based on actual cost for reimbursement.
- L. **EQUIPMENT SUMMARY. BIDDERS SHALL FURNISH WITH THEIR BID PROPOSAL, A SUMMARY OF ALL VEHICLES THAT MAY BE PROVIDED TO UNIVERSITY FOR USE.** In addition, Bidders shall furnish vehicle inspection approval certificates. All buses contracted by the University will be only Charter Coaches.
- M. **The University shall be allowed to BOOK AND CANCEL ATHLETIC TEAMS involved in "playoffs", on short-term notice. The definition of "short term notice" shall mean Within 6 hours of event for booking and within 12 hours of event for cancellation. (BIDER MUST COMPLETE THIS SECTION).**
- N. **CHARTER BUSES MUST ARRIVE AT PICK-UP LOCATION AT LEAST 45 MINUTES PRIOR TO DEPARTURE TIME. INFORMATION WILL BE PROVIDED FROM THE DIRECTOR OF TRANSPORTATION UPON AGREEMENT AND ACCEPTANCE OF CONTRACT.**
- O. **Awarded Carriers must immediately contact the Director of Transportation, Requestor or designee for any of the following while contracted for an event:**
 - **Bus accident (all types, minor and major)**
 - **Breakdowns (All incidents in which the bus is not able to preceed)**
 - **Delays (Any delay, which will impair the departure/arrival). After hours, contact the University's Public Safety Department at (334)229-4400**
- P. All buses provided under the awarded contract must be Alabama Highway Patrol certified. All buses must be in full operating condition (i.e. air conditioning, heating).
- Q. All contract bus drivers will always present themselves in a professional manner with both students and staff during contract event period. Failure to do so will disqualify said driver from further contracts with the University. The University's Transportation Department will review all complaints.

R. Buses are to meet the following requirements

- Locking storage compartments underneath
- Fully functioning TV monitors, VCR / DVD systems and satellite TV
- Functioning wireless internet
- Functioning electrical outlets
- Clean functioning restrooms
- Fully functioning heat/AC
- Year 2020 or newer model, well maintained

**QUALIFICATIONS AND EVALUATION
CRITERIA WILL BE BASED ON THE FOLLOWING**

<u>Category</u>	<u>Evaluation Points</u>
1. Company's Information and Profile/Scope of Services	20
2. Availability of Buses/Drivers (Complete Driver Certification Listing)	20
3. Booking and Cancellation Policy (Bidder must provide copy of Contractual Agreement)	10
4. References	10
5. Policy for Short-term Notification (Bidder must complete Page 10, Section 10)	10
6. Rates (Bidder must complete Bid Proposal Form – Bus Rate Work Sheet)	20
7. Ability to Meet Booking Schedules (Bidder must complete Bus List – Equipment Summary)	10
	Total Points - 100

SCOPE OF SERVICES

- Describe your depth of understanding of the work
- Clarify your firm's capacity to provide the services successfully
- Include quality assurance procedures to be utilized
- Indicate your willingness to work with the Alabama State University's staff in the creation and implementation of site-specific work orders and task plans.

COMPANY INFORMATION

- Please provide information regarding your company and its officers.
- In the past 5 years has your company or its officers had any Litigation regarding charter bus service? If yes, how many?
- Provide an after-hours contact number for cases of emergency.
- Provide any other information regarding your company, services, awards etc., that will assist in review of your proposal.
- Provide information to your requirements for requesting a charter bus.

Required Company Information

- Provide your company emergency procedures for a disabled bus, i.e. accident, breakdown, etc.
- What are your procedures and timeline to replace a disabled bus locally and out of the State of Alabama
- Provide a Certificate of Insurance
- Provide a current copy of the Motor Carrier Terminal Inspection Form with a Satisfactory Rating
- Provide a list of current Chartered Buses and certified drivers under the company's employment. Drivers must be certified as a bus driver in order to transport faculty, staff and students.
- Provide a letter ensuring each driver is in a qualified Drug and Alcohol testing pool that meets all Federal standards, requirements, and certification that the carrier complies with the Alabama Highway Patrol.
- Provide a current certificate of insurance, comprehensive auto and General Liability including personal injury, liability and contractual liability. The limits of liability for vehicles shall be million dollars combined single limits for bodily injury liability, and property damage liability.
- The University may do random inspections of the buses and drivers chartered by the University. When an identified University's employee inspects the vehicle, the driver will be required to produce their current CDL, Medical Card and required proof of certification by the State of Alabama and other proof as required by the University that must be maintained.

EVALUATION PROCESS

Evaluation Method

The University will appoint an evaluation committee to evaluate proposals, and to recommend a ranked short list of finalists for oral evaluation or second phase review.

The University shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The University's decisions will be final.

The evaluation committee will evaluate and rank all responsive written proposals to determine which proposals best meet the needs of the University based on the evaluation criteria.

Non-Responsive Proposals

Non-responsive proposals will be rejected by the Purchasing Department and may not be distributed to the evaluation committee for consideration. Additionally, the evaluation committee may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:

1. Failure to sign the proposal
2. Failure to acknowledge addenda (unless not all changes are material)
3. Failure to provide required submittals/documentation
4. Submission of a late proposal
5. Firm does not meet minimum requirements



**Alabama State University
Chartered Bus Services
ITB # 4039-2026**

Bid Proposal Form – Bus Rate Work Sheet

Vendor Name:

Rate for Fully Contained Charter Coach:

1. Up to 22 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter

2. 35 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter

3. 46 / 47 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter

4. 49 / 50 / 51 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter

5. 55 / 56 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter

6. 58 Passenger Bus

\$ _____ Per mile
\$ _____ For first _____ hours and \$ _____ per hour thereafter
\$ _____ Per 24-hour period and \$ _____ per hour thereafter



**Alabama State University
Chartered Bus Services
ITB # 4039-2026**

Driver Certification Listing

Bidders shall provide, with their bid proposal, a list of all certified drivers that will be employed under this contract and shall include expiration dates. Any driver(s) not listed at the time of submitting bid proposal may not be used until approved by the University.

	Name	Alabama Driver's License #	EXPIRATION DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

****Provide additional names/pages as necessary***

Alabama State University

Chartered Bus Services

ITB # 4039-2026

Bus List – Equipment Summary

Vendor: _____

	Vehicle Mfg.	Model	Seating Capacity	Vehicle License #
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

I. CONTRACTOR QUALIFICATIONS

To qualify as a responsible bidder, it must be documented that your firm is capable of satisfactorily complying with the terms, conditions and specifications of this RFP. Qualified bidder must have at least 3 years of experience in this area of services. The following information must be provided for the University to make an informed decision regarding your firm's capabilities. Your signature certifies under oath the truth and correctness of all statements and all answers provided in this RFP document.

Submitted by

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

() Corporation () Partnership () Individual () Joint Venture () Other _____

Tax Identification Number _____

1. How many years has your organization been in business as a service contractor? _____

2. How many years has your organization been in business under its present business name? _____

3. If a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President: _____

Vice President(s): _____

Secretary: _____

Treasurer: _____

4. Date of Organization: _____

Type of partnership: _____ (such as general or limited)

5. Name and address of all partners: (Note: Attach separate sheets as required)

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

6. If other than a corporation or partnership, describe organization and name principals:

7. Have you ever failed to complete any work awarded to you? If so, indicate when, where and why:

8. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a service contract(s)? _____ If so, state circumstances:

9. List major service contracts your organization has had under contract within the past twelve (12) months. Attach additional pages if necessary. The contractor must provide evidence that **other schools or facilities are comparable with the contract being bid by ASU.**

Building	Owner	Square Footage (or appropriate description)	Contract Amount	Contract Date	Length of Contract

10. List major service contracts your organization has had in the last five years. Attach additional pages if necessary.

Building	Owner	Square Footage (or appropriate description)	Contract Amount	Contract Date	Length of Contract

