

**STATE OF LOUISIANA
SOUTHEASTERN LOUISIANA UNIVERSITY
HAMMOND, LOUISIANA
(A Member of the University of Louisiana System)**

**INVITATION TO BID
TO FURNISH CHARTER BUSES
FOR SOUTHEASTERN LOUISIANA UNIVERSITY FOOTBALL TEAM**

ISSUING AGENCY: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

DIRECTOR OF PURCHASING: Richard Humber

PROCUREMENT SPECIALIST: Phyllis Hoover, CPPB
Telephone: (985) 549-5415
Fax: (985) 549-3810

ITB COORDINATOR: Mary Hannah Prevot
Telephone: (985) 549-2429
Fax: (985) 549-3495

ITB RELEASE DATE: July 6, 2016

DEADLINE FOR FAX INQUIRY: 4:00 p.m., CT, July 11, 2016 (FAX: 985-549-3810)

ITB OPENING DATE: July 19, 2016

ITB OPENING TIME: 4:00 p.m., Central Time

ITB OPENING LOCATION: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

NOTE: THIS SOLICITATION IS A SEALED BID AND MUST BE RETURNED BY MAIL OR DELIVERED IN PERSON. BID RESPONSE FORMS CANNOT BE FAXED AND ANY FAX RESPONSES SHALL BE REJECTED.

This ITB is available in electronic form at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>. It is available in PDF format or in printed form by submitting a fax request to the Procurement Specialist listed above. It is the Bidder's responsibility to check the Office of State Purchasing LaPAC website frequently for any possible addenda that may be issued. Southeastern is not responsible for a bidder's failure to download any addenda documents required to complete an Invitation to Bid.

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO.: (_____) _____ FAX NUMBER: (_____) _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: Furnish Charter Buses for Southeastern Louisiana University Football Team for the 2016-2017 season according to the conditions and specifications.

PERIOD: August 1, 2016, or shortly thereafter, through July 31, 2017

I/we do hereby declare that I/we have carefully examined the Invitation to Bid and that I/we have a clear understanding of the said documents. I/we hereby propose to furnish the necessary Intercollegiate Athletics Insurance for the sums indicated on the bid response form.

I/we do hereby acknowledge receipt of the following addenda (if any):

No. _____ Dated _____ No. _____ Dated _____
No. _____ Dated _____ No. _____ Dated _____

SEE BID RESPONSE FORM TITLED DETAILED COST CALCULATION PER SCHEDULED TRIP FOR SUBMITTAL OF BID PRICES. ALSO, SEE DETAILED COST CALCULATION PAGE AND EXAMPLE CALCULATION PAGES FOR ANY ADDITIONAL TRIPS THAT MAY BE REQUIRED DURING THE CONTRACT TERM. (EXAMPLE TRIPS WILL NOT BE INCLUDED IN THE BID AWARD CALCULATION.)

NOTE:

The University will award the bid to the overall lowest bidder for Trips 1 through 6 listed on the Detailed Cost Calculation Per Scheduled Trip spreadsheet. The selection of the successful bid shall be awarded to the lowest responsible and responsive Bidder/s whose bid meets the requirements and criteria set forth in the Invitation to Bid.

AUTHORIZED OFFICER: _____
(Signature) (Print or Type Name)

TITLE: _____ DATE: _____

SECTION I -- INSTRUCTIONS TO BIDDERS

PURPOSE

This Invitation To Bid (ITB) sets forth the requirements and specifications of Southeastern Louisiana University (Southeastern). The contents of this ITB and the Bidder/Vendor/Contractor's bid response shall become contractual obligations if a contract ensues. Any resulting contract shall be governed under the laws of the State of Louisiana.

Southeastern Louisiana University and eight other institutions are governed by the University of Louisiana System. Southeastern declares that the successful bidder may extend the athletic insurance requested under this Invitation to Bid to any of the University of Louisiana System institutions under the same terms as represented to Southeastern in the bidder's response, all in accordance with the provisions of LA Revised Statute 39:1702(A).

Other University of Louisiana System institutions:

Grambling State University	Grambling, LA
Louisiana Tech	Ruston, LA
McNeese State University	Lake Charles, LA
Nicholls State University	Thibodaux, LA
Northwestern State University	Natchitoches, LA
University of Louisiana at Lafayette	Lafayette, LA
University of Louisiana at Monroe	Monroe, LA
University of New Orleans	New Orleans, LA

GOVERNING BID REGULATIONS

All bids shall be subject to the Louisiana 'Purchasing Rules and Regulations', and Louisiana Revised Statutes 39:1551-1738. These documents may be reviewed in the Southeastern Purchasing Department or in the Linus A. Sims Memorial Library on the Southeastern campus during regular business hours. All bids become a matter of public record and any statements of confidentiality may render the bid response non-responsive for further consideration.

BID RESPONSE FORM

All bids shall be submitted on the bid response forms provided in the ITB. The bid response form must be properly signed in ink by an officer of the proposing entity authorized to sign the bid. Bid prices shall be typewritten or in ink and shall be indicated in figure form. Any alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid.

CORRECTION OF MISTAKES

Erasures, write-overs, corrections or other changes in the bid should be explained or noted over the signature of the Bidder. Failure to do so may result in rejection of the bid without further consideration.

NUMBER OF COPIES

The entire ITB shall not be required to be returned. The Bidder shall submit one (1) signed bid response form with all blanks typewritten or in ink and the Bidder should submit one (1) photocopy of the signed bid response form. The Bidder shall be responsible for duplicating and retaining any bid response forms and responses for personal record. The University shall not be responsible for any costs incurred by any Bidder in the preparation of any bid.

REJECTION OF BIDS

The University reserves the right to reject any and all bids, and to waive any

informalities. The right is reserved to award contracts separately, grouped, or an all-or-none basis. Incomplete, illegible, partial, or informal bids may be rejected.

SEALED BID

The entire bid should be sealed. The name and address of the Bidder should appear on the outside of the bid envelope or package.

BIDS BINDING

All formal bids shall be binding for a minimum of (60) calendar days and shall not be withdrawn after the specified bid opening time.

BID OPENING

Bids shall be opened and read aloud on the specified time and date. All bids shall become a matter of public record at that time. Each Bidder is solely responsible for the timely delivery of their bid by the ITB opening deadline.

Bids received after the specified time and date will not be considered, whether delayed in the mail or for any other causes whatsoever.

Bids may be withdrawn by the Bidder upon written or telegraphic request prior to the designated time for opening of bids. Withdrawal notification must be by original signature and received by the Southeastern Purchasing Department prior to the designated time for opening of bids.

DELIVERY OF BIDS

All bids shall be either hand delivered by the Bidder or his agent and the deliverer should request a written receipt or such bid should be sent by registered or certified mail with a return receipt requested.

The address for mailing bids: Southeastern Louisiana University
Purchasing Department
SLU 10800
Hammond, LA 70402

For hand delivered bids: Southeastern Louisiana University
Purchasing Department
Property Control & Supply Building
2400 North Oak Street
Hammond, Louisiana

BIDDER INQUIRIES

No negotiations, decisions or actions shall be executed by any Bidder as a result of any oral discussion with any state employee. Only those transactions which are in writing, signed by the Director of Purchasing, shall be considered as valid. Telephone inquiries are discouraged.

Inquiries concerning the administrative requirements of the ITB should be faxed in writing to the Director of Purchasing.

Inquiries concerning the specification requirements of the ITB should be faxed in writing to the ITB Coordinator with a copy faxed to the Purchasing Department.

Inquiries should be faxed and received no later than the deadline stated for fax inquiries. Answers to inquiries that change or substantially clarify the ITB shall be issued in the form of addenda and posted to the Louisiana Procurement & Contract Network (LAPAC).

Any Bidder who feels the administrative or specification requirements of this ITB are in error or will not accomplish the desired end result shall make the appropriate written inquiry no later than three (3) working days prior to the designated ITB opening time.

TAXES

The Bidder shall include in his bid price all federal, state and local taxes of all kinds applicable to the policies to be underwritten.

QUALIFICATION OF BIDDER

The Bidder shall meet the following minimum qualification levels to be considered as a responsible Bidder by the University for providing the intercollegiate athletic insurance policy:

1. The Bidder shall have an A.M. Best Policyholder Rating in the insurance industry of at least level "A-".
2. The Bidder shall have a Financial Size Category in the insurance industry of Class VI or greater.

The University reserves the right to make inquiries and investigations as it deems necessary to determine the responsibility of any Bidder to perform the contract. The Bidder shall furnish all information and data for this purpose as the University may request. The unreasonable failure of any Bidder to promptly supply information in connection with an inquiry may be grounds for a finding of non-responsibility.

STANDARD TERMS AND CONDITIONS

ACCESS TO RECORDS

The Vendor agrees that the University and the Legislative Auditor of the State of Louisiana shall have access to, and the right to audit and examine, any pertinent books, documents, papers, and records of the Vendor related to this solicitation and any resulting agreement.

ASSIGNMENT

The contract or any portion thereof or any interest therein shall not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the Director of Purchasing. Any attempted assignment under the agreement shall be void and of no effect.

AVAILABILITY OF FUNDS

Contract award and any contract extensions shall be contingent upon the continued funding of University operations by the Louisiana State Legislature. The University reserves the right to cancel the IAI policy upon thirty (30) calendar days written notice by registered or certified mail during the term of the contract period. However, in the event of cancellation, all policies currently in effect will continue in force through the end of the policy period.

CANCELLATION CONDITIONS

In any of the following cases, the University shall have the right to cancel the agreement due to: (1) Breach of contract; (2) Wherever the Vendor is guilty of misrepresentation; (3) Wherever the agreement was obtained by fraud, collusion, conspiracy or other unlawful means, or the agreement conflicts with any statutory and constitutional provision of the State of Louisiana or the United States; (4) In case of default by the Vendor, the University reserves the right to purchase any or all items or services in default in open market, charging the Vendor with any excessive costs.

COPYRIGHTS AND PATENTS

The Vendor shall indemnify and hold harmless the State, the University, its officers, agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the agreement of which Vendor is not the patentee, assignee, or licensee.

EQUAL EMPLOYMENT OPPORTUNITY

The Vendor shall be an equal employment opportunity employer. The Vendor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of persons on the grounds of race, color, religion, national origin, sex, disability or in any manner prohibited by law.

LAWS

The Contractor shall comply with all applicable laws, ordinances, and regulations of the local, state and federal government in the performance of the contract.

PERMITS AND LICENSES

The Vendor shall, at its sole expense, procure and keep in effect all necessary permits and licenses required for performance under the contract.

PUBLICITY

The Vendor shall not in any way or in any form publicize or advertise in any manner the fact that the Vendor is providing services to the University without the express written approval of the Director of Purchasing, obtained in advance, for each item of advertising or publicity. However, nothing herein shall preclude the Vendor from listing the University on its routine client list for matters of reference.

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Charter Buses for Southeastern Louisiana University Football Team
TRANSPORTATION SPECIFICATIONS

I. **Scope of Solicitation:**

Furnish charter buses, labor, permits, drivers, etc., necessary for team travel for the 2016-2017 season of Southeastern Louisiana University Football team according to the conditions and specifications as follows:

II. **Specifications:**

- 1) All buses will be used for all trips for Football. The contractor understands and agrees that only University-approved passengers will be allowed to travel on any motor coach provided under the terms of the contract.
- 2) The bid price per bus must be firm and inclusive of all related charges including, but not limited to, excise taxes, passenger facility charge, other federal fees, fuel and fuel surcharges, tolls, insurance fees, security fees, empty/deadhead miles, live miles, overnight stays and additional overnight stays, drivers, services, gratuities and any other trip expense.
- 3) On trips that require multiple buses, pricing must indicate price per bus to allow Southeastern Athletics the flexibility to add (based on bus availability) or delete (based on load changes) bus requirements during the reservation process.
- 4) All buses must be 2010 or newer and equipped with anti-lock brakes. Buses older than 2010 will not be accepted.
- 5) All buses must include the following equipment in good to excellent condition:
 - a) All mechanical equipment must be maintained at or above industry standards and meet all Department of Transportation Federal Highway Administration rules, regulations and guidelines. All maintenance records for buses to be provided must be available to the University for Inspection.
 - b) Tires must be in excellent condition.
 - c) All buses must have a minimum of fifty-five (55) seats unless noted otherwise.
 - d) TV's and DVD players must be of high quality and able to be viewed from any and all seats.
 - e) All buses must have In-Motion Satellite TV and WiFi.

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- f) Restroom facilities must be completely functioning and clean. Restrooms must be fully stocked and serviced as often as necessary to avoid offensive odors in the rear portion of the bus.
- g) All buses must include either state of the art radio communications and/or cellular telephones for use in emergency situations.
- h) All buses must include in-seat power.
- i) Air conditioning and heating must be in excellent operating condition.
- j) Overhead parcel racks/ compartments inside the bus.
- k) All buses must have the bus storage/baggage compartments underneath the bus with locks.
- l) The charter bus provided for service on the confirmed date must be able to accommodate passengers with adequate space for carry-ons, and storage for athletic or other equipment and personal luggage. SLU Athletics often charters buses where passengers have unusual sized cargo.

Bus Conditions & Inspection

- 6) If an inspection of your bus or buses is requested by the University, the inspection should take place within ten (10) working days of request. The records for the bus or buses **MUST BE WITH THE BUS OR BUSES AT THE TIME OF THE INSPECTION.**
- 7) Vendor will be responsible for compliance with all DOT/FHWA and State regulations with regard to their service for the Southeastern Louisiana University Athletic Department charter bus trip. If more than one (1) bus driver per bus is needed based on the trip itinerary, it is the vendor's responsibility to determine this need.
- 8) All buses must be identical in exterior appearances (logo, colors and markings, etc.).
- 9) The interior of the bus must be clean with upholstery and flooring in good condition.
- 10) The exterior of the bus must be well painted and clean with no signs of damage.

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- 11) The University shall have the right to display University team signage, and sponsor signage, on the coach in pre-approved manner by the Contractor.

Bookings & Itineraries

- 12) Every pickup and drop off will be designated in the trip itinerary. The Travel Coordinator will advise of any adjustments once team and buses are on site.
- 13) Driver must obtain directions and map out travel for all destinations, prior to departing, including travel within a city. All buses must contain/be equipped with a GPS Unit.
- 14) The successful vendor is responsible for contacting the Travel Coordinator within seven (7) days prior to departure.
- 15) The successful vendor must confirm charter bookings and provide bus driver contact information to the Travel Coordinator within twenty-four (24) hours of scheduled trip.
- 16) Drivers and buses must be on-site no later than thirty (30) minutes to one (1) hour prior to departure times as specified to the group leader's itinerary. Written itinerary will be supplied prior to the trip. Service should be flexible, including the ability to change itinerary, if necessary, adding up to 30 total miles or 3 hours in time. Dates of charters and estimated times of departure are shown in the attached schedule and are subject to change resulting from game time charges, television broadcasting, weather, etc.
- 17) Drivers MUST NOT leave the team, without permission from the group leader. Bus driver must abide by the coach's itinerary for practices, games, meals and other functions. Drivers may be expected to make multiple shuttle trips when the need arises.
- 18) In case of inclement weather or other acts of God, SLU may cancel and reschedule one or more athletic events. SLU will not be charged for failure to use the bus service if scheduled trip is due to inclement weather or other acts of God. SLU will make effort to reschedule cancelled athletic events at a time where the contract bus service will be utilized.
- 19) SLU may need to cancel a scheduled trip. If a scheduled trip is cancelled and 24-hour notice is given, SLU will not be charged. SLU will make effort to reschedule cancelled athletic trips at a time where the contract bus service will be utilized.

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- 20) Contractor will maintain full and total responsibility for transporting passengers to events on time regardless of circumstances except acts of God. Contractor will take into consideration weather conditions that will affect transportation time frames and communicate this to the SLU Travel Coordinator.
- 21) Athletic competition schedules are tentative; therefore, dates and times of departure are subject to change during the season. Trips may be canceled, and/or new trips added. Any cancellation policies or cancellation charges need to be disclosed as a part of the bid package. The University does not guarantee a minimum number of trips that will be taken.

Bus Driver(s) Needs & Expectations

- 22) Meals for bus driver will be the responsibility of SLU during the time of travel.
- 23) Southeastern Louisiana University will be responsible for booking and paying for the driver's hotel room(s). Hotel and number of hotel rooms will be selected by Southeastern Louisiana University.
- 24) Background checks must be performed on drivers assigned to SLU. Drivers must be in compliance with the Federal Highway Administration's controlled substances testing regulations for interstate drivers.
- 25) Drivers shall not exceed the hours of service limitation as prescribed in the Federal Motor Vehicle Safety Regulations. Drivers must adhere to the required rest break and hours of service requirements as established by the U.S. Department of Transportation – Federal Motor Carrier Safety Administration (FMCSA). If necessary, the Charter Bus Company will provide relief drivers and/or take the necessary steps to control the adherence with the rest break/hours of service rules.
- 26) The contractor is responsible for communicating the bid requirements to their driver(s) prior to the trip.
- 27) Driver must be dressed appropriately and present himself/herself in a professional manner at all times. Street clothes are totally unacceptable.
- 28) Drivers are expected to have a pleasant, encouraging attitude and provide excellent professional service.

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- 29) Drivers are at no time to discuss or request gratuity from coaches, staff or students.
- 30) Drivers will schedule smoke breaks at the same time the team stops for meals, snacks or restroom breaks.
- 31) Bus Company must be able to provide a 24 hour contact name and telephone number for emergencies.
- 32) Bus driver must carry a working cell phone at all times and be available for contact at any time during the trip.
- 33) All buses must have inter-communication capability and be able to communicate both with each other and with the Bus Company's home base while in transit. In-transit communication can be radio or cellular phone.
- 34) The Southeastern Louisiana University Football team is a large group requiring 3 buses to travel in a convoy. It is very important for safety and efficiency purposes that the successful bidder be proficient in moving a large convoy with drivers well trained in this type of movement.
- 35) Bus Company must have adequate number of buses on standby for athletes in case of emergency evacuation of campus due to natural disaster or other mandatory evacuations.
- 36) Any accident resulting in injury to a passenger or damage to a vehicle will be immediately reported to the proper authorities as well as the Travel Coordinator. The University Police Department will be notified in writing, within 24 hours of any injury-related accident, with a copy of the Accident Report attached.

Insurance & Maintenance

- 37) The successful bidder shall maintain insurance with limits no less than:
 - a) \$5,000,000.00 in general liability
 - b) \$5,000,000.00 in automobile liability
 - c) \$1,000,000.00 in Workers Compensation and Employee Liability

The successful bidder shall furnish the University with certificates of insurance affecting coverage required by this clause. The certificate for each insurance policy shall be signed by a person authorized by the insurer to bind coverage on their behalf. The certificates shall be received and approved by the University before the 2016-2017 season begins. The University reserves the right to require complete, certified

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copies of all required insurance policies at any time. **The certificates shall name Southeastern Louisiana University as an additional insured for the general liability coverage and grant a waiver of subrogation in favor of Southeastern Louisiana University for the workers' compensation coverage.**

The insurance shall be placed with insurers with an A.M. Best's rating of A-VI or better.

- 38) The successful bidder shall be responsible for maintenance and repair of all charter buses. In the event of mechanical malfunction or breakdowns, the vendor will be responsible for providing replacement transportation for the University so that they arrive at the scheduled event. All costs associated with this type of event are the responsibility of the vendor.
- 39) Maintenance facilities will not be available on the university campus to perform any maintenance functions.
- 40) Any back up or replacement buses (accidents or equipment breakdown), must meet the same criteria as originally required in the bid specifications. A back up or replacement bus should be provided within one (1) to three (3) hours of a trip being delayed for any reason other than inclement weather along route of the charter trip between the point of origin and destination that cannot be driven through or bypassed safely. This exclusion applies to busses carrying passengers and not empty/deadhead buses.
- 41) In the event of mechanical malfunctions or breakdown the Contractor will be responsible for providing replacement transportation for SLU so that team/traveling parties will arrive at the schedule event on time and return to the University as scheduled. The cost of replacement transportation, all mechanical repairs and towing service will be the Contractor's responsibility.

Other Specifications

- 42) The bidder must comply with all local, state, and federal rules and regulations applicable to the line of business they are in and must adhere to professional standards and use due care in performing all services required in a manner consistent with general accepted procedures for charter bus transportation.
- 43) All bus charters that outsource to other bus companies around the United States, must inform the SLU Travel Coordinator what bus company they have outsourced

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to, as well as the contact information for said bus company. SLU has the right to approve or reject any chosen bus company that is not the primary/contracted bus company. Chosen bus companies outside of the United States must adhere to the same bus specification criteria as originally required in the bid specifications.

- 44) All bus charters will be paid with a credit card. Any fees charged for this type of payment should be included in the bid price.

Detailed Cost Calculation Per Scheduled Trip

Trip	Start Bus Needs	Departure Date	Departure Time	Destination	Return Date	Hotel	Name of Hotel	Notes	Unit Price Per Bus	Total Bid Price Extension
1	3 buses, 55 passenger	09/02/16	11:00 AM	Baton Rouge, LA	09/02/16	No	Tower Hotel	Depart *SLU Strawberry Stadium on 9/2/16 @ 11 AM and bring to Baton Rouge Airport for flight at 2 PM CST.	x 3 buses	
	3 buses, 55 passenger	09/02/16	5:00 PM	Stillwater, OK	09/03/16	1 night	3233 Northwest Expy, Oklahoma City, OK	Pick up team and depart SWO Airport, 2020 N Airport Industrial Access Rd, Stillwater, OK 74075, and bring to Tower Hotel in Oklahoma City, OK. Depart Tower hotel on 9/3/16 @ TBD and bring to Oklahoma State University, Stillwater, OK 74074, for practice and game @ TBD. After competition ends, depart OSU and bring to SWO Airport for departure @ 10 PM.	x 3 buses	
	3 buses, 55 passenger	09/03/16	11:00 PM	Baton Rouge, LA	09/03/16	No		Pickup at Baton Rouge airport on 9/3/16 @ 11 PM CST and bring back to SLU Strawberry Stadium.	x 3 buses	
2	3 buses, 55 passenger	09/09/16	6:00:00 AM CT	Baton Rouge, LA	09/09/16	No		Depart SLU Strawberry Stadium on 9/9/16 @ 6 AM and bring to Baton Rouge Airport for flight at 8 AM CST.	x 3 buses	
	3 buses, 55 passenger	09/09/16	4:00:00 PM MT	Cedar City, UT	09/10/16	1 night	Grand Lodge at Brian Head 314 Hunter Ridge Dr, Brian Head, UT 84719	Pick up team and depart CDC Airport, 2560 Aviation Way, Cedar City, UT 84721 at 4 PM MT, and bring to Grand Lodge at Brian Head in Cedar City, UT. Depart Grand Lodge hotel on 9/10/16 @ TBD and bring to Southern Utah University, 351 W University Blvd, Cedar City, UT 84720, for practice and game @ TBD. After competition ends, depart SLU and bring to CDC Airport for departure @ 11:59 PM MT.	x 3 buses	
3	3 buses, 55 passenger	09/11/16	8:00:00 AM CT	Baton Rouge, LA	09/11/16	No		Pickup at Baton Rouge airport on 9/11/16 @ 8 AM CST and bring back to SLU Strawberry Stadium.	x 3 buses	
	3 buses, 55 passenger	09/30/16		Beaumont, TX	10/01/16	1 night	Holiday Inn Beaumont 3950 I-10 South & Walden Rd, Beaumont, TX 77705	Pick up team at SLU Strawberry Stadium on 9/30/16 in the morning @ TBD, and bring them to Holiday Inn Beaumont. Depart hotel on 10/1/16 and bring to Lamar University, 4400 S M L King Jr Pkwy, Beaumont, TX 77710, for game @ TBD. After competition ends, depart LU and bring back to SLU Strawberry Stadium around 10 PM.	x 3 buses	
4	3 buses, 55 passenger	10/14/16		Nacogdoches, TX	10/15/16	1 night	Cypress Bend Resort 2000 Cypress Bend Drive, Many, LA 71449	Pick up team at SLU Strawberry Stadium on 10/14/16 in the morning @ TBD, and bring them to Cypress Bend Resort in Many, LA. Depart hotel on 10/15/16 and bring to Stephen F. Austin University, 1936 North St, Nacogdoches, TX 75962, for game @ TBD. After competition ends, depart SFA and bring back to SLU Strawberry Stadium around 10 PM.	x 3 buses	
	3 buses, 55 passenger	11/04/16		San Antonio, TX	11/06/16	2 nights	San Antonio Marriott Northwest 3233 NW Loop 410, San Antonio, TX 78209	Pick up team at SLU Strawberry Stadium on 11/4/16 in the morning @ TBD, and bring them to San Antonio Marriott Northwest. Depart hotel on 11/5/16 and bring to University of Incarnate Word, 4301 Broadway St, San Antonio, TX 78209, for game @ TBD. After competition ends, bring back to hotel.	x 3 buses	
6	3 buses, 55 passenger	11/17/16		Thibodaux, LA	11/17/16	No		Pick up team at SLU Strawberry Stadium on 11/17/16 in the morning @ TBD, and bring them to Nicholls State University, 906 E 1st St, Thibodaux, LA 70310. After competition ends, depart NSU and bring back to SLU Strawberry Stadium around 10 PM.	x 3 buses	
	Emergency Buses							Please include price per 55 passenger bus for emergency evacuations on an as needed basis. This cost will not be included in the bid award calculation.	per bus	

*SLU Strawberry Stadium
800 Galloway Drive
Hammond, LA 70402

TOTAL AMOUNT FOR BID AWARD CALCULATION

Trips 1 - 6

NOTE: The bid price per bus must be firm and inclusive of all related charges including, but not limited to, excise taxes, passenger facility charge, other federal fees, fuel and fuel surcharges, tolls, insurance fees, security fees, empty/deadhead miles, live miles, overnight stays and additional overnight stays, drivers, services, gratuities and any other trip expense. The University will not incur any additional cost above the contractor's state bid price. For purposes of calculating your daily cost, use a 12-hour day.

NOTE: Trips 1 through 6 will be used for the bid award calculation.

Vendor Name: _____

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DETAILED COST CALCULATIONS

ALL BIDDERS MUST PROVIDE THE FOLLOWING ADDITIONAL INFORMATION FOR ANY ADDITIONAL TRIPS THAT MAY BE REQUIRED DURING THE CONTRACT TERM IN ADDITION TO THE AWARDED TRIP ITINERARIES:

1. Minimum Number of hours required for a trip: _____
2. Hourly Charge (state rate and when applicable): _____
3. Daily cost per bus for multi-day trips: _____
4. Cost per live mile per bus: _____
5. Cost per dead mile per bus: _____
6. Cost for additional overnight stay (should trip be extended): _____
7. Cost per day for additional driver, if needed: _____
8. Fuel Surcharge: _____
9. Roundtrip Airport Transfer Rate to/from Hammond, LA to/from:
 - a. Baton Rouge, LA Roundtrip: _____
 - b. New Orleans, LA Roundtrip: _____

Other: Bidder to state any other charges that would apply to additional trips:

***Transfer above prices to additional trip example calculation pages that follow.**

***The example trips will not be included in the bid award calculation.**

**The above prices must be firm and inclusive of all related charges, including, but not limited to excise taxes, passenger facility charge, other federal fees, fuel and fuel surcharges, tolls, insurance fees, security fees, drivers, services, gratuities and any other trip expense. The University will not incur any additional cost above the contractor's state price. For purposes of calculating daily cost, use a 12-hour day.

Vendor Name: _____

Address: _____

Telephone/Fax No. _____

Federal Tax ID Number _____

Representative (Signature): _____

Representative (Printed): _____

Representative Title: _____

Date: _____

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EXAMPLE CALCULATIONS

ALL BIDDERS MUST COMPLETE THE EXAMPLE CALCULATIONS FOR SAMPLE TRIPS THAT MAY BE NEEDED IN ADDITION TO THE AWARDED TRIP ITINERARIES UTILIZING THEIR QUOTED DETAILED COST CALCULATIONS FROM THE PREVIOUS PAGE.

Example 1:

Day 1

9:30 AM - Depart **SLU**, 500 Western Ave, Hammond, LA 70402 and bring team to **Hilton Houston Southwest Hotel**, 6780 Southwest Fwy, Houston, TX 77074.

Day 2 - Game Day

7:00 AM - Bus #1 takes Athletic Trainers to **Houston Baptist University**, 7502 Fondren Rd, Houston, TX 77074, for initial setup before game. Bring group back to **Hilton Houston Southwest Hotel**.

3:00 PM - Depart **Hilton Houston Southwest Hotel**, 6780 Southwest Fwy, Houston, TX 77074, and bring to **Houston Baptist University**, 7502 Fondren Rd, Houston, TX 77074, for game at 7:00 PM.

10:00 PM - Return to **SLU**, 500 Western Ave, Hammond, LA 70402 after competition.

Indicate costs for Example 1:

1. Hourly Charge (state rate and when applicable): _____
2. Daily cost per bus for multi-day trips: _____
3. Cost per live mile per bus: _____
4. Cost per dead mile per bus: _____
5. Cost for additional overnight stay (should trip be extended): _____
6. Cost per day for additional driver, if needed: _____
7. Fuel Surcharge: _____
8. Other (State): _____

Vendor Name: _____

Southeastern Louisiana University
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EXAMPLE CALCULATIONS

Example 2:

Day 1

5:00 AM - Depart **SLU**, 500 Western Ave, Hammond, LA 70402 and bring to **New Orleans International Airport**, 900 Airline Dr, Kenner, LA 70062 for flight at 9:00 AM.

2:00 PM - Pick up team at **Hector International Aiport**, 2801 32nd Ave N, Fargo, ND 58102, and bring to **Holiday Inn Fargo**, 3803 13th Ave S, Fargo, ND 58103.

Day 2 - Game Day

7:00 AM - Bus #1 takes Athletic Trainers to **North Dakota State University**, 1800 N University Dr, Fargo, ND 58102, for initial setup before game. Bring group back to **Holiday Inn Fargo**.

3:00 PM - Depart **Holiday Inn Fargo**, 3803 13th Ave S, Fargo, ND 58103, and bring to **North Dakota State University**, 1800 N University Dr, Fargo, ND 58102, for game at 7:00 PM.

10:00 PM - After competition ends, bring team back to **Holiday Inn Fargo**, 3803 13th Ave S, Fargo, ND 58103.

Day 3

5:00 AM - Depart **Holiday Inn Fargo** and bring to **Hector International Aiport**, 2801 32nd Ave N, Fargo, ND 58102 for flight at 9:00 AM.

2:00 PM - Pick up team at **New Orleans International Airport**, 900 Airline Dr, Kenner, LA 70062 and bring back to **SLU**, 500 Western Ave, Hammond, LA 70402.

Indicate costs for Example 2:

1. Hourly Charge (state rate and when applicable): _____
2. Daily cost per bus for multi-day trips: _____
3. Cost per live mile per bus: _____
4. Cost per dead mile per bus: _____
5. Cost for additional overnight stay (should trip be extended): _____
6. Cost per day for additional driver, if needed: _____
7. Fuel Surcharge: _____
8. Other (State): _____

Vendor Name: _____

Southeastern Louisiana University
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EXAMPLE CALCULATIONS

Example 3:

Day 1 - Game Day

1:00 PM - Depart **SLU**, 500 Western Ave, Hammond, LA 70402 and bring to **Nicholls State University**, 906 E 1st St, Thibodaux, LA 70301, for game at 6:00 PM.

9:00 PM - After competition ends, depart **Nicholls State University**, 906 E 1st St, Thibodaux, LA 70301, and bring back to **SLU**, 500 Western Ave, Hammond, LA 70402.

Indicate costs for Example 3:

1. Hourly Charge (state rate and when applicable): _____
2. Cost per live mile per bus: _____
3. Cost per dead mile per bus: _____
4. Cost for additional overnight stay (should trip be extended): _____
5. Cost per day for additional driver, if needed: _____
6. Fuel Surcharge: _____
7. Other (State): _____

Vendor Name: _____

Southeastern Louisiana University
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EXAMPLE CALCULATIONS

Example 4:

Day 1

2:00 PM - Depart **SLU**, 500 Western Ave, Hammond, LA 70402 and bring to **Best Western Natchitoches Inn**, 5131 University Pkwy, Natchitoches, LA 71457.

Day 2 - Game Day

9:00 AM - Depart **Best Western Natchitoches Inn**, and bring team to **Northwestern State University**, 175 Sam Sibley Dr, Natchitoches, LA 71457 for game at 12:00 PM.

3:00 PM - After competition ends, depart **Northwestern State University**, 175 Sam Sibley Dr, Natchitoches, LA 71457, and bring back to **SLU**, 500 Western Ave, Hammond, LA 70402.

Indicate costs for Example 4:

1. Hourly Charge (state rate and when applicable): _____
2. Daily cost per bus for multi-day trips: _____
3. Cost per live mile per bus: _____
4. Cost per dead mile per bus: _____
5. Cost for additional overnight stay (should trip be extended): _____
6. Cost per day for additional driver, if needed: _____
7. Fuel Surcharge: _____
8. Other (State): _____

Vendor Name: _____