

Bid Number: 40003-10595

Date: July 23, 2026

BOSSIER PARISH COMMUNITY COLLEGE
PURCHASING DEPARTMENT
BUILDING J
6220 East Texas Street
Bossier City, LA 71111
(318) 678-6242

INVITATION FOR BID: Sealed bid, subject to the conditions herein stated and attached hereto, will be received at this office until August 14, 2026 @ 2:00 P.M.CST and then publicly opened for furnishing the items and/or services as described below for Bossier Parish Community College. **MAIL OR HAND DELIVER SEALED BIDS TO ABOVE ADDRESS ATTN: KORI HEARON.**

DESCRIPTION
PROVIDE CHARTER BUS SERVICE FOR
ATHLETIC TEAMS
AS PER ATTACHED SPECIFICATIONS

PLEASE FILL IN ALL BLANK SPACES

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

In compliance with and subject to the conditions thereof, the undersigned offers and agrees if this bid be accepted within 60 days from date of opening to furnish any or all of the items (or sections) at the price set opposite each item (or section).

Vendor Name	Signature of Authority (Re:L.R.S. 39:1594)
_____	_____
Address	Title
_____	_____
City, State, Zip	Tax Identification Number
_____	_____
Telephone Number	Fax Number
_____	_____
	Date
_____	_____

ACCEPTANCE/AWARD

Date of Award and Execution

Recommendation: _____

Approved: _____

Kori Hearon
Assistant Director of Purchasing

INSTRUCTIONS TO BIDDERS

1. Bid Forms

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

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

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

2. Special Envelope

Ensure consideration, all bids should be submitted in the special bid envelope if furnished for that purpose. In the event bid contains bulky subject material, the special bid envelope should be firmly affixed to the mailing envelope.

3. Prices

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

4. Bids/Prices/F.O.B. Point

- The bid price for each item is to be quoted on a "net" basis and F.O.B. BPCC Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. BPCC Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or COD terms will be rejected.
- Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discounts for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes, and risk rejection if award is made on an item basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc.) or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

5. Standard of Quality

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

6. Descriptive Information

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

Manufacturer's Numbers and Trade Names

Where manufacturer's product is named or specified, it is understood that "or equal" shall apply, whether stated or not. Such name and number is meant to establish the standard, type, quality, style, etc. BPCC shall be the sole judge as to whether or not the equipment/supply offered is equal to that specified.

7. Bid Opening

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined 72 hours after request is made. Information pertaining to completed files may be secured by appointment only to the Purchasing Dept. at BPCC. Written bid tabulations will not be furnished. Copies will not be furnished.

8. Award

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

9. Purchase Order

If any bid or bids are accepted, an initial purchase order or orders for the entire number of units or part thereof will be issued not later than thirty (30) days after receipt of bids by the Owner to the lowest bidder offering products which, in the opinion of the College, meet the requirements of these specifications. BPCC reserves the right to cancel any order resulting from this solicitation with 30 days' written notice.

10. Conditions of Purchase Orders

We will not in any manner be responsible for goods delivered or work done for our account without a written order. No allowance for boxing or crating. If you cannot fill in the order as directed, return for advice. Quantities in excess of the order may be returned or held subject to shipper's order, expense and risk. By accepting the order, you hereby warrant that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample and agree that this warrant shall survive acceptance of the merchandise and that you will bear the cost of inspecting merchandise rejected.

11. Inspection and Acceptance

Upon delivery of each item to the Agency, inspection of the item will be made by Bossier Parish Community College, or their representative, at the point of delivery, or in special cases, at point of origin. Acceptance of the item will be made after inspection determines that all requirements of the specifications and the proposal have been met.

12. Reject

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

13. Payment Terms

Cash discounts for less than 30 days or less than 1% or greater than 5% will be accepted but will not be considered in determining awards. On indefinite quantity terms contracts, cash discounts will be accepted and taken but will not be considered in determining awards. Bids containing "payment in advance" or "COD" requirements may be rejected. Payment is to be made within 30 days after receipt of properly executed invoice or delivery, whichever is later. Invoices shall be submitted to: Bossier Parish Community College, Accounts Payable, 6220 East Texas Street, Bossier City, LA 71111, Attn: Tammy Kennedy. We must pay from ORIGINAL, ITEMIZED invoices, as required by the State Legislative Auditor.

14. U.S. Taxpayer Identification Number

Enter your taxpayer identification number in the appropriate space on the Specifications and Bid Form Page. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. PAYMENT CANNOT BE PROCESSED WITHOUT YOUR TAX I.D. NUMBER.

15. Taxes

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

16. New Products

Unless specifically called for in the IFB, 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 IFB. The manufacturer's standard warranty will apply unless otherwise specified in the IFB.

17. Contract Renewals

Upon Agreement of Bossier Parish Community College Purchasing and the contractor, an open-ended requirements contract may be extended for 2 additional 12-month periods at the same prices, terms and conditions. In such cases, the total contract term cannot exceed 36 months. N/A for this contract

18. Contract Cancellation

Bossier Parish Community College has the right to cancel any contract, in accordance with purchasing rules and regulations, for cause, including but not limited to , the following: (1) failure to deliver with 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 conditions; (3) misrepresentation by the contractor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with Bossier Parish Community College; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

19. Default of Contractor

Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the Bossier Parish Community College Purchasing has determined the contractor to be in default, BPCC Purchasing reserves the right to purchase any or all products or services covered by the contract on the open market and to charge the contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting contractor will be considered.

20. Davis Bacon Act

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

21. Order of Priority

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

22. Applicable Law

All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

23. EEOC COMPLIANCE

By submitting and signing this bid, bidder certifies that he agrees to adhere to the mandates indicated by Title VI and VII of the Civil Rights Act of 1964, as amended; The Vietnam Era Veteran's Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246, as amended; and The Americans with Disabilities Act of 1990, Title IX of the Education amendments of 1972, The Age Acts of 1975, and bidder agrees to abide by the requirements of the American of Disabilities Act of 1990. Bidder agrees not to discriminate in its employment practices, and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, national origin, veteran status, political affiliation, or disabilities, 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.

24. Special Accommodation

Any "Qualified Individual with a Disability" as defined by the American with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing not later than 7 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.

25. 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. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other

costs and expenses related thereto, even if it (claims, etc.) is 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.

26. 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.

27. Federal Clauses, If Applicable

28. ANTI-KICKBACK CLAUSE

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

29. CLEAN AIR ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants, or loans of facilities included on the EPA list of Violating Facilities.

30. ENERGY POLICY AND CONSERVATION ACT

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

31. CLEAN WATER ACT

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

32. ANTI-LOBBYING AND DEBARMENT ACT

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

33. Civil Rights

Both parties shall abide by the requirements of Title VI and VII of the Civil Rights Act of 1964 and shall not discriminate against employees or applicants due to color, race religion, sex, handicap, veteran status, political affiliation, disability, national origin or other non-merit factor. Any act of discrimination committed by vendor, 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. Furthermore, both parties shall take affirmative action pursuant to Executive Order #11246 and the National Vocational Rehabilitation Act of 1973 to provide for positive posture in employing and upgrading persons without regard to race, color, religion, sex, handicap or national origin, and shall take affirmative action as provided in the Vietnam Era Veteran's Readjustment Act of 1974, both parties shall also abide by the requirements of Title VI of the Civil Rights Act of 1964 and the Vocational Rehabilitation Act of 1973 to ensure that all services are delivered without discrimination due to race, color, national origin, or handicap.

34. Certification of No Suspension or Debarment

By signing and submitting any proposal for \$25,000 or more, the bidder certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirement in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards" (Formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>

35. Mandatory Disclosure

Under the Uniform Guidance (200.113, shown below) Bossier Parish Community College is obligated to disclose to the Federal awarding agency (or a pass-through if we are a sub-recipient), any violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal Award.

200.113 Mandatory Disclosures

The non-Federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in §200.338 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180 and 32 U.S.C. 3321).

36. In accordance with Louisiana Law, All Corporations (See LA R.S. 12:262.1) and limited liability companies (See LA R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or contract over \$25,000.

37. All bid amounts shall be submitted in United State Dollars.

38. Termination for Cause

The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract, provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.

39. Termination for Convenience

The State may terminate the Contract at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

40. Discrimination Clause

The contractor 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 contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, sexual orientation, age, gender identification, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

41. Standard Preference

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

Do you claim this preference? Yes _____

Specify Item Number(s): _____

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

B. A preference may be allowed for products manufactured, produced, grown, or assembled in Louisiana of equal quality.

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

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

If so, do you certify that at least fifty percent (50%) of your Louisiana business workforce is comprised of Louisiana residents? Yes _____ No _____

(Note: If more space is required, include it on separate sheet. Failure to specify above information may cause elimination from preferences).

42. Preference for United States Products.

In accordance with the provisions of R.S. 39:1595.7, in the event a contract is not entered into for products purchased under the provisions of R.S. 39:1595, each procurement officer, purchasing agent, or similar official who procures or purchases materials, supplies, products, provisions, or equipment under the provisions of this chapter may purchase such materials, supplies, products, provisions, or equipment which are manufactured in the United States, and which are equal in quality to other materials, supplies products, provisions, or equipment, provided that all of the following conditions are met:

(1) The cost of such items does not exceed the cost of other items which are manufactured outside the United States by more than five percent.

(2) The vendor of such items agrees to sell the items at the same price as the lowest bid offered on such items.

(3) In cases where more than one bidder offers items manufactured in the United States which are within five percent of the lowest bid, the bidder offering the lowest bid on such items is entitled to accept the price of the lowest bid made on such items.

(4) The vendor certifies that such items are manufactured in the United States.

For the purposes of this preference,

(1) "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States.

(2) "United States" means the United States and any place subject to the jurisdiction of the United States.

Do you claim this preference? YES

Specify line number(s): _____

Specify the location within the United States where this product is manufactured:

(NOTE: If more space is required, include it on a separate sheet.)

43. Scope of Contract

Furthermore, submittal of any terms and conditions contrary to those of the State of Louisiana may cause your bid to be rejected. By signing this form, terms and conditions which may be included in your bid are nullified, and

The contractor agrees that this contract shall be construed in accordance with and governed by the laws of the State of Louisiana.

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

BIDDERS MUST SIGN IN INK

IMPORTANT

Signature Authority: In Accordance with L.R.S. 39:1594(C)(4) requires evidence of authority to sign and submit bids to Bossier Parish Community College. You must indicate which of the following apply to the signer of this bid.

1. The signer of this bid is either a current 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 record must be submitted to this office before contract award.
2. The signer of the 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.
3. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor's registration on file with this office.

44. E-Verify

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

45. Prohibition of Discriminatory Boycotts of Israel

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. BPCC 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.

46. Compliance with National Defense Authorization Act

In accordance with Section 889(a) 2019 National Defense Authorization Act for any contract for telecommunication and video surveillance equipment no purchases will be made from Huawei, ZTE, Hytera, Hikvision and Dahua are allowed.

Please certify compliance with this Act:

Signature of Bidder

47. 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 a 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.

48. Mutual Indemnification

Each party hereto agrees to indemnify, defend, and hold the other, its officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of the indemnifying party or its employees, contractors, or agents in performing its obligations under this agreement, provided, however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission or negligence.

49. Any questions arising from the specifications must be addressed in writing to khearon@bpcc.edu and will be answered via an Addendum. All questions must be submitted no later than August 7, 2026, by 12:00 PM, CST.

WE ARE AN EQUAL OPPORTUNITY COLLEGE

MANDATORY BID REQUIREMENTS

Failure to meet all of the listed mandatory requirements will result in reject of bid without further consideration.

1. CERTIFICATION STATEMENT

The Bidder must sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must be an ORIGINAL signature** – not a typed/electronic signature. Documents signed in the DocuSign program are the only exceptions to this policy.

2. BID SHEET/FORM

The Bidder must submit bid on the form herein provided. The bid must be signed in ink, and blank space(s) should be filled in for every applicable blank. It is necessary to bid on all items.

3. INSURANCE:

Bidders are to comply with the insurance requirements as stated in Section VI of the bid. The provided **Indemnification Form** must be completed and submitted with your bid. Failure to comply with these requirements will result in disqualification of your bid.

The successful bidder will be responsible for ensuring that Bossier Parish Community College receives the required **insurance certificate** after the notice of award within ten (10) days in order to meet the required work expectancy timeframe. No work may commence until a proper certificate is received. If the Bidder cannot provide the proper insurance within the specified timeframe, the award will be withdrawn and the award made to the next lowest Bidder.

4. QUALIFICATIONS:

Vendors/Contractors bidding this contract shall have been in business for a minimum of ten (10) years and have performed similar services commercially in order to perform the work set forth in the specifications. Bidder must complete Attachment A, References Form and submit with their bid. References must be from companies where work of a similar size and scope have been performed.

This procurement has been designated as suitable for Louisiana certified small entrepreneurship participation.

The State of Louisiana Veteran and Hudson Initiatives small entrepreneurship programs are designed to provide additional opportunities for Louisiana-based small entrepreneurship (sometimes referred to as LaVet's and SE's respectively) to participate in contracting and procurement with the state. A certified Veteran-Owned and Service-Connected Disabled Veteran-Owned small entrepreneurship (LaVet) and a Louisiana Initiative for Small Entrepreneurships (Hudson Initiative) are businesses that have been certified by the Louisiana Department of Economic Development. All eligible vendors are encouraged to become certified.

Qualification requirements and online certification are available at

https://smallbiz.louisianaforward.com/index_2.asp.

Bidders that are not eligible for certification are encouraged to use Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship where sub-contracting opportunities exist. To be responsive to this solicitation, the bidder shall be either a Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship or have put forth a good-faith effort to use certified Veteran-Owned or Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship as sub-contractors(s). By signing and submitting this bid, the bidder certifies compliance with this requirement.

For a good faith effort, written notification is the preferred method to inform Louisiana certified Veteran Initiative and Hudson Initiative small entrepreneurship of potential subcontracting opportunities. A current list of certified Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship may be obtained from the Louisiana Economic Development Certification System at https://smallbiz.louisianaforward.com/index_2.asp. Additionally, a current list of Hudson Initiative small entrepreneurship, which have been certified by the Louisiana Department of Economic Development and have opted to enroll in the State of Louisiana Procurement and Contract (LaPAC) Network, may be accessed from <http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/srchven.asp>. You may then determine the search criteria (i.e. alphabetized list of all certified vendors, by commodities, etc.), and select "SMALL".

Copies of notification to at least three (or more) certified Veteran Initiative and Hudson Initiative small entrepreneurship will satisfy the notification requirements. Notification must be provided to the certified entrepreneurship by the bidder in writing no less than five working days prior to the date of bid opening. Notification must include the scope of work, location to review plans and specifications (if applicable), information about required qualifications and specifications, any bonding and insurance information and/or requirements (if applicable), and the name of a person to contact. If a certified Veteran-Owned or Service-Connected Disabled Veteran-Owned or Hudson Initiative small entrepreneurship was not selected, the bidder must certify and maintain written justification of the selection process. The state reserves the right to request confirmation of this information at any time.

In the event questions arise after an award is made relative to the bidder's good faith efforts, the bidder will be required to provide supporting documentation to demonstrate its good faith subcontracting plan was actually followed. If it is at any time determined that the contractor did not in fact perform its good faith subcontracting plan, the contract award or the existing contract may be terminated.

Contractors will be required to report Veteran-Owned and Service-Connected Disabled Veteran-Owned and Hudson Initiative small entrepreneurship subcontractor or distributor participation and the dollar amount of each. *(Agencies should indicate their specific requirement, i.e. where to send information and when - with bid, after clear lien, etc.)*

The statutes (R.S 39:2171 *et. seq.*) concerning the Veteran Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=671504>; and the statutes (R.S 39:2001 *et. seq.*) concerning the Hudson Initiative may be viewed at <http://www.legis.state.la.us/lss/lss.asp?doc=96265>. The rules for the Veteran Initiative (LAC 19:VII.Chapters 11 and 15) and for the Hudson Initiative (LAC 19:VIII.Chapters 11 and 13) may be viewed at <http://www.doa.louisiana.gov/osp/se/se.htm>.

The State requires competitive pricing, qualifications, and demonstrated competencies in the selection of contractors.

If you are a Certified Small Entrepreneur (Hudson Initiative), Veteran Owned Small Entrepreneurs, or Service-Connected Disabled Veteran-Owned (Veteran Initiative) vendor, please state your Certification Number below.

Certification No./date of certification.: _____

CHARTER BUS SPECIFICATIONS (For BPCC Athletic Team Travel)

SPECIFICATIONS:

1. A single bus will be used for all trips for each sport. High School Buses are not allowed. Charter Buses only.
2. All buses must be 2016 model or newer.
3. All buses must include the following equipment in good to excellent operating condition with the exception of I and J. I and J are requested but not required.
 - a. All mechanical equipment must be maintained at or above industry standards.
 - b. Tires must be in excellent condition.
 - c. TV's & DVD players must be of high quality and able to be viewed from any and all seats.
 - d. Air conditioning and heating must be in excellent operating condition.
 - e. Restroom and seating areas must be in excellent sanitary and operating conditions.
 - f. All buses must include either state of the art radio communications and/or cellular telephones for use in emergency situations.
 - g. GPS system on board
 - h. Restroom on board.
 - i. Wi-Fi capability
 - j. Electrical outlets throughout the bus
4. Meals for the bus driver are the responsibility of the successful bidder.
5. Lodging for the driver will be provided and paid for by the College.
6. Driver must be appropriately licensed, dressed appropriately and present himself/herself in a professional manner at all times.
7. Bus company must be able to provide a 24-hour contact name and telephone number for emergencies. Please list the emergency contact below:

Name: _____
Phone: _____

8. Successful bidder may be required to submit a list of equipment meeting specifications prior to the awarding of bid.

9. The Vendor will be responsible of any cost to travel to the College pick up point. Mileage rates will begin only once the bus leaves the College's Campus for the scheduled destination. Pick up point is BPCC, 6220 East Texas Street, Bossier City, LA 71111 - Gym
10. Athletic competition schedules are subject to change.
11. The Vendor will be responsible for all operating costs such as fuel, surcharges, tolls, maintenance and all labor costs associated with the driver.
12. All trips must be calculated utilizing a minimum of 36 passenger bus. Bus company must include size of bus (# of passengers) on bid sheets.
13. Bidders are encouraged to complete additional detailed cost calculations sheets for other size buses (such as 29 or 52 passengers) in the event the college decides to utilize smaller or larger buses for some sports or on some occasions).
14. Successful bidder must:
 - a. Provide documentation of a satisfactory DOT rating
 - b. Have random alcohol and drug testing
 - c. Adhere to federal motor coach carrier safety regulations
 - d. Adhere to any federal and state mandates due to the event of a pandemic
 - e. Must be licensed to operate in Louisiana to perform the work as outlined in the specifications. The Bidder must be fully qualified under any State or local licensing law in effect at the time and at the location of the work before submitting the Bid.

SCHEDULES/CANCELLATIONS

Each bidder must be aware of the fact that schedules sometimes need to be amended due to weather, post-season play, or other unusual circumstances. The College reserves the right to cancel and/or add a trip to the schedule (with adequate notification to the successful Bidder) without additional charges to the College.

Adequate notification is defined as twenty-four (24) hours before the addition/cancellation. If a trip is cancelled less than twenty-four (24) hours, then a flat cancellation fee will be assessed with the following exceptions:

- a. If a game is cancelled due to weather, a cancellation charge will only be allowed if the game is not rescheduled.
- b. For all tournament & playoff trips, a cancellation fee will not apply if the team only makes it to a specific round and the trip is cut short.

CONTRACT TERMS

The duration of this Contract commences from the date of award notification and continues until college accepts final delivery of all deliverables. Total contract period not to exceed twelve (12) months.

All terms of the solicitation shall be firm for the duration of Contract.

Based upon mutual agreement between the College and the successful bidder, this contract may be extended for four (4) additional twelve (12) month periods. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

Special pricing terms: The successful bidder may be allowed to increase the unit price by up to 3% annually upon negotiation and agreement by both parties. Both parties must agree to any increase and/or extension, and a decision will be made at each twelve (12) month interval.

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 or if such appropriation is reduced by the veto by the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

The Form of Agreement between the College and Contractor for the work set forth herein will be the issuance of a purchase order.

Bossier Parish Community College reserves the right to reject any or all bids submitted.

INSURANCE REQUIREMENTS FOR VENDORS & EXTERNAL PROVIDERS

Before commencing work, the Other Party (Vendor) shall obtain at its own cost and expense the following insurance placed with insurance companies authorized to do business in the State of Louisiana with A.M. Best ratings of **A-:VI or higher**. The Other Party shall provide evidence of such insurance as required by the Agency. The Certificates of insurance should confirm that a thirty-day policy cancellation notice has been provided to the Agency for all of the following stated insurance policies

A. Workers Compensation

Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$1,000,000 per accident/per person/per disease. 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.

B. 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.

C. Automobile Liability

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

1. Owned automobiles
2. Hired automobiles
3. Non-owned automobiles

Location of operations shall be "All Locations".

Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.

D. Professional Liability (Errors and Omissions)

Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000 per claim. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of at least 24 months, with full reinstatement of limits, from the expiration date of the policy, if policy is not renewed.

E. Cyber Liability

Cyber liability insurance, including first-party costs, due to an electronic breach that compromises the State's confidential data shall have a minimum limit per occurrence of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of

this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed. The policy shall not be cancelled for any reason, except non-payment of premium.

- F. If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Other Party shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance within 30 days. Upon failure of the Other Party to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Other Party to purchase and/or maintain any required insurance shall not relieve the Other Party from any liability or indemnification under the contract.
- G. All Certificates of Insurance of the Other Party shall reflect the following:
- 1) The Other Party's insurer will have no right of recovery or subrogation against the Agency. It is the intention of the parties that the Other Party's insurance policies shall protect both parties and shall be the primary coverage for any and all losses that occur under the contract.
 - 2) The Agency shall be named as an additional insured as regards negligence by the contractor. The ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable.
 - 3) The insurance companies issuing the policy or policies shall have no recourse against the Agency for payment of any premiums or for assessments under any form of the policy or policies.
 - 4) Any failure of the Contractor to comply with reporting provisions of the policy shall not affect coverage provided to the Agency, its officers, agents, employees and volunteers.
- H. The following Indemnification Agreement shall be a provision of the contract:
- The Other Party agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, employees and volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Other Party, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Other Party as a result of any claim, demands, and/or causes of action, except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, employees and volunteers.
- The Other Party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Other Party in the defense of claims, but this shall not affect the Other Party's responsibility for the handling of and expenses for all claims.
- I. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. Any and all deductibles shall be assumed in their entirety by the Other Party.
- J. All property losses to Agency's property caused by the actions of the Other Party shall be

adjusted with and made payable to the Agency.

- K. The acceptance of the completed work, payment, failure of the Agency to require proof of compliance, or Agency's acceptance of a non-compliant certificate of insurance shall release the Other Party from the insurance requirements and indemnification agreement obligations.
- L. Additional insurance may be required on an individual basis for hazardous activities and specific service agreements. If such additional insurance is required for a specific contract, that requirement should be added to the list of required coverages found in the appropriate Exhibit.
- M. If the Other Party does not continue to comply with all of the insurance requirements at any time during the contract or at contract renewal, the Agency has the following options:
 - 1. Payments to the Other Party may be withheld until the requirements have been met;
 - 2. The Agency may pay any renewal policy premiums and withhold such payments from any monies due the Other Party;
 - 3. The Agency may suspend, discontinue or terminate the contract.

EXHIBIT A

INSURANCE REQUIREMENTS FOR CONTRACTORS

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

A. MINIMUM SCOPE AND LIMITS OF INSURANCE

1. Workers Compensation

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

2. Commercial General Liability

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

3. Automobile Liability

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

B. DEDUCTIBLES AND SELF-INSURED RETENTIONS

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

C. OTHER INSURANCE PROVISIONS

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

1. Commercial General Liability and Automobile Liability Coverages

- a. The Agency, its officers, agents, employees and volunteers shall be named as an additional insured as regards negligence by the contractor. ISO Forms CG 20 10 (for ongoing work) AND CG 20 37 (for completed work) (current forms approved for use in Louisiana), or equivalents, are to be used when applicable. The coverage shall contain no special limitations on the scope of protection afforded to the Agency.
- b. The Contractor's insurance shall be primary as respects the Agency, its officers, agents, employees and volunteers for any and all losses that occur under the contract. Any insurance or self-insurance maintained by the Agency shall be excess and non-contributory of the Contractor's insurance.

2. Workers Compensation and Employers Liability Coverage

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

3. All Coverages

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

D. ACCEPTABILITY OF INSURERS

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

E. VERIFICATION OF COVERAGE

1. Contractor shall furnish the Agency with Certificates of Insurance reflecting proof of required coverage. The Certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The Certificates are to be received and approved by the Agency before work commences and upon any contract renewal or insurance policy renewal thereafter.
2. The Certificate Holder Shall be listed as follows:

State of Louisiana
Bossier Parish Community College
6220 East Texas Street
Bossier City, LA 71111
3. In addition to the Certificates, Contractor shall submit the declarations page and the cancellation provision for each insurance policy. The Agency reserves the right to request complete certified copies of all required insurance policies at any time.
4. Upon failure of the Contractor to furnish, deliver and maintain required insurance, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Contractor to purchase and/or maintain any required insurance shall not relieve the Contractor from any liability or indemnification under the contract.

F. SUBCONTRACTORS

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

G. WORKERS COMPENSATION INDEMNITY

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

H. INDEMNIFICATION/HOLD HARMLESS AGREEMENT

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

and volunteers.

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

FORCE MAJEURE

Notwithstanding anything to the contrary in this Agreement, neither party shall be liable to the other or be deemed to be in breach of this Agreement for any failure or delay in whole or partial performance under this Agreement when such failure or delay is caused in whole or part by a "Force Majeure Event," which shall be defined as any event beyond the control of a party, including, but not limited to: labor dispute, strike, riot, vandalism, sabotage, terrorist act, war (whether declared or undeclared), inclement weather, flood (whether naturally occurring or manmade), tidal surge or tsunami, landslide, earthquake, fire (whether naturally occurring or manmade), explosion, power shortage or outage, fuel shortage, embargo, congestion or service failure, epidemic or government regulation, proclamation, order, or action; and in each case not involving the fault of negligence of a party. If any Force Majeure Event occurs affecting a party's performance under this Agreement, the affected party will give written notice within five (5) days of the occurrence of the Force Majeure Event to the other party and will use commercially reasonable efforts to minimize the impact of the Force Majeure Event. In the event of a Force Majeure Event resulting in a total or partial performance or service failure by either party, the College, in its sole discretion, may immediately terminate this Agreement. To the extent that services have been rendered and deemed acceptable by College, the service fee and other fees and charges payable by the College hereunder shall be paid to the Contractor on a pro-rata basis. For those services which the Contractor is unable to perform under this Agreement as a result of such Force Majeure Event, College shall suspend all related payments until such services are restored.

INDEMNIFICATION AGREEMENT

The _____ (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 and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ (Contractor), its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by

_____ (Contractor) as a result of any claim, demands, and/or causes of action except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees.

_____ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The State of Louisiana may, but is not required to, consult with the Contractor in the defense of claims, but this shall not affect the Contractor's responsibility for the handling of and expenses for all claims.

Accepted by _____
Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. 40003-10595 _____ for **BOSSIER PARISH COMMUNITY COLLEGE**
State Agency Number and Name

Purpose of Contract: _____

Bossier Parish Community College

Bid Form

Charter Bus Service

DETAILED COST CALCULATIONS

IMPORTANT NOTE TO BIDDERS:

Bids must be submitted on this form. Bidder is to complete each section of the Bid form. If there is no charge for a particular item, the Vendor must write in "no charge". Any bids received without each line on the bid form completed will be rejected. NOTE: This is a sealed bid, no faxed or emailed bids are allowed.

1. Type of Bus (Model & Year) _____
2. Capacity (number of passengers) _____
3. Minimum per day charge for one (1) bus _____
4. Cost per live mile for one bus _____
5. Cost for additional night stay _____
6. Cost of second bus (if different than item (3)) _____
7. Cancellation fee if cancelled less than 24 hours _____

Charter Company Name: _____

Signature & Date Required: _____

Telephone Number: _____

Fax Number: _____

Team schedules from last year are listed in Attachment B. Please calculate the cost of each trip based on the charges listed in Bid Form. BPCC will review cost calculations as per the Bid Form to determine the lowest responsive responsible bidder. Cancellation fee will be tabulated using a total of (3) units.

Attachment A: Reference Form

Company Name

Facility Type

Address

Phone Number

Contract Administrator

Company Name

Facility Type

Address

Phone Number

Contract Administrator

Company Name

Facility Type

Address

Phone Number

Contract Administrator

BOSSIER PARISH COMMUNITY COLLEGE

BID RESPONSE FORM

BIDDER'S NAME: _____

TELEPHONE NO. _____ FAX NUMBER: _____

ADDRESS: _____
MAILING CITY STATE ZIP

SCOPE: FURNISH CHARTER BUS SERVICE FOR ATHLETIC TEAMS AS PER BID #40003-1053

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

No. _____ Dated _____ No. _____ Dated _____

Addenda acknowledgement is mandatory. Bidder must acknowledge any issued addenda.

Signature to the Bid Response Form shall be construed of acceptance of the Invitation to Bid in its entirety.

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

TITLE: _____ DATE: _____

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation to Bid (ITB), including any attachments.

OFFICIAL CONTACT. The College requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Telephone number with area code: () _____

C. Facsimile Number with area code: () _____

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

1. The information contained in its response to this ITB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the ITB and will meet or exceed the requirements specified therein;
3. Bidder agrees to provide all tasks, services and deliverables listed in Scope of Services for the total cost stated on Bid Form;
4. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in the ITB.
5. Bidder confirms that its bid will be considered valid until award is made.
6. In making this bid, each 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. Bidder certifies, by signing and submitting a proposal of \$25,000 or more, that their company, any subcontractors, or principles are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov).

Title: _____

Official Company Name: _____

Federal Identification Number: _____

Street Address: _____

City: _____

State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____

(Signature MUST be HAND SIGNED and should be in BLUE ink)

Date: _____

BOSSIER PARISH COMMUNITY COLLEGE
CHARTER BUS SCHEDULE
BASEBALL

2025 FALL

Trip	GAME DATE	GAME TIME	OPPONENT/ EVENT	LOCATION	LEAVE from BPCC		ARRIVE AT BPCC		Distance From BPCC	NOTES
					DATE	TIME	DATE	TIME		
1	Saturday, September 13, 2025	12:00 PM / 3:00 PM	Fall Tournament @ Panola College	1109 W. Panola	Carthage, TX	Day Trip	9:30 AM	Same Day	10:30 PM	1 H
2	Sunday, September 14, 2025	12:00 PM / 6:00 PM	Fall Tournament @ Panola College	1109 W. Panola	Carthage, TX	Day Trip	9:30 AM	Same Day	11:45 PM	1 H
3	Tuesday, September 16, 2025	12:00 PM / 6:00 PM	Louisiana Tech	1650 W Alabama Ave.	Ruston, LA	Day Trip	9:30 AM	Same Day	11:45 PM	1 H 15 MIN May Only Play at Noon
4	Friday, September, 26, 2025	3:30 PM DH	JUCO Tournament	4220 E Melissa Rd.	Melissa, TX	Day Trip	10:15 AM	Same Day	11:45 PM	3 H 30 M

2026 SPRING

1	Saturday, February 14th	12:00 PM / DH	SAU Tech @ Henderson State	1100 Henderson St.	Arkadelphia, AR	Day Trip	7:00 AM	Same Day	11:30 PM	2 H 15 MIN
2	Wednesday, February 25, 2026	1:00 PM / DH	Paris Junior College	2400 Clarkville St.	Paris, TX	Day Trip	6:00 AM	Same Day	11:30 PM	2 H 40 MIN
3	Wednesday, March 4, 2026	1:00 PM / DH	Panola College	1109 W. Panola	Carthage, TX	Day Trip	10:00 AM	Same Day	11:30 PM	1 H
4	Saturday, March 7, 2026	1:00 PM / DH	Tyler Junior College	400 Fairpark Dr.	Tyler, TX	Day Trip	9:00 AM	Same Day	11:30 PM	1 H 40 MIN Mike Carter Field
5	Monday, March 9, 2026	TBD	SWMCC @ ULM	700 University Ave.	Monroe, LA	Day Trip		Same Day		1 H 30 MIN
6	Saturday, March 14, 2026	3:00 PM / DH	LSU-E	2048 Johnson Hwy	Eunice, LA	Day Trip	9:00 AM	Same Day	11:30 PM	3 H
7	Tuesday, March 17, 2026	1:00 PM	UA Rich Mountain	1100 College Dr.	Mena, AR	Day Trip	7:00 AM	Same Day	11:30 PM	3 H 15 MIN
8	Saturday, March 21, 2026	1:00 PM / DH	Northeast Texas Community College	2886 FM 1735	Mt Pleasant, TX	Day Trip	8:00 AM	Same Day	11:30 PM	2 H
9	Monday, March 23, 2026	1:00 PM	UA Rich Mountain	1100 College Dr.	Mena, AR	Day Trip	7:00 AM	Same Day	11:30 PM	3 H 15 MIN
10	Wednesday, March 25, 2026	1:00 PM	Paris Junior College	2400 Clarkville St.	Paris, TX	Day Trip	6:00 AM	Same Day	11:30 PM	2 H 40 MIN
11	Friday, April 3, 2026	1:00 PM / DH	Angelina College	3500 S 1st St.	Lufkin, TX	Day Trip	8:00 AM	Same Day	11:30 PM	2 H 15 MIN
12	Sunday, April 5, 2026 Monday, April 6, 2026	1:00 PM	Alvin Community College	3110 Mustang Rd.	Alvin, TX	5-Apr 6-Apr	2:00 PM		11:30 PM	4 H 30 MIN 1 Night Hotel Alvin, TX
13	Wednesday, April 8, 2026	1:00 PM	Panola College	1109 W. Panola	Carthage, TX	Day Trip	10:00 AM	Same Day	11:30 PM	1 H
14	Wednesday, April 15, 2026	1:00 PM	Tyler Junior College	1900 W Houston St.	Tyler, TX	Day Trip	9:00 AM	Same Day	11:30 PM	1 H 40 MIN
15	Friday, April 24, 2026 Saturday, April 25, 2026	12:00 PM	Navarro College	3200 West 7th Ave.	Corsicana, TX		12:00 PM		11:30 PM	3 H 1 Night Hotel Corsicana, TX
16	Tuesday, April 28, 2026	1:00 PM	South Arkansas College	2409 Champaigne Rd	El Dorado, AR	Day Trip	8:00 AM	Same Day	11:30 PM	1 H 45 MIN El Dorado Sports Complex

Region 14 Tournament

Wednesday, May 7, 2025 Thursday, May 8, 2025 Friday, May 9, 2025 Saturday, May 10, 2025		TBA		TBA						*Stay contingent upon game results
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BOSSIER PARISH COMMUNITY COLLEGE
CHARTER BUS SCHEDULE
MEN'S BASKETBALL

2025-2026 SEASON											
Trip	GAME DATE	GAME TIME	OPPONENT/EVENT	LOCATION	LEAVE FROM BPCC		ARRIVE AT BPCC		Distance From BPCC	Notes	
					DATE	TIME	DATE	TIME			
1	Thursday, October 2, 2025 Friday, October 3, 2025	12 PM / 3 PM / 5 PM	OKC Jamboree	Young Family Athletic Center 2201 True Young Dr.	Norman, OK	2-Oct 3-Oct	3:00 PM	3-Oct 11:45 PM	5 H 30 MIN	1 Night Hotel Norman, OK	
2	Saturday, October 11, 2025	11:30 AM	Fl. Worth Blowout	Game On Sports Complex / 2600 Alameda St.	Fort Worth, TX	Day Trip	5:30 AM	Same Day 11:45 PM	3 H 30 MIN		
3	Wednesday, December 3, 2025	7:00 PM	Paris Junior College	2400 Clarkville St.	Paris, TX	Day Trip	2:00 PM	Same Day 11:30 PM	2 H 40 MIN		
4	Tuesday, December 9, 2025	7:00 PM	Panola College	1109 W. Panola	Carthage, TX	Day Trip	4:00 PM	Same Day 11:30 PM	1 H		
5	Wednesday, January 7, 2026	7:00 PM	Tyler Junior College	1900 W Houston St.	Tyler, TX	Day Trip	3:00 PM	Same Day 11:30 PM	1 H 40 MIN		
6	Saturday, January 10, 2026	4:00 PM	Lamar State College Port Arthur	1500 Procter St.	Port Arthur, TX	Day Trip	9:00 AM	Same Day 11:45 PM	3 H 45 MIN	*Tentative Time	
7	Saturday, January 17, 2026	4:00 PM	Blinn College	902 College Ave.	Brenham, TX	Day Trip	8:00 AM	Same Day 11:45 PM	4 H 30 MIN		
8	Friday, January 23, 2026		Costal Bend College	3800 Charco Rd.	Beeville, TX	23-Jan	10:00 AM		6 H 45 MIN	1 Night Hotel Beeville, TX	
	Saturday, January 24, 2026	4:00 PM						24-Jan 11:45 PM		*Tentative Time	
9	Saturday, January 31, 2026	4:00 PM	Navarro College	3200 West 7th Ave.	Corsicana, TX	Day Trip	10:00 AM	Same Day 11:30 PM	3 H	*Tentative Time	
7	Saturday, January 17, 2026	4:00 PM	Blinn College	902 College Ave.	Brenham, TX	Day Trip	8:00 AM	Same Day 11:45 PM	4 H 30 MIN	RESCHEDULE	
10	Wednesday, February 11, 2026	7:30 PM	Kilgore College	1100 Broadway Blvd	Kilgore, TX	Day Trip	4:00 PM	Same Day 11:30 PM	1 H 10 MIN	*Tentative Time	
11	Saturday, February 14, 2026	4:00 PM	Trinity Valley Community College	100 Cardinal Dr.	Athens, TX	Day Trip	10:00 AM	Same Day 11:30 PM	2 H 20 MIN		
12	Saturday, February 21, 2026	4:00 PM	Angelina College	3500 S 1st St.	Lufkin, TX	Day Trip	11:00 AM	Same Day 11:30 PM	2 H 15 MIN		
13	Wednesday, March 4, 2026	7:00 PM	Lee College	511 S. Whiting St.	Baytown, TX	Day Trip	11:00 AM	Same Day 11:30 PM	4 H 15 MIN	*Tentative Time	
Region 14 Tournament											
TBA											
	Tuesday, March 11, 2025		Lee College	511 S. Whiting St.	Baytown, TX					*Buy contingent upon game results	
	Wednesday, March 12, 2025										
	Thursday, March 13, 2025										

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**BOSSIER PARISH COMMUNITY COLLEGE - ATHLETIC
TRAVEL GAMES - CHARTER BUS SCHEDULE
SOFTBALL**

2025 FALL

Trip	GAME DATE	GAME TIME	OPPONENT / EVENT	LOCATION		LEAVE from BPCC DATE	TIME	RETURN to BPCC arrival DATE	TIME	Distance From BPCC	NOTES
1	Wednesday, October 8, 2025	5:00 PM	Southern Arkansas University	100 E University	Magnola, AR	Day Trip	1:30 PM	Same Day	11:30 PM	1 H 30 MIN	*Tenative Times
2	Wednesday, October 15, 2025	5:00 PM	Northwestern State University	175 Sam Sibley Dr.	Natchitoches, LA	Day Trip	1:30 PM	Same Day	11:30 PM	1 H 30 MIN	
3	Thursday, October 23, 2025	6:00 PM	University of Louisiana Monroe	700 University Ave.	Monroe, LA	Day Trip	2:30 PM	Same Day	11:30 PM	1 H 30 MIN	
4	Wednesday, October 29, 2025	5:00 PM	LSUA	8100 HWY 71 South	Alexandria, LA	Day Trip	1:00 PM	Same Day	11:30 PM	2 H	
5	Wednesday, November 5, 2025	1:00 PM	Grambling State University	403 Main St.	Grambling, LA	Day Trip	9:30 AM	Same Day	11:30 PM	1 H 30 MIN	

2026 SPRING

2	Saturday, April 11, 2026	2:00 PM / 4:30 PM	Baton Rouge Community College	2615 Oak Villa Blvd.	Baton Rouge, LA	Day Trip	8:15 AM	Same Day	11:30 PM	3 H 45 MIN	
3	Wednesday, February 4, 2026	1:00 PM / 3:30 PM	SAU Tech	6415 Spellman Rd	East Camden, AR	Day Trip	8:30 AM	Same Day	11:30 PM	2 H 30 MIN	
4	Saturday, February 21, 2026 Sunday, February 22, 2026	TBA	LSUE Round Robin	2048 Johnson Hwy	Eunice, LA	21-Feb	7:30 AM	22-Feb	11:30 PM	3 H	1 Night Hotel Eunice, LA
5	Friday, February 27, 2026 Saturday, February 28, 2026	2:00 PM / 4:30 PM TBA	Meridian Community College Hinds Community College	910 HWY 19 N 501 E Main St.	Meridian, MS Raymond, MS	27-Feb	6:45 AM	28-Feb	11:30 PM	5 H 1 H 30 MIN From MCC	1 Night Hotel Raymond, MS
6	Saturday, March 14, 2026 Sunday, March 15, 2026	2:00 PM / 4:30 PM 1:00 PM / 3:30 PM	San Jac College LSCPA	13735 Beamer Rd.	Houston, TX Port Arthur, TX	14-Mar	7:00 AM	Same Day	11:30 PM	4 1/2 HRS	1 Night Hotel Port Arthur, TX
7	Wednesday, March 18, 2026	1:00 PM / 3:30 PM	Kilgore College	701 Houston St.	Kilgore, TX	Day Trip	9:45 AM	Same Day	11:30 PM	1 H 10 MIN	
8	Saturday, March 28, 2026	1:00 PM / 3:30 PM	Paris Junior College	2400 Clarksville St.	Paris, TX	Day Trip	8:15 AM	Same Day	11:30 PM	2 H 40 MIN	
9	Wednesday, April 1, 2026	1:00 PM / 3:30 PM	Tyler Junior College	810 S Porter Ave.	Tyler, TX	Day Trip	9:15 AM	Same Day	11:30 PM	1 H 40 MIN	
10	Wednesday, April 8, 2026	1:00 PM / 3:30 PM	Trinity Valley Community College	940 Robbins Rd.	Athens, TX	Day Trip	8:30 AM	Same Day	11:30 PM	2 H 20 MIN	
11	Friday, April 17, 2026	1:00 PM / 3:30 PM	Navarro College	3200 West 7th Ave.	Corsicana, TX	Day Trip	8:00 AM	Same Day	11:30 PM	3 H	
12	Wednesday, April 22, 2026	1:00 PM / 3:30 PM	Northeast Texas Community College	2886 FM 1735	Mt. Pleasant, TX	Day Trip	9:00 AM	Same Day	11:30 PM	2 H	

Region 14 Tournament

Monday, May 11, 2026 Tuesday, May 12, 2026 Wednesday, May 13, 2026 Thursday, May 14, 2026 Friday, May 15, 2026	San Jac College	13735 Beamer Rd.	Houston, TX	TBA	*Stay contingent upon game results
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BOSSIER PARISH COMMUNITY COLLEGE - ATHLETIC
TRAVEL GAMES - CHARTER BUS SCHEDULE
Women's Cross Country
2025 Season

Trip	GAME DATE	GAME TIME	OPPONENT / EVENT	LOCATION		LEAVE from BPCC		RETURN to BPCC arrival		Distance From BPCC	NOTES
						DATE	TIME	DATE	TIME		
1	Friday, October 10, 2025	TBA	OBU Invitational	410 Ouachita St.	Arkadelphia, AR	Day Trip	TBA	Same Day	11:30 PM	2 H 15 MIN	
2	Saturday, October 18, 2025	5:40 PM	Region 14 XC Meet	Brenham High School 525 A H Ehring Dr.	Brenham, TX	10/18	11:30 AM			4 H 30 MIN	