



A D D E N D U M N O . 1 , D A T E D 0 7 / 1 3 / 1 6

RE: Invitation to Bid to be Returned July 19, 2016, 4:00 p.m.
Furnish Charter Buses For Southeastern Louisiana University
Football Team

Dear Bidder,

Bidder is requested to reference Bid Document Page 13 and Page 16

- Replace pages 13 of 20 and 16 of 20 in the original document with the attached pages.

The bidder should acknowledge receipt of the addendum by:

- 1) Referencing the addendum on the Response Signature form; or
- 2) by including the addendum with the bid response; or
- 3) by returning the addendum under separate cover if the response has already been mailed.

Sincerely,

Phyllis Hoover, CPPB

Name of Bidder:

Acknowledged by:

Signature

Date

Southeastern Louisiana University
Hammond, Louisiana
Charter Buses for Southeastern Louisiana University Football Team
TRANSPORTATION SPECIFICATIONS

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 scheduled 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

Southeastern Louisiana University
Hammond, Louisiana
Charter Buses for Southeastern Louisiana University Football Team

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 stated 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: _____