



## INVITATION TO BID

**DO NOT SHIP BASED UPON THIS BID**

Return this **SIGNED** form to:  
Louisiana Tech University  
Office of Purchasing  
PO Box 3157  
208 Keeny Circle, RM 408  
Ruston, Louisiana 71272

**Bid Number:** 50012-616-26 **Bid Title:** Charter Bus Services

### Bid Schedule:

Pre-Bid Conference:

N/A

Bid Submission Deadline / Opening:

July 23, 2025 @ 2:00 PM

**Bidder agrees to comply with all conditions below and attached to this request.**

**Prices are to be complete and the FOB point is to be Louisiana Tech University unless otherwise specified.**

### Bidder Information: (Bidder to provide all required information)

(Full Company Name)

(Full Street or Mailing Address)

(City)

(State)

(Zip)

(Phone)

(Email)

(Fax)

(Company Quote Number if Applicable)

**PRICES MUST BE FIRM FOR AT LEAST 30 DAYS FROM BID OPENING DATE**

**FAILURE TO SIGN BELOW IN INK SHALL DISQUALIFY BID**

Typed or Printed Name / Title

Authorized Signature

The Louisiana Tech University Office of Purchasing is seeking SEALED BIDS for the following:

Charter Bus Services

**\*No Bid Bond is required for this SEALED BID submission\***

Prices submitted for this submission are to remain valid from a period of July 1, 2025 to June 30, 2026. This SEALED BID also allows for two (2) additional one (1) year renewals if both parties mutually agree.

**\*\*See Attached Bid Specifications for additional details\*\***

### **ALL BIDS MUST BE RETURNED TO THE LOUISIANA TECH UNIVERSITY OFFICE OF PURCHASING VIA MAIL OR IN PERSON.**

The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Louisiana Tech University is not responsible for any delays caused by the bidder's chosen means of delivery.

For questions regarding specifications, please contact the Office of Purchasing at 318-257-4205 or [purchasing@latech.edu](mailto:purchasing@latech.edu). Please ensure that the above bid number appears on all communications.

**IMPORTANT:** If bidding other than requested brand and product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand which meets or exceeds the quality of the specifications listed for any items.

The Louisiana Tech University Office of Purchasing is soliciting SEALED BIDS for licensed charter bus services to provide charter buses, labor, permits, drivers, etc., necessary for all NCAA Division I Sports sponsored by Louisiana Tech University beginning in the 2025-2026 fiscal year (July 1, 2025 through June 30, 2026), per the conditions and specifications described herein.

The prices and services requested through this solicitation will also be made available to other University departments for the term of the agreement.

This bid initially is for the term of July 1, 2025 to June 30, 2026, with the option to renew this agreement for two (2) additional one (1) year terms if both the University and the Awarded Vendor mutually agree.

The prices submitted pursuant to this SEALED BID 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, overnight stays, drivers, services, gratuities, and other trip expenses.

On trips that require multiple buses, pricing must indicate price per bus to allow the University the flexibility to add (based on bus availability) or delete (based on load changes) bus requirements during the reservation process within 24 hours of departure.

The Awarded Vendor shall be responsible for maintenance and repair of all charter buses. All costs associated with this type of event are the responsibility of the Awarded Vendor. Maintenance facilities will not be available on the University's campus to perform any maintenance functions.

In the event of mechanical malfunction or breakdowns during a University Trip, the Awarded Vendor will be responsible for providing replacement transportation for the University so that the travel party arrives at the scheduled event. 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 origin and the destination that cannot be driven through or bypassed safely. The cost of replacement transportation, all mechanical repairs and towing service will be Awarded Vendor's responsibility.

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 generally accepted procedures for charter bus transportation.

All bus charters that outsource to other bus companies around the United States must inform the University what bus company they have outsourced to, as well as the contact information for said bus company. The University 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.

All bus chartered may be paid with a credit card or check. Any fees charged for this type of payment should be included in the bid price.

For bids that are requested to also include a daily rate (for post-season trips), the daily rate should include any and all additional driver costs should the team arrive back home early.

All reductions or penalty percentages applied may not exceed 15% per total cost of trip.

Charter bus travel originating from Louisiana Tech University in Ruston, LA will be exclusive to the Awarded Vendor.

The Awarded Vendor will provide a flat rate price per airport, per bus and bus type for trips from Louisiana Tech University in Ruston, LA for the intent of the travelers to depart for a flight. The majority of flight travel originates from Monroe Regional Airport, but some groups due to time and flight options will travel to Jackson International Airport, Dallas Fort Worth International Airport, Little Rock International, Shreveport Regional Airport, or Dallas Love Field frequently enough to warrant a standard rate for charter bus service.

The State of Louisiana maintains a Centralized Travel Office. For trips that do not originate from the campus, the State may require, or the University may choose to utilize the State Travel Service to charter these trips.

At times the University will have a larger travel party that requires multiple buses (up to four (4) buses) to travel in a convoy. The Awarded Vendor must be proficient in moving a large convoy with drivers well trained in this type of movement. The drivers should be skilled at following and staying with a police escort.

The Awarded Vendor's bus drivers must have the capability of communicating with one another while traveling. Each driver must have a working radio and / or cell phone. If a radio is more feasible for the road communication, the drivers are still required to carry a cell phone at other times.

Prior to departure time for each trip, all drivers for that particular trip will receive an itinerary for the upcoming trip and discuss convoy requirements. It is also the responsibility of the Awarded Vendor to inform all the drivers of the contract requirements prior to the drivers' meeting with the designated Event Travel Coordinator.

The Awarded Vendor understands and agrees that only University-approved passengers will be allowed to travel on any bus provided under the terms of the agreement.

The Awarded Vendor shall provide a 24-hour contact name and telephone number for emergencies. Vendors shall complete the attached Certification Statement to provide this information. Should this contact change during the course of the agreement period, the Awarded Vendor shall notify the University in writing or by email within seven (7) days of the change and provide the name and telephone number of the new contact.

Each driver must have a cell phone and be available for contact at any time during the trip. Drivers may be expected to make shuttle trips when the need arises the night before football games. The original quoted price included allowances for this shuttle trip, as well as the road trip, from the original departure point to the event location and then to the return destination point.

### **Bid Specifications and Inspections:**

All buses must be 2020 or newer and equipped with anti-lock brakes.

All buses must be in good to excellent condition. Tires must be in excellent condition.

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. If an inspection of bus or buses is requested by the University, the inspection should take place within ten (10) working days of the request. The records for the buses MUST BE WITH THE BUS OR BUSES AT THE TIME OF THE INSPECTION.

Buses must have an extra-wide body, 102" for 55-57 passengers.

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. Servicing of restrooms must occur during unscheduled portions of the trip, when buses are not required.

Refueling of the bus must also be completed during unscheduled portions of the trip, when the buses are not required.

All buses must have WIFI available for multiple student-athletes, staff, and other travel party members to have reliable connection to the internet. It is desired that the buses have in-motion satellite TV. This is an optional service, and the vendor may charge as identified on the bid form; see item #45 on the Bid Submission Form.

It is desired that all buses include in-seat power. Either a 110v or USB outlet should be available on each row of the bus – both on the driver and passenger side of the bus.

It is desired for all buses to include TV's and DVD players. If present, it must be of high quality and able to be viewed from any and all seats. These must be a minimum of six (6) monitors per bus. If they are not in working condition, a 2% penalty of contracted rate will be applied to the bus's cost for that trip.

All buses must have the bus storage/baggage compartments underneath the bus with locks.

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 small equipment and personal luggage. The University often charts buses when passengers have unusual sized cargo.

Buses provided must be capable of traveling at the normal interstate speed limit up to 75 miles per hour.

Seating must be in good to excellent working condition. No rips or tears in material; seats that have footrests, movable arm rests, and reclining option must function properly. The interior of the bus must be clean with upholstery and flooring in good condition.

All buses must contain/ be equipped with a GPS unit.

Air conditioning and heating must be in excellent operating condition, and must have individual overhead air controls in excellent working condition.

Vendor will be responsible for compliance with all DOT/ICC/FHWA regulations with regard to their service to the University. If more than one driver per bus is needed based on the trip itinerary, it is the Awarded Vendor's responsibility to determine this need.

All buses must be identical in exterior appearances (logo, colors, and markings, etc.) and from the same company.

In the event of a non-matching paint scheme and/or a subcontractor is needed, prior approval by the Event Travel Coordinator is required.

The exterior of the bus must be well painted and clean with no signs of damage.

The Awarded Vendor may allow for two buses to be decal wrapped using a design approved by the University, limited to University emblems and marks. This will be offered as an optional add-on feature. The University shall provide the artwork, while the Awarded Vendor will be responsible for both installation and removal. Installation will occur at the beginning of the contract, and removal at the end of the contract. These decal buses shall be used by the University during any University-sponsored event. The bid must include a price per bus for this optional decal service; see Item #38 on the Bid Submission Form.

### **Bookings & Itineraries:**

Every pickup and drop off will be designated in the trip itinerary. The Event Travel Coordinator will advise of any adjustments once team and buses are on site.

Driver must obtain directions and map out travel for all destinations, prior to departing, including travel within a city. Drivers must familiarize themselves with the egress and regress of all travel to competition sites within the C-USA by sporting venue before departure. This may be completed by contacting the destination's athletics department before the trip occurs. GPS units may not account for Game Day Operational Changes to Traffic Flows, and it is the expectation that the driver is familiar with these changes. If reported that the driver does not meet these criteria, there will be a 2% reduction in that contracted cost.

The Awarded Vendor is responsible for contacting the Event Travel Coordinator within seven (7) days prior to departure. The Awarded Vendor must confirm charter bookings and provide bus driver contact information to the Event Travel Coordinator no later than twenty-four (24) hours of scheduled trip. If a change of driver due to unforeseen circumstances occurs within the twenty-four (24) hours prior to departure time, it must be communicated to Event Travel Coordinator immediately and prior to departure.

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 Trip Itinerary. A 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. All travel schedules are subject to change resulting from game time changes, television broadcasting, weather, etc. If these criteria are not met, there will be a reduction of 2% of cost of the trip.

Driver MUST NOT leave the travel party without permission from the Event Travel Coordinator. Bus drivers must abide by the Event Travel Coordinator's itinerary for practices, games, meals, and other functions. Drivers may be expected to make multiple shuttle trips when or if the need arises.

In case of inclement weather or other acts of God, the University may cancel and reschedule one or more athletic events. The University will not be charged for failure to use the bus service on a scheduled day no matter the time of notice due to inclement weather or other acts of God. The University will make efforts to reschedule the athletic event to as close a time and date as the originally scheduled event as possible. The University will not be charged a rescheduling or cancellation fee if 24-hour notice is given.

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 must be provided in writing along with the returned bid.

The Awarded Vendor will maintain full and total responsibility for transporting passengers to events on time regardless of circumstances except acts of God. The Awarded Vendor will take into consideration weather and traffic conditions that will affect transportation time frames and communicate this to the Event Travel Coordinator.

#### **Bus Driver(s) Needs & Expectations:**

Meals for bus driver will be the responsibility of the Awarded Vendor during the time of travel.

The 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 the University, not to exceed two (2) occupants per room.

The University may require drivers to stay in the same hotel as the team on overnight trips in order to be readily available to transport the team personnel to all functions.

Background checks must be performed on drivers assigned to University events. Drivers must be in compliance with the Federal Highway Administration's controlled substances testing regulations for interstate drivers.

Drivers must attend a Sexual Harassment Prevention training session as part of the contractor's hiring process before being assigned to University Events. The Awarded Vendor must provide proof of successful completion of this training course to the University for each driver assigned to provide services.

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 Awarded Vendor will provide relief drivers and/or take the necessary steps to control the adherence with the rest break/hours of service rules. This will be communicated and included in all trip itineraries prior to trip departures.

The Awarded Vendor is responsible for communicating the bid requirements to their driver(s) prior to the trip.

Driver must be dressed appropriately and present himself / herself in a professional manner at all times. Street clothes are not acceptable. Driver cannot wear apparel representing any school other than Louisiana Tech University.

Drivers are expected to have a pleasant, encouraging attitude and provide excellent professional service.

Drivers are at no time to discuss or request gratuity from passengers or members of the University Travel Party.

Drivers will schedule smoke breaks at the same time the team stops for meals, snacks, or restroom breaks, and may not smoke / vape on the bus.

Bus driver must carry a working cell phone at all times and be available for contact at any time during the trip.

Any incident or crash resulting in injury to a passenger or damage to a vehicle must be immediately reported to the proper authorities as well as the University Travel Coordinator per State policy. The University Police Department will be notified in writing, within twenty-four (24) hours of any injury-related incident or crash, with a copy of the Incident or Crash Report.

### **ESTIMATED CHARTER USAGE**

The University estimates the following usage for the time period July 1, 2025 to June 30, 2026. These are only estimates and are not guarantees of usage.

Estimated Number of Non-Flat Rate Charters – 50  
Estimated Number of Flat Rate Charters - 50  
Estimated Live Miles per Bus – 25,000  
Estimated Deadhead miles per bus – 5000  
Estimated Per Day Charges – 50  
Estimated Overnight Stays – 75  
Estimated Number of Trips with Relief Drivers – 15

### **BID EVALUATION CRITERIA**

Bids will be evaluated and awarded on the price bid per 55+ Passenger Bus for both Flat Rate Trip to Airport and Non-Flat Rate Trips.

Flat Rate Trip to Each Airport:  
55+ Passenger Price per Bus  
20+ Passenger Price per Bus  
15-20 Sleeper Passenger Price per Bus  
25+ Sleeper Passenger Price per Bus

Price Schedule for Non-Flat Rate Trip:  
Cost per Live Mile per Bus  
Cost per mile on Deadhead Miles  
Minimum Per Day Charge  
Cost of Overnight Stay  
Cost of Relief Driver for Extended Trip

These requirements are an all or none bid. No portion of this requirement will be split. For the bid to be considered, the vendor must have the capacity to furnish all items according to specifications.

## **INSURANCE REQUIREMENTS FOR CONTRACTORS:**

The Awarded Vendor 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 prior to use in each year of the contract. The University reserves the right to require complete, certified copies of all required insurance policies at any time. The certificates shall name Louisiana Tech University for the workers' compensation coverage.

### **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. Employer's liability is included with a minimum limit of \$5,000,000 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 \$5,000,000. The Insurance Services Office (ISO) Commercial General Liability Occurrence Coverage form (CG00 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.

### **DEDUCTIBLES AND SELF-INSURED RETENTIONS**

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

### **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 University, its officers, agents, employees, and volunteers shall be named as an additional insured as regards to negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) and CG 20 37 (for completed work), which are 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 University.
- b. The Awarded Vendor's insurance shall be primary in respect to the University, its officers, agents, employees, and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the University 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 University, its officers, agents, employees, and volunteers for losses arising from work performed by the Awarded Vendor for the University.

3. All Coverages

- a. All policies must be endorsed to require 30 days written notice of cancellation to the University. Ten-day written notice of cancellation is acceptable for non-payment of premium. Notifications shall comply with the standard cancellation provisions in the Awarded Vendor's policy. In addition, the Awarded Vendor is required to notify University of policy cancellations or reductions in limits.
- b. The acceptance of the completed work, payment, failure of the University to require proof of compliance, or the University's acceptance of a non-compliant certificate of insurance shall not release the Awarded Vendor from the obligations of the insurance requirements or indemnification agreement.
- c. The insurance companies issuing the policies shall have no recourse against the University for payment of premiums or for assessments under any form of the policies.
- d. Any failure of the Awarded Vendor to comply with reporting provisions of the policy shall not affect coverage provided to the University, its officers, agents, employees, and volunteers.

## 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's 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.

## VERIFICATION OF COVERAGE

1. The Awarded Vendor shall furnish the University 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 University 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

Louisiana Tech University, its Officers, Agents, Employees, and Volunteers

Address, City, State, Zip

Project or Contract #

3. In addition to the certificates, the Awarded Vendor shall submit the declarations page and the cancellation provision for each insurance policy. The University reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Awarded Vendor to furnish, deliver, and maintain required insurance, this contract, at the election of the University, may be suspended, discontinued, or terminated. Failure of the Awarded Vendor to purchase and/or maintain any required insurance shall not relieve the Awarded Vendor from any liability or indemnification under the contract.



## SUBCONTRACTORS

The Awarded Vendor 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 University reserves the right to request copies of subcontractor's certificates at any time.

## **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 circumstances. 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 the 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 performance of this contract.

## IDEMNIFICATION/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 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 actions 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.

## CERTIFICATION STATEMENT

This page is to be submitted with Bid Response

The undersigned hereby acknowledges that he / she has read and understands all required specifications of the Invitation to Bid, including all attachments.

OFFICIAL CONTACT. The University requests that the Bidder designate one person to receive all documents and communications regarding University travel bookings, itineraries, and other communications. Please identify the Vendor's Primary Point of Contact for the University. (Please print clearly)

Contact Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact Secondary Telephone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

The Bidder certifies that the above information is true and grants the University permission to contact the above named person or otherwise verify the information provided. By its submission of this proposal and authorized signature below, the Bidder certifies that:

1. The information contained in its response to this Invitation to Bid is accurate.
2. The Bidder complies with each of the mandatory requirements listed in the Invitation to Bid and will meet or exceed the requirements specified herein.
3. The Bidder agrees to provide all tasks, services, and deliverables listed as specifications for the total cost stated on the bid form.
4. The Bidder accepts the procedures, evaluation criteria, mandatory terms, and all other administrative requirements set forth in this Invitation to Bid.
5. The Bidder confirms that its bid will be considered valid until an award is made.
6. The Bidder represents that they have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
7. The Bidder certifies, by signing and submitting a proposal for \$25,000.00 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

Job Title: \_\_\_\_\_

Vendor / Company Name: \_\_\_\_\_

Vendor / Company Physical Address: \_\_\_\_\_

Vendor / Company Remit To Address (if different from above): \_\_\_\_\_

Vendor City: \_\_\_\_\_ Vendor State: \_\_\_\_\_ Vendor Zip: \_\_\_\_\_

Signature of Bidder's Authorized Representative: \_\_\_\_\_

(Signature SHALL be **HAND SIGNED** in ink. Typed signatures are not allowed)

Date of Signature: \_\_\_\_\_

**Louisiana Tech University**  
50012-613-26 – Charter Bus Services  
Bid Price Submission Form  
This page must be submitted with the Bid Response

**Flat Rate Trip Price Submission**

Item Number	Item Description	Unit of Measure	Unit Price
1	Charter Bus Service from Louisiana Tech University to the Monroe Regional Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
2	Charter Bus Service from Louisiana Tech University to the Monroe Regional Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
3	Charter Bus Service from Louisiana Tech University to the Monroe Regional Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
4	Charter Bus Service from Louisiana Tech University to the Monroe Regional Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	
5	Charter Bus Service from Louisiana Tech University to the Jackson International Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
6	Charter Bus Service from Louisiana Tech University to the Jackson International Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
7	Charter Bus Service from Louisiana Tech University to the Jackson International Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
8	Charter Bus Service from Louisiana Tech University to the Jackson International Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	
9	Charter Bus Service from Louisiana Tech University to the Dallas Ft. Worth International Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
10	Charter Bus Service from Louisiana Tech University to the Dallas Ft. Worth International Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
11	Charter Bus Service from Louisiana Tech University to the Dallas Ft. Worth International Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
12	Charter Bus Service from Louisiana Tech University to the Dallas Ft. Worth International Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	
13	Charter Bus Service from Louisiana Tech University to the Dallas Love Field Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
14	Charter Bus Service from Louisiana Tech University to the Dallas Love Field Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
15	Charter Bus Service from Louisiana Tech University to the Dallas Love Field Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
16	Charter Bus Service from Louisiana Tech University to the Dallas Love Field Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	

17	Charter Bus Service from Louisiana Tech University to the Shreveport Regional Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
18	Charter Bus Service from Louisiana Tech University to the Shreveport Regional Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
19	Charter Bus Service from Louisiana Tech University to the Shreveport Regional Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
20	Charter Bus Service from Louisiana Tech University to the Shreveport Regional Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	
21	Charter Bus Service from Louisiana Tech University to the Little Rock International Airport (one way) – 55+ Passenger Bus	each (per bus pricing)	
22	Charter Bus Service from Louisiana Tech University to the Little Rock International Airport (one way) – 20+ Passenger Bus	each (per bus pricing)	
23	Charter Bus Service from Louisiana Tech University to the Little Rock International Airport (one way) – 15-20 Sleeper Passenger Bus	each (per bus pricing)	
24	Charter Bus Service from Louisiana Tech University to the Little Rock International Airport (one way) – 25+ Sleeper Passenger Bus (Indicate Sleeper Quantity _____)	each (per bus pricing)	

#### Non-Flat Rate Trip Price Submission

Item Number	Item Description	Unit of Measure	Unit Price
25	Total Live Mile Charge per bus – 55+ passenger bus	per mile	
26	Total Deadhead Mile Charge per bus – 55+ passenger bus	per mile	
27	Per Day Charges – 55+ passenger bus	per day	
28	Overnight Stay Charges – 55+ passenger bus	per day	
29	Relief Driver Charges – 55+ passenger bus	per day	
30	Total Live Mile Charge per bus – 20+ passenger bus	per mile	
31	Total Deadhead Mile Charge per bus – 20+ passenger bus	per mile	
32	Per Day Charges – 20+ passenger bus	per day	
33	Overnight Stay Charges – 20+ passenger bus	per day	

34	Relief Driver Charges – 20+ passenger bus	per day	
35	Total Live Mile Charge per bus – 15-20 Sleeper passenger bus	per mile	
36	Total Deadhead Mile Charge per bus – 15-20 Sleeper passenger bus	per mile	
37	Per Day Charges – 15-20 Sleeper passenger bus	per day	
38	Overnight Stay Charges – 15-20 Sleeper passenger bus	per day	
39	Relief Driver Charges – 15-20 Sleeper passenger bus	per day	
40	Total Live Mile Charge per bus – 25+ Sleeper passenger bus	per mile	
41	Total Deadhead Mile Charge per bus – 25+ Sleeper passenger bus	per mile	
42	Per Day Charges – 25+ Sleeper passenger bus	per day	
43	Overnight Stay Charges – 25+ Sleeper passenger bus	per day	
44	Relief Driver Charges – 25+ Sleeper passenger bus	per day	

#### Optional Services Price Submission

45	In-Motion Satellite TV Service	per bus / per trip	
46	Decal Production, Installation, and Removal	per bus / per year	

## Fuel Surcharge Price Submission

[illegible]



# Louisiana Tech University

Division of Finance  
Office of Purchasing

## **THIS IS A REQUEST FOR A SEALED BID INSTRUCTIONS TO BIDDERS**

1. Read the entire bid, including all terms and conditions and specifications.
2. Louisiana Tech University is not liable for any cost incurred by the bidders prior to execution of a contract and the issuance of a purchase order. Any bidder who ships or otherwise expends time or money prior to award as defined does so at the bidder's own risk.
3. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices should be initialed by the bidder. If the bidder needs to submit a change, question, exception, or modification to any aspect of the bid specifications, terms, conditions, or bidder instructions, must do so in written form submitted to the Louisiana Tech University Office of Purchasing prior to the bid opening date. All responses and/or addenda will be officially submitted by the Louisiana Tech University Office of Purchasing 72 (seventy-two) business hours before the bid opening date. Business hours is defined as University operating hours while the University is open. Unless received as specified above, all bid information will remain unchanged.
4. This bid is to be manually signed in ink.
5. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Destination, unless otherwise provided in the solicitation. Bids requiring deposits, "payment in advance" or "C.O.D" may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later.
6. Amount of bid bond required: every bid submitted for in excess of fifty thousand dollars shall be accompanied by a bid bond guaranteed by a surety company qualified to do business in the state of Louisiana. The bid bond shall be for five percent of the official bid amount.
7. To assure consideration of your bid, all bids and addenda should be returned in an envelope or package clearly marked with the bid opening date and the bid number; or submitted in the special envelope, if furnished for that purpose. The Bidder is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The University is not responsible for any delays caused by the bidder's chosen means of delivery. Bidder is solely responsible for the timely delivery of its bid. Bids received after the due date and time will not be considered.
8. Bids submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1736; Purchasing rules and regulations; executive orders; standard terms and conditions; special conditions; and specifications listed in this solicitation.
9. Important: By signing the bid, the bidder certifies compliance with all instructions to bidders, terms conditions and specifications, and further certifies that this bid is made without collusion or fraud. This bid is to be manually signed in ink by a person authorized to bind the vendor (see no. 27). All bid information shall be in ink or typewritten.
10. Address all inquiries and correspondence to the Louisiana Tech University Office of Purchasing at the address and telephone number listed herein.

11. Bid forms: All written bids, unless otherwise provided for, must be submitted on, and in accordance with, forms provided, and properly signed (see no. 27). Bids submitted in the following manner will not be accepted:
  - A. Bid contains no signature indicating intent to be bound;
  - B. Bid sent by facsimile equipment;
  - C. Bid filled out in pencil; and
  - D. Bid not submitted on the designated bid forms.
12. Bids must be received at the address specified in the solicitation prior to bid opening time in order to be considered.
13. Standards of quality – Any product or service bid shall conform to all applicable federal, state, and local laws and regulations, and the specifications contained in the solicitation. If bidding other than the requested brand or product number (or style), enclose sufficient literature to determine compliance with specifications. Failure to comply with this request may eliminate your bid from consideration. Unless otherwise specified in the solicitation document, any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model name of the product offered in the bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation. See bid document for full requirements.
14. New Products: Unless specifically called for in the solicitation documents, 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 solicitation documents. The manufacturer's standard warranty will apply unless otherwise stated in the solicitation.
15. Louisiana Tech University 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.
16. This agreement is non-exclusive and shall not in any way preclude Louisiana Tech University from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
17. 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 within 72 hours after bid opening. Information pertaining to completed files may be secured by visiting the Louisiana Tech University Purchasing Office during normal working hours. Written bid tabulations will not be furnished prior to 72 hours.
18. Prices: Unless otherwise specified by Louisiana Tech University in the solicitation, bid prices must be complete, including transportation prepaid by bidder to destination and firm for acceptance for a minimum of 30 days. If accepted, prices must be firm for the contractual period.
19. Taxes: Vendor is responsible for including all applicable taxes, fees, and tariffs in the bid price. Louisiana Tech University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.
20. Contract renewals: In the event that bid specifications include a renewal option, a term contract may be extended for two additional 12-month periods at the same prices, terms, and conditions upon mutual agreement of the State of Louisiana agency and the contractor. In such cases, the total contract term cannot exceed 36 months.



21. Contract cancellation: Louisiana Tech University has the right to cancel any contract, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract. Louisiana Tech University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for complaint deliverables in progress.
22. Applicable law: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.
23. In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.
24. The bidder agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by bidder, or failure to comply with these statutory obligations when applicable shall be grounds for termination of any contract entered into as a result of this solicitation.
25. Special accommodation: Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the bid opening, must notify the Louisiana Tech University Office of Purchasing in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.
26. Indemnity: Contractor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measure, to indemnify, and hold harmless, the state, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents, or its employees. Contractor is obligated to indemnify only to the extent of the fault of the contractor, its officers, its agents, or its employees. However, the contractor shall have no obligation as set forth above with respect to any claim or action from bodily injury, death or property damages arising out of the fault of the state, its officers, its agents or its employees.
27. Signature authority: Attention: R.S. 39:1594(c) (4) requires evidence of authority to sign and submit bids to the State of Louisiana. You shall indicate which of the following apply to the signer of this bid.

Please circle one:

- 1) The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership must be submitted to this office before contract award.
- 2) The signer of this bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as Corporate Resolution, Certification as to Corporate Principal, etc. If this

applies, a copy of the resolution, certification, or other supportive documents must be attached hereto.

- 3) The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
28. In accordance with the provisions of R.S. 39:2182, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid form, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950; professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.
29. It is agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all accounts which relate to this contract.
30. The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract.
31. Whenever a public entity enters in to a contract in excess of five-thousand dollars (\$5,000) for the construction, alteration, or repair of any Public Works, the official representative of the public entity shall reduce the contract to writing and have it signed by the parties. When an emergency as provided in R.S. 38:2212(D) is deemed to exist for the construction, alteration, or repair of any Public Works and the contract for such emergency work is less than fifty-thousand dollars (\$50,000), there shall be no requirement to reduce the contract to writing (R.S. 38:2241).
32. For each contract in excess of twenty-five thousand dollars (\$25,000) per project, the public entity shall require of the contractor a bond with good, solvent, and sufficient surety in a sum of not less than fifty percent (50%) of the contract price for the payment by the contractor or subcontractor to claimants as defined in R.S. 38:2242. The bond furnished shall be a statutory bond and no modification, omissions, additions in or to the terms of the contract, in the plans or specifications, or in the manner and mode of payment shall in any manner diminish, enlarge, or otherwise modify the obligations of the bond. The bond shall be executed by the contractor with surety or sureties approved by the public entity and shall be recorded with the contract in the office of the recorder of mortgages in the parish where the work is to be done not later than thirty days after the work has begun.
33. For construction projects falling within classifications of 37:2150 the bidder must be fully qualified under any state or local licensing law for contractors in effect at the time and at the location of the work before submitting his bid. In the state of Louisiana, revised statutes 37:2150, et seq. Will be considered, if applicable. The contractor shall be responsible for determining that all of his sub-bidders or prospective subcontractors are duly licensed in accordance with law. On any bid in excess of fifty thousand dollars (\$50,000), the Contractor shall certify that he is licensed under R.S. 37:2150-2163 and show his license number on the bid. The bid envelope shall be identified on the outside with the Name of the Project, Bid Number, Bid Time, the Name of the Bidder and the License Number of the Bidder.
34. Prohibited Contractual Arrangements – Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.

35. Prohibition of Companies That Discriminate Against Firearm and Ammunition Industries - In accordance with La. R.S. 39:1602.2, the following applies to any competitive sealed bids, competitive sealed proposals, or contract(s) with a value of \$100,000 or more involving a for-profit company with at least fifty full-time employees: Unless otherwise exempted by law, by submitting a response to this solicitation or entering into this contract, the Bidder, Proposer or Contractor certifies the following: 1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association; 2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. The State reserves the right to reject the response of the Bidder, Proposer or Contractor if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response or if the certification is no longer true.

TO: Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurships

RE: Veteran Initiative – Act 167 of the 2009 Legislative Session

➤ **ARE YOU ELIGIBLE FOR PARTICIPATION?**

- Are you a veteran-owned small entrepreneurship or a service-connected disabled veteran-owned small entrepreneurship in accordance with documentation from the United States Department of Veteran Affairs or the Louisiana Department of Veteran Affairs?
- Are you a Louisiana domiciled business?
- Do you have less than fifty (50) full-time employees?
- Are your annual gross revenue receipts \$5,000,000 or less (for construction) or \$3,000,000 for (non-construction) for each of the previous three (3) tax years?

If your answers are yes, your company may be eligible for participation in the Louisiana Veteran-Owned and Service-Connected Disabled Veteran-Owned Small Entrepreneurship Program, also known as the Veteran Initiative.

➤ **WHAT IS THE VETERAN INITIATIVE?**

The Veteran Initiative, created by LRS 39:2171 through 2179 and LRS 51:931, provides additional opportunities for certified Louisiana-based small entrepreneurships to participate in contracting and procurement with the State. Key features of the programs are:

- This is a goal-oriented program
- It is race and gender neutral
- Participation is restricted to Louisiana-based certified veteran-owned and service-connected disabled veteran-owned small entrepreneurships

The rules governing the implementation of the program are located at <http://www.doa.louisiana.gov/osp/se/se.htm>.

➤ **WHY IS CERTIFICATION IMPORTANT?**

Certification is required for the participation in the Veteran Initiative. Under this program, you may be given increased opportunity to participate in Louisiana state contracts. Certain contracts may be awarded to your business without competition. And, certification is one of the methods that the State of Louisiana will utilize as a basis for benchmarking for annualized procurement and contracting goals.

➤ **WHAT AGENCY IS RESPONSIBLE FOR CERTIFICATION?**

The Louisiana Department of Economic Development (LED) is responsible for certifying Small Entrepreneurships for participation in the program. The (LED) Small Business Certification System may be accessed by <https://smallbiz.louisianaeconomicdevelopment.com/Account/Login>. For additional information regarding certification, please contact the LED at 800.450.8115 or 225.342.3000.

➤ **WHAT IS THE ROLE OF THE DEPARTMENT OF VETERANS AFFAIRS?**

The Louisiana Department of Veterans Affairs is responsible for disseminating information on this program and other veterans' benefits to Louisiana veterans. Information on this program and other veterans' benefits can be accessed at [www.vetaffairs.al.gov](http://www.vetaffairs.al.gov).

The State of Louisiana is committed to the success of this program and encourages your participation.