



BID NUMBER

SB #7529

DATE:

July 1, 2016

NORTHWESTERN STATE UNIVERSITY

Business Affairs – Purchasing Section
St. Denis Hall/ 200 Sam Sibley Dr.
Natchitoches, Louisiana 71497

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until 2 pm Thursday, August 4, 2016 and then publicly opened for furnishing the items and/or services as described below for Northwestern State University.

Description

Team Charter Buses

BIDDERS PLEASE FILL IN ALL BLANK SPACES AND SIGN BELOW

Terms will be _____ and shipment will be received within _____ days after receipt of order.

In compliance with and subject to the conditions thereof, the undersigned offers and agrees, if this bid be accepted within thirty (30) days from date of opening, to furnish any or all of the items (or sections) at the price set opposite each item (or section).

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

SIGNATURE AUTHORITY (Re: L.R.S. 39:1594(Act 121))

TITLE

FEDERAL TAX IDENTIFICATION NUMBER (FIN)

FAX NUMBER

DATE

ACCEPTANCE /AWARD

Date of Award and Execution

Recommendation: _____

Approved: _____
Dale Martin, Director of Purchasing

INSTRUCTIONS TO BIDDERS

I. Bid Forms

All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, properly signed. Bids submitted in the following manner will not be accepted:

1. Bid contains no signature indicating intent to be bound;
2. Bid filled out in pencil; and
3. Bid not submitted on NSU's standard forms.

Bids must be received at the address specified in the Invitation for Bids prior to bid opening time in order to be considered. Any bid received after bid opening time will be returned to sender unopened. Telegraphic and fax alterations to bids received before bid opening time will be considered provided formal bid and written alteration have been received and time-stamped before bid opening time.

2. Submission of Bids

Firms/individuals who are interested in providing services requested under this ITB must submit a bid containing the information specified in this solicitation. The bid must be received in hard copy (printed) version by the Purchasing Office on or before **(2:00 PM)** Central Daylight Time on the date specified. FAX or e-mail submissions are not acceptable. Bidders mailing their submittals shall allow sufficient mail delivery time to ensure receipt of their submittal by the time specified. The submitted bid must be delivered at the Bidder's expense to:

Attn: William Phelps
Assistant Director of Purchasing
Business Affairs/St. Denis Hall
200 Sam Sibley Drive
Northwestern State University
Natchitoches, Louisiana 71497

Submittals must have ITB reference number and contractor's license number clearly printed on all documents and shipping containers, failure to clearly label submittals may result in rejection.

For courier delivery, the street address above and the telephone number is (318-357-5446). It is solely the responsibility of each Bidder to ensure that their submittal is delivered at the specified place and prior to the deadline for submission. Submittals received after the deadline will not be considered.

NSU requests that (*I*) copy of the solicitation be submitted to the Purchasing Office at the address specified. The bid shall contain original signatures of those company officials or agents duly authorized to sign bids or contracts on behalf of the organization. A certified copy of a board resolution granting such authority shall be submitted if Bidder is a corporation. The bid with original signatures will be retained for incorporation in any contract resulting from this ITB.

3. Prices: The bidder must state the prices (written in ink, in figures) for which he proposes to furnish each item and shall show the total extended amount for each based on the quantities shown. In case, however, of conflict between the unit price and the extended amount, the unit price shall govern. Unit prices should be inclusive of any freight charges.

4. F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to

comply with this requirement may disqualify your bid.

5. Standard of Quality: Any product or service bid shall conform to all applicable Federal and State laws and regulations and the specifications contained in the ITB. Unless otherwise specified in the ITB, any manufacturer's name, trade name, brand, name, or catalog number used in the specifications is for the purpose of describing the quality level and characteristic required. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact products specified in the ITB.

6. Descriptive Information: Bidders proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, and technical data) sufficient for NSU Purchasing to evaluate quality, suitability, and compliance with the specifications in the ITB. Failure to submit descriptive information may cause bid to be rejected. Any change made to a manufacturer's published specifications submitted for a product shall be verifiable by the manufacturer. If item(s) bid do not fully comply with specifications (including brand and/or product number), bidder must state in what respect the item(s) deviate. Failure to note exceptions on the bid form will not relieve the successful bidder(s) from supplying the actual products requested.

MANUFACTURER'S NUMBERS AND TRADE NAMES: Where the manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. Northwestern State University shall be the sole judge as to whether or not the equipment offered is equal to that specified.

7. Bid Opening: Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by visiting Northwestern State University Purchasing during normal working hours. Written bid tabulations will not be furnished.

8. Award: Award will be made to the lowest responsible bidder, taking into consideration the quality of the products to be supplied, their conformity with specifications, the purposes for which they are required, and the time for delivery. Northwestern State University Purchasing reserves the right to award items separately, grouped or on an all-or-none basis and to reject any or all bids and waive any informalities.

9. Purchase Order: If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof, will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the University, meet the requirements of these specifications.

10. Conditions of Purchase Orders: We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected. Northwestern State University reserves the right to purchase additional quantities at the same price, terms and conditions for a period of ninety (90) days from the date of order based upon vendor acceptance.

11. Inspection and Acceptance: Upon delivery of each item to the Agency, inspection of the item will be made by Northwestern State University, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject: All rejected goods will be at seller's risk and expense, subject to seller's prompt advice as to disposition. Unless otherwise arranged all rejected goods will be returned and charged back including all transportation and handling costs. All packages must reflect the NSU purchase order number or it will be refused and returned at vendor's expense.

13. Payment Terms: Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted, but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Northwestern State University, Business Affairs, Accounts Payable Section, St. Denis Hall, Natchitoches, LA 71497. We must pay from ORIGINAL, ITEMIZED invoices as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number: Vendor must include an IRS Form W-9 and enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes: The State is exempt from sales/use tax. Vendor is responsible for including all applicable taxes in the bid price.

16. New Products: Unless specifically called for in the ITB, all products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase unless otherwise specified in the ITB. The manufacturer's standard warranty will apply unless otherwise specified in the ITB.

17. Contract Renewals: Not applicable since this contract is for the 2016 / 2017 Academic Year.

18. Contract Cancellation: Northwestern State University reserves the right to cancel this contract with thirty (30) days written notice.

19. Default of Contractor: Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Northwestern State University Purchasing has determined the contractor to be in default, NSU Purchasing 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 the defaulting

20. Davis Bacon Act: The Davis-Bacon Act, United States Code, Title 40, Chapter 3, Section 276(a) requires all laborers and mechanics employed by contractors and subcontractors who work on construction projects financed federal assistance to be paid wages not less than those established by the Secretary of Labor for the locality of the project when required by federal grant program legislation.

21. Order of Priority: In the event there is a conflict between the Instructions to Bidders or General Conditions and the Special Conditions, the Special Conditions shall govern.

22. Applicable Law: All contracts shall be construed in accordance with governed by the laws of the State of Louisiana.

23. Discrimination and EEOC COMPLIANCE: The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act 1972, and contractor agrees to abide by the requirements of the Americans With Disabilities Act of 1990: Contractor agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sexual orientation, gender identity, national origin, veteran status, political affiliation, disabilities, or in accordance with KBB 2004-54 because of an individual’s sexual orientation. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

24. Standard Preference:

A. In accordance with Louisiana Revised Statutes 39:1595, a preference not to exceed 10% may be allowed for paper and paper products manufactured or converted in Louisiana of equal quality. For paper supplied in wrapped reams, each carton and each individual ream shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper is manufactured or converted. For paper and paper products supplied in bulk or in other forms, the smallest unit of packaging shall be clearly labeled with the name of the manufacturer or converter and the location within Louisiana where such paper or paper product is manufactured or converted.

Do you claim this preference? Yes_____
 Specify Item Number(s) _____

Name and location within Louisiana where such paper or paper product is manufactured or converted: _____

B. A preference not to exceed 10% may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

Do you claim this preference? Yes_____
 Specify Item Number(s) _____

Specify location within Louisiana where this product is manufactured, produced, grown or assembled: _____

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents?

Yes: _____ No: _____

[Note: If more space is required, include on separate sheet. Failure to specify above information may cause elimination from preferences. Preferences shall not apply to service contracts.]

25. Scope of Contract: Furthermore submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form terms and conditions which may be included in your bid are nullified, and contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

(Members of firm or person authorized to sign bids for corporation)

BIDDERS MUST SIGN IN INK

IMPORTANT

Signature Authority: In Accordance with L.R.S.39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. **An individual authorized to bind the vendor as relected by an accompanying corporate resolution, certificate or affidavit; or**
3. **An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.**

By signing the bid, the bidder certifies compliance with the above.

WE ARE AN EQUAL OPPORTUNITY UNIVERSITY

INSURANCE REQUIREMENTS FOR CONTRACTORS

The Contractor shall purchase and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per disease/per employee. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included. A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.

2. Commercial General Liability

Commercial General Liability insurance, including Personal and Advertising Injury Liability and Products and Completed Operations, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general annual aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.

3. Automobile Liability

Automobile Liability Insurance shall have a minimum combined single limit per accident of \$1,000,000. ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles.

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions.

C. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability and Automobile Liability Coverages

a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.

b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

To the fullest extent allowed by law, the insurer shall agree to waive all rights of subrogation against the Agency, its officers, agents, employees and volunteers for losses arising from work performed by the Contractor for the Agency.

3. All Coverages

a. All policies must be endorsed to require 30 days written notice of cancellation to the Agency. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Contractor's policy. In addition, Contractor is required to notify Agency of policy cancellations or reductions in limits.

- b. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall not release the Contractor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the Agency for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.

D. ACCEPTABILITY OF INSURERS

- 1. All required insurance shall be provided by a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located. Insurance shall be placed with insurers with an A.M. Best's rating of **A-:VI or higher**. This rating requirement may be waived for workers compensation coverage only.
- 2. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Contractor shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days.

E. VERIFICATION OF COVERAGE

- 1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.
- 2. The Certificate Holder Shall be listed as follows:
 - State of Louisiana
 - Agency Name, Its Officers, Agents, Employees and Volunteers
 - Address, City, State, Zip
 - Project or Contract #:
- 3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
- 4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

Contractor shall include all subcontractors as insureds under its policies OR shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of subcontractor's Certificates at any time.

G. WORKERS COMPENSATION INDEMNITY

In the event Contractor is not required to provide or elects not to provide workers compensation coverage, the parties hereby agree that Contractor, its owners, agents and employees will have no cause of action against, and will not assert a claim against, the State of Louisiana, its departments, agencies, agents and employees as an employer, whether pursuant to the Louisiana Workers Compensation Act or otherwise, under any circumstance. The parties also hereby agree that the State of Louisiana, its departments, agencies, agents and employees shall in no circumstance be, or considered as, the employer or statutory employer of Contractor, its owners, agents and employees. The parties further agree that Contractor is a wholly independent contractor and is exclusively responsible for its employees, owners, and agents. Contractor hereby agrees to protect, defend, indemnify and hold the State of Louisiana, its departments, agencies, agents and employees harmless from any such assertion or claim that may arise from the performance of this contract.

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

1. Contractor agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of Contractor, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by Contractor as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.
2. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

INDEMNIFICATION AGREEMENT

The _____ {Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of _____ {Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for _____
State Agency Name

PURPOSE OF CONTRACT: _____

**2016-17 CHARTER BUS SPECIFICATIONS
(For Northwestern State University Athletic Team Travel)**

SPECIFICATIONS:

1. A single bus will be used for all trips for each sport listed, except Football, who will utilize two buses per trip unless otherwise noted; and Track & Field, who will utilize 2 buses for specific trips.
2. **Buses must be 2008 year model or newer. Successful bidder must have a minimum of 5 buses that meet all criteria in their fleet.**
3. All buses **must** include the following equipment in good to excellent operating condition:
 - a) Restroom on board
 - b) All mechanical equipment must be maintained at or above industry standards
 - c) Tires must be in excellent condition
 - d) TV's/DVD players must be of high quality and able to be viewed from any and all seats
 - e) Air Conditioning and Heating must be in excellent operating condition
 - f) Restroom and Seating areas must be in excellent sanitary and operating conditions
 - g) All buses must include either state of the art radio communications and/or cellular telephones for use in emergency situations
 - h) GPS system must be available on bus for driver use on all trips – drivers must be knowledgeable in use of the system
 - i) WiFi capabilities
 - j) Electrical outlets throughout the bus for passenger use – for charging equipment and viewing laptops, etc.
4. The following items are Preferred and Requested by Coaches – please indicate if your buses are equipped with these items:
 - k) Satellite TV Capabilities to view other games in route
 - l) Blue Ray Players
5. Meals and lodging for the bus driver will be included with the team expenses - 1 room per driver.
6. Driver must be dressed appropriately and present himself/herself in a professional manner at all times.
7. Bus Company must be able to provide a 24-hour contact name and telephone number for emergencies.
8. Successful bidder may be required to submit a list of equipment meeting specifications prior to the awarding of bid.
9. **All bidders are required to complete the detailed cost calculation sheet for consideration.**
10. **Bus company must include size of bus (# of passengers) on bid sheets. Sports with 30 travelers or more require a minimum 50 passenger bus; Sports with less than 30 passengers may use a minimum 35-passenger bus only if equipped with all items listed above and only for single day trips of less than 250 miles one way. Volleyball and Tennis may use 35 passenger buses for longer trips only if approved by NSU Athletic Dept. Track may use a 35 passenger bus as the 2nd bus for some trips as detailed.**

NOTES:

1. Athletic competition schedules are tentative; therefore, dates and times of departure are subject to change for all trips listed.
2. Trips may be canceled, and/or new trips added, with adequate notification to the vendor.
3. This bid is contingent upon funds approval.
4. This bid may be awarded by sport or in full to one bidder.

Thank you for your time and effort in submitting a bid for Northwestern State University Team Buses. **Any questions should be directed by email to Bill Phelps, Assistant Director of Purchasing, at phelpsw@nsula.edu.**

**NORTHWESTERN STATE UNIVERSITY
TEAM CHARTER BUSES FOR 2015-16**

DETAILED COST CALCULATION

IMPORTANT NOTE TO BIDDERS:

All bidders must provide the following in their bid for Northwestern State to determine the increases or decreases in costs for schedule changes. Quantities are included for bid evaluation only; final team schedules will determine actual totals.

Bids will not be accepted without this information.

Form must be completed for each size of bus; responder may duplicate this page for each bus size (# of passengers).

Size # of passengers (minimum 35 required) _____

1. Minimum per day charge for 1st bus 150 days @ \$ _____ = \$ _____

2. Cost per live mile for one bus 50,000 miles @ \$ _____ = \$ _____

3. Cost per deadhead mile for one bus 10,000 miles @ \$ _____ = \$ _____

4. Fuel price used in calculating bid \$ _____

Bid may be awarded on total of all trips or by sport.

Charter Company Name: _____

Signature & Date Required: _____

Telephone Number: _____

Fax Number: _____

Email Address for Comp

Bus Bid Schedules – All Teams

NORTHWESTERN STATE UNIVERSITY TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

FOOTBALL													
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip
		Date	Time	Date	Time	Date	Time		Name	Street Address			
1 Waco, TX	Egylee	09/01/16	thc	09/02/16	6:30 PM	09/02/16	after game	110	Hilton Garden	Temple, TX	1	3 buses	
2 Conway, AZ	Central Arizona	09/10/16	thc	09/11/16	thc	09/11/16	after game	110	Embassy Suites	Little Rock, AZ	1	3 buses	
3 Hammond, LA	Southeastern	09/23/16	thc	09/24/16	6:00 PM	09/24/16	after game	110	Marriott	Baton Rouge, LA	1	2 buses	
4 Reemont, TX	Lamar	10/14/16	thc	10/15/16	6:00 PM	10/15/16	after game	110	Holiday Inn	Reemont, TX	1	2 buses	
5 Abilene, TX	Abilene Christian	11/04/16	thc	11/05/16	thc	11/05/16	after game	110	TDW Airport	Manassas, VA	1	3 buses	
6 Nacopelton, TX	Stephen F. Austin	11/19/16	thc	11/19/16	3:00 PM	11/19/16	after game	110	n/a		0	2 buses	
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICE		50.00

NORTHWESTERN STATE UNIVERSITY TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

SOCCER													
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip
		Date	Time	Date	Time	Date	Time		Name	Street Address			
1 Ft. Worth	TCH	08/10/16	1:00 PM	08/10/16	7:00 PM	08/10/16	10:00 PM	26					
2 Little Rock, Oxford, MS	UALR, O. MS	08/18/16	1:00 AM	08/18/17	7:00 PM	08/18/16	10:00 PM	26				staying in the OJDC	
3 Oxford, MS	O. MS	08/20/16		08/21/16	7:00 PM	08/21/16	10:00 PM	26			2	staying straight in NBT before game	
4 Dallas, TX	SMU	09/25/16	7:00 PM	08/25/16	7:00 PM	8/26/16	10:00 PM	26					
5 San Antonio	UTSA/TX State	09/08/16	Noon	09/09/16	7:00 PM								
6 San Marcos, TX	TX State	09/08/16	9:00 AM	09/11/16	1:00 PM	09/11/16	5:00 PM	26	Embassy Plaza	525 North Loop, SA, Tx	3	staying in San Antonio	
7 Reemont, TX	Lamar	09/25/16	Noon	09/25/16	7:00 PM			26			2	heading to Dallas	
8 Lake Charles, LA	McNeese	09/25/16	9:00 AM	09/25/16	1:00 PM	09/25/16	4:00 PM	26					
9 Huntsville, TX	San Houston	10/09/16	Noon	10/09/16	7:00 PM	10/09/16	11:00 PM	26					
10 Corpus Christi	TAMU-CC	10/13/16	Noon	10/14/16	7:00 PM	10/15/16	5:00 PM	26			3	travel to Houston	
11 Houston, TX	Rice/UT Dallas/UT of Perm	10/16/16		10/16/16	1:00 PM	10/16/16	5:00 PM	26					
12 Conway, Arkansas	A-C	10/27/16	1:00 PM	10/27/16	7:00 PM	10/27/16	10:00 PM	26					
13													
14													
15													
16													
17													
18													
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICE		30.00

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE (Fiscal Year 2016-17)														
VOLLEYBALL														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address				
1 Fort Worth, TX	TXST	08/25/16	9:00 AM	8/26-8/27		08/27/16	12:00pm	20	Spring Hill Hotel	3037 Tarrant Ave Fort Worth, TX	2			
2 Lafayette, LA	ULL	08/29/16	9:00 AM	08/30/16		08/30/16	9:00 PM	20			0			
3 Dothan, AL	UAD-Sanford	08/31/16	9:00 AM	9/2-9/3		09/03/16	7:00 PM	20		ISA	2			
4 Tallahassee, FL	Alabama	09/01/16	9:00 AM	9/5-9/10		09/06/16	5:00 PM	20		TSA	2			
5 Tulsa, OK	UTech	09/19/16	9:00 AM	9/19-9/21		09/19/16	09:00 PM	20		TSA	2			
6 Lake Charles, LA	McNeese	09/22/16	9:00 AM	09/22/16		09/22/16	after game	20					continue to Tallahassee	
7 Conway, AR	Control Arkansas	09/29/16	9:00 AM	09/29/16		09/29/16	10:00 PM	20						
8 Houston, TX	HBU	10/06/16	9:00 AM	10/06/16				20						
9 Houston, TX	Texas			10/08/16		10/08/16	after game						Indge in Houston continue to game in Rowlett continue to Macgregorville, TX	
10 New Orleans, LA	USU	11/01/16	9:00 AM	11/01/16		11/01/16	10:00 PM	20	Concord Suites	3470 South St New Orleans, TX	2			
11 Conway, AR	Southland	11/21/16				11/20/16		20		TSA	1			
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICED		20.00	

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE (Fiscal Year 2016-17)														
CROSS COUNTRY - MEN & WOMEN														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address				
1 Houston, TX	Rice University	09/19/16	iba	09/19/16	iba	09/19/16	after meet	25	na			1 bus		
2 Baton, LA	LA Tech	09/17/16	iba	09/17/16	iba	09/17/16	after meet	25	na			1 bus		
3 Lake Charles, LA	McNeese	10/01/16	iba	10/01/16	iba	10/01/16	after meet	25	na			1 bus		
4 Lafayette, LA	ULL SLC	10/15/16	iba	10/15/16	iba	10/15/16	after meet	25	na			1 bus		
5 New Orleans, TX	University of Louisiana	10/27/16	iba	10/27/16	iba	10/27/16	after meet	25	na		1	1 bus		
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICED		20.00	

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

MEN'S BASKETBALL														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information			Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address	# Nites Lodging			
1 Arlington TX	UTA	10/29/16		10/29/16		10/29/16		25						
2 Jackson, MS	Jackson State	11/05/16		11/05/16		11/05/16		25				scrubmage		
4 College Station, TX	Texas A&M	11/10/16		11/11/16		11/11/16	after game	25				continue to Norman, OK; stay in hotel in Dallas		
Norman Ok	Oklahoma	11/11/16		11/13/16		11/13/16		25			1			
10 Columbia, MO	Missouri	11/24/16		11/25 or 26		11/25 or 26		25				continue to Starkville, MS		
Starkville, MS	Mississippi	11/25 or 26		11/28/16		11/28/16		25			2			
1 Dallas, Texas (on Fri)	UTEP	12/02/16		12/03/16		12/04/16		22				2 empty days - pack up & drop off at airport		
6 Shreveport, La	UL Monroe	12/16/16		12/16/16		12/16/16		25				return after game for airport arrival next day		
Houston, Tx	Rice	12/18/16		12/19/16		12/20/16		25			2			
3 San Antonio, Tx	Univ. Tex Wood	01/02/17		01/05/17		01/06/17		25				continue to Corpus Christi		
9 Corpus Christi, Tx	TXAMLC	01/06/17		01/07/17		01/07/17		25			1			
10 Lake Charles, La	Arkansas	01/21/17		01/21/17		01/21/17		25						
11 Hammond, La	LSLA	01/26/17		01/26/17		01/26/17		25						
12 Denton, Tx	Lamar	01/28/17		01/28/17		01/28/17		25						
14 Conway, Ar	UCB	02/01/17		02/01/17		02/01/17		25			1			
14 Athens, Tx	ACU	02/09/17		02/11/17		02/11/17		25			2	stay in Dallas 2/3		
15 Talladega, La	Norfolk	02/17/17		02/18/17		02/18/17		25			1	stay in hotel		
16 Nacogdoches, Tx	SFA	03/02/17		03/02/17		03/02/17		25						
17 Katy, Tx	TBA	03/03/17		TBA		TBA		30						SLC Team
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!										TOTAL PRICE				\$610

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

WOMEN'S BASKETBALL														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		**Depart Game Site		# in Travel Party	Hotel Information			Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address	# Nites Lodging			
1 Austin, TX	Texas	11/23/16	1:00 PM	11/23/16	usa	11/23/16	after game	23				1		
2 Memphis, TN	Memphis	11/28/16	10:00 AM	11/28/16	usa	11/28/16	after game	23				1		
3 Fayetteville, AR	Arkansas	12/16/16	9:00 AM	12/17/16	usa	12/17/16	after game	24				1		
4 Starkville, MS	Miss State	12/21/16	9:00 AM	12/28/16	usa	12/28/16	after game	23				1		
5 Conway, AR	UCA	01/01/17	10:00 AM	01/02/17	usa	01/02/17	after game	24				1		
3 San Antonio, TX	UTP	01/06/17	9:00 AM	01/06/17	usa	01/06/17	after game	23				1	head to Corpus after	
7 Corpus Christi, TX	TXAMLC			01/07/17	usa	01/07/17	after game	23				1		
8 Lake Charles, LA	Arkansas	01/21/17	4:00 PM	01/21/17	usa	01/21/17	after game	24				1		
9 Hammond, LA	LSLA	01/26/17	1:00 PM	01/26/17	usa	01/26/17	after game	23				1	head to Denton after	
10 Denton, TX	Lamar			01/28/17	usa	01/28/17	after game	23				1		
11 Athens, TX	ACU	02/10/17	5:00 AM	02/11/17	usa	02/11/17	after game	24				1		
14 Talladega, TX	San Houston	02/22/17	1:00 PM	02/23/17	usa	02/23/17	after game	23				1		
13 Nacogdoches, TX	SFA	03/01/17	4:00 PM	03/02/17	usa	03/02/17	after game	23				1		
14 Katy, TX	Chief Town	03/08/17	8:00 AM	03/09/17	usa	usa	usa	24				usa		
15														
16														
17														
18														
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!										TOTAL PRICE				\$610

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

INDOOR/OUTDOOR TRACK MEN & WOMEN														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address				
1 Baton Rouge, LA	TAMU	01/07/17	the	01/07/17	the	01/07/17	after noon	85	n/a			2 buses		
2 Baton Rouge, LA	LSU	01/11/17	the	01/11/17	the	01/11/17	after noon	82	n/a			2 buses		
3 Joplin, MO	Missouri Southern BCU Championships	01/29/17	the	01/29/17	the	01/29/17	after noon	85	the		2	2 buses		
4 Birmingham, AL		02/04/17	the	02/04/17	the	02/04/17	after noon	85	the		9	2 buses		
5														
6 Tulsa, Okla., LA	McNeese	03/11/17	the	03/11/17	the	03/11/17	after noon	85	n/a			2 buses		
7 Marion, LA	La Tech	03/17/17	the	03/17/16	the	03/17/17	after noon	25	n/a			1 bus		
8 Zavon, LA	La Tech	03/19/17	the	03/19/17	the	03/19/17	after noon	80	n/a			2 buses		
9 Arlington, TX	Univ of TX	03/24/17	the	03/24/17	the	03/24/17	after noon	85	the		1	2 buses		
10 Austin, TX	Texas State	03/29/17	the	03/29/17	the	03/29/17	after noon	82	the		3	1 bus		
11 San Antonio, TX	UTSA	04/05/17	the	04/05/17	the	04/05/17	after noon	85	the		2	2 buses		
12 Hammond, LA	Southwestern	04/13/17	the	04/13/17	the	04/13/17	after noon	82	n/a			2 buses		
13 Baton Rouge, LA	LSU	04/21/17	the	04/21/17	the	04/21/17	after noon	85	n/a		1	2 buses		
14 New Orleans, LA	Championships BCU	05/12/17	the	05/12/17	the	05/12/17	after noon	90	the		4	1 bus		
15 New Orleans, LA	Championships	05/13/17	the	05/13/17	the	05/13/17	after noon	30	the		3	1 bus		
16														
17														
18														
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICE		\$0.00	

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

BASEBALL														
Destination (City, State)	Opponent (School Name)	Depart NSU		Competition		Depart Game Site		# in Travel Party	Hotel Information		# Nites Lodging	Other Comments	Cost per Trip	
		Date	Time	Date	Time	Date	Time		Name	Street Address				
1 Ruston, LA	La Tech	03/03/17	1:30 PM	3/3 3/17	TEA	03/03/16	After Game	45	TEA	TBA	2			
2 Lafayette, LA	TAMU	03/14/17	1:30 PM	03/14/17	TEA	03/14/16	After Game	45						
3 Stillwater, OK	Ok State	03/16/17	12:00 PM	3/17 19/17	TEA	03/19/17	After Game	45	TEA	TBA	3			
4 Corpus Christi, TX	LADRON	03/23/17	12:00 PM	3/24-26/17	TEA	03/26/17	After Game	40	TEA	TJA	3			
5 Monroe, LA	ULM	04/04/17	1:30 PM	04/04/17	TEA	04/04/17	After Game	45						
6 Nacogdoches, TX	SFA	01/07/17	12:00 PM	4/7 9/17	TEA	01/09/17	After Game	45	TEA	TBA	2			
7 Hammond, LA	SELA	04/13/17	2:00 AM	4/13-15/17	TEA	04/15/17	After Game	45	TEA	TBA	3			
8 Houston, TX	HEU	01/28/17	9:00 AM	4/28 30/17	TEA	01/30/17	After Game	45	TEA	TBA	2			
9 Abilene, TX	AOU	05/11/17	12:00 PM	5/12-14/17	TEA	05/14/17	After Game	40	TEA	TJA	3			
10 Baton Rouge, LA	LSU	05/16/17	12:00 PM	05/16/17	6-30 PM	05/16/17	After Game	45						
11 Sugarland, TX	SLC Tourney	05/22/17	TBA	5/24-26/17	TEA		After Game	40	TEA	TJA	TEA			
12														
13														
14														
15														
16														
17														
18														
**All NSU Teams Depart Game Site Immediately After Competition - Unless Otherwise Noted!											TOTAL PRICE		\$0.00	

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

SOFTBALL		Depart NSU		Competition		**Depart Game Site		Hotel Information			Other Comments	Cost per Trip
Destination (City, State)	Opponent (School Name)	Date	Time	Date	Time	Date	Time	# in Travel Party	Name	Street Address		
1	Marquette	10/01/16	7:00am	10/01/16	2:00 AM	10/01/16	5:00am	30				
2	Simon Mays Jr	10/04/16	8:00	10/08/16	8:00	10/08/16	8:00	30				
3	Sam Houston	10/11/16	8:00	10/12/16	8:00	10/12/16	8:00	30				
4	Sam Houston	02/19/17	8:00	2/19-22/17	8:00	02/22/17	8:00	30			2	
5	McNeeseville	02/19/17	2:00pm	2/17-19/17	8:00	02/19/17	8:00	30			3	
6	Sam Houston	02/22/17	2:00pm	2/21/2017	6:00am	2/22/2017	5:00pm	30				additional trip Charter exp. TRD
7	Chattanooga	02/23/17	7:00am	02/23/17	8:00	02/26/17	8:00	30			4	
8	Sam Houston	03/09/17	2:00pm	3/10-11/2017	8:00	03/11/17	8:00	30			2	
9	Sam Houston	03/22/17	2:00pm	03/22/17	8:00	03/23/17	8:00	30				
10	Sam Houston	03/23/17	2:00pm	3/21-22/17	8:00	03/23/17	8:00	30			2	
11	Sam Houston	03/29/17	2:00pm	3/31-4-2/17	8:00	04/01/17	8:00	30			2	
12	Sam Houston	04/05/17	2:00pm	4/7-8/17	8:00	04/08/17	8:00	30			2	
13	Simon Mays Jr	04/13/17	12:30pm	04/13/17	6:00am	04/13/17	5:00pm	30				
14	Sam Houston	04/29/17	2:00pm	4/21-22/17	8:00	04/22/17	8:00	30			2	
15												
16												
17												
18												
**All NSU Teams Depart Game Site Immediately After Competition Unless Otherwise Noted!											TOTAL PRICE	\$0.00

NORTHWESTERN STATE UNIVERSITY - TEAM CHARTER BUS SCHEDULE
(Fiscal Year 2016-17)

Women's Tennis		Depart NSU		Competition		**Depart Game Site		Hotel Information			Other Comments	Cost per Trip
Destination (City, State)	(School Name)	Date	Time	Date	Time	Date	Time	# in Travel Party	Name	Street Address		
1	San Marcos, TX	02/17/17	7am	02/18/17	11am	02/18/17	**		TRD - close to University		1	
2	San Antonio, TX			02/19/17	11am	02/19/17	**	11	" "		1	
3												
4	Conroe, TX	04/07/17	7am	04/07/17	11am	04/07/17	**		TRD - close to University		1	
5	San Antonio, TX			04/09/17	11am	04/09/17	**	11	" "		1	
6												
7												
8	TRD	04-27-17		4-28-2017		04-27-17						
9												
**All NSU Teams Depart Game Site Immediately After Competition Unless Otherwise Noted!											TOTAL PRICE	\$0.00

NORTHWESTERN STATE UNIVERSITY

-----Bid Form-----

F.O.B: Bid should be FOB Destination/Agency, title passing upon acceptance of merchandise. Failure to comply with this requirement may disqualify your bid.

Acknowledges receipt of the following:

ADDENDA: No: _____ Dated: _____ No: _____ Dated: _____
No: _____ Dated: _____ No: _____ Dated: _____

TOTAL
BID
AMOUNT _____ \$ _____
(Words) (Figures)

VENDOR NAME

ADDRESS

CITY, STATE, ZIP

FEDERAL TAX IDENTIFICATION NUMBER (FIN)

SIGNATURE (Re: L.R.S. 39:1594(Act 121))

TITLE

PRINT NAME

DATE