

**JSU Bid # 20-02-19-0012**  
**Issue Date: 2/12/2020**  
**Description: Bus Transportation**

**Return Original Bid To: Jacksonville State University**  
**700 Pelham Road North**  
**Room 324 Bibb Graves Hall**  
**Jacksonville, AL 36265**

**Bids will be opened at 10:30 AM CST Wednesday, February 19, 2020.**

Questions should be directed to Denise Hunt, Director of Procurement & Fixed Assets, at purchasing@jsu.edu.

1. Pursuant to the provisions of the State of Alabama Competitive Bid law, Jacksonville State University will receive sealed bids for the procurement of equipment, materials, or services described/specified on the attached documents. Jacksonville State University is exempt from Federal Excise and State Sales Tax.
2. **Bids should be sealed and have the bid number and opening date clearly marked on the outside of the bid package. Bids should be typed or printed legibly in ink. Bids must be signed in ink. Contractors must be licensed under provisions of Title 34, Chapter 8 Code of Alabama. Per Section 34-8-8 (b) All owners receiving bids pursuant to this chapter shall require the person, firm, or corporation to include his or her current license number on the bid. The owner shall reject all bids that do not contain the current license number of the general contractor submitting the bid.**
3. **Bids must be received in the Office of Procurement by the date and time listed above. Bid packets should be hand delivered or sent by FedEx or UPS. Bids cannot be faxed or emailed. Bids received after the time listed above will not be accepted for any reason.**
4. **All bid prices must include shipping charges (FOB Jacksonville State University) unless bid is for services only.**
5. References to name brands are for design, quality, and identification purposes only and are not intended to exclude vendors or restrict bidding. If a substitution is offered, please indicate any differences.
6. Alabama law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and and/or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with State of Alabama Act No. 2006-557 and acknowledges that the awarding authority may declare the contract void if the certification is false. Vendor should submit documentation of registration with the Federal E Verify system with bid response. Vendor should also submit the original State of Alabama Vendor Disclosure Statement with bid response. A bid cannot be awarded without these documents.**
7. Bidder certifies by submitting a response to this bid request that neither the company nor any of its employees who will provide or perform services under this contract have been debarred, suspended or otherwise declared ineligible from receiving Federal contracts and subcontracts.

Jacksonville State University reserves the right to accept or reject all bids or any portion thereof and unless specified by the bidder, to accept any or all items in the bid. In the event the University elects to award on an "all or "none Basis", this will be stated in the bid specifications.

By signing this contract, the contracting parties **affirm**, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_

Signature of Company Official \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name of Official \_\_\_\_\_

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Jacksonville State University is accepting bids for bus transportation with the following specifications. Specific trip dates are listed on the enclosed spreadsheets. It should be noted that reasonable vicinity travel at any location might be necessary. Vendor must agree to accept a purchase order as contract for services. Examples of any other documents that will be required should be submitted with the bid.

### General requirements:

- Successful bidder must provide proof of applicable DOT license with the bid.
- The successful bidder will be required to carry a minimum of \$5,000,000 liability insurance. Certificate of Insurance must be included with the bid.
- **This contract cannot be subcontracted or assigned.**
- Each bus must be equipped with all safety devices and must meet all applicable state and federal requirements.
- Each bus must have affixed a current DOT inspection sticker.
- Successful bidder must have a "**satisfactory**" rating from the Federal Motor Carrier Safety Administration.
- Bidder must list any additional charges that may occur and provide rates for these charges.
- A list of buses owned by the vendor and meeting our specifications (including model years) should be included with the bid.
- Driver gratuity cannot be paid with State funds outside this contract. Gratuity amounts should be included with bid price quoted.
- **The successful bidder(s) will be required to provide the University with a \$1,000 bid bond or cashier's check (payable to Jacksonville State University) prior to the issuance of a purchase order. When and if all services have been satisfactorily completed, the bond will be returned to the vendor.**
- It is preferred that the successful bidder be a member of the United Motor Coach Association/United Bus Owner's Association and/or the American Bus Association.

### Specifications for Bus

- **Must** be model **2015** or newer
- **Must** have well painted exterior and no signs of damage
- **Must** have clean interior with upholstery and flooring in good condition
- **Must** have seating for at least 56 passengers or as specified per trip spreadsheet(s)
- **Must** include working heating and cooling systems capable of maintaining a proper interior environment

### Driver Requirements

- Driver must have minimum of five years of motor coach operating experience.
- Driver must have current CDL license with proper endorsement and proper medical certificate. Prior to bus leaving campus, the bus driver's CDL license will be verified by a Jacksonville State University police officer.
- Driver(s) must wear uniform or display some form of identification.
- The successful bidder must have a drug-testing program in place and will be required to conduct random drug testing on drivers. **Any driver failing such tests will be prohibited to operate buses under this bid.**

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- Driver is to remain with bus or take measures to secure passengers' personal property from theft.
- **At no time should the driver ask for or expect a gratuity.**
- Driver is responsible for obtaining all directions to destination prior to the trip.

### **Additional Information**

The University will be responsible for applicable expenses associated with the bus trip such as parking fees, toll fees, etc. The University reserves the right to inspect, before bid award, each bus proposed to be used under this bid, including all buses to be used as back-up units. The University will reject all buses that, in its opinion, are found to be unsuitable for the proposed travel.

**If the bus provided does not meet the bid specifications, the University may cancel the remainder of the contract.** In the event that a bus not meeting the specifications is provided, a **25% reduction will be applied to** the cost of that trip. Examples of specifications not being met include but are not limited to a bus failing to arrive timely for any trip or event, a bus older than the specifications require, a driver with less experience than required by the specifications, or heating/cooling systems not working.

**The University reserves the right to cancel a trip at any time due to inclement weather or event scheduling changes. The University also reserves the right to cancel a trip for any reason with a 30-day notice.** The vendor should include with the bid a telephone number where a company representative can be reached at any time in case of schedule changes.

If the vendor is under contract that might preclude providing service after an award is made, please disclose this in the bid response.

### **Bid Evaluation**

The successful bidder will be determined by evaluation of a number of factors including but not limited to:

- Bid Pricing
- Quality of buses relative to appearance, comfort features, and mechanical reliability
- Past service if applicable
- Company policy detailing the procedure to prevent delays in travel schedules in event of a break down or minor accident

Bid award will be made to the bidder who is determined by the University to best meet its needs and objectives. This bid may be awarded in total to one vendor, to one vendor for each sport, or by each individual trip.

**Bid packets must be received before 10:30 AM CST Wednesday, February 19, 2020.**

It is the responsibility of the respondent to ensure that the bid packet arrives in the Procurement and Fixed Assets office on time. **To ensure timely receipt, the bid packet should be hand delivered or sent by FedEx or UPS to:**

Jacksonville State University  
 Procurement and Fixed Assets  
 700 Pelham Rd N  
 324 Bibb Graves Hall  
 Jacksonville, AL 36265

**Summary of Documents to be submitted with bid response:**

1. Original notarized State of Alabama Disclosure Statement
2. Memorandum of Understanding as documentation of vendor registration with the Federal E Verify system
3. Proof of applicable DOT license for passenger transportation (include vendor DOT number)
4. Certificate of Insurance documenting \$5,000,000 liability insurance
5. Listing of buses owned by vendor meeting bid specifications (including model year)
6. Each vendor must provide their company policy detailing the procedure to prevent delays in travel schedules in event of a break down or minor accident

**Please enter the bid amounts for the trips referenced below in the fields provided.**

Enrollment Management/Admissions Events JSU Bid # 20-02-19-0012					
Please note bus requirements for each date/trip; 56 passenger motor coach					
Trip #	# of Buses Required	Date(s)	Destination/Location	Event	Bid Amount
1	4	Friday, March 6, 2020	Tour of JSU Campus & Jacksonville Vicinity	Accepted Student Day	\$
2	3	Saturday, September 19, 2020	Tour of JSU Campus & Jacksonville Vicinity	Fall Preview Day	\$
3	3	Saturday, October 3, 2020	Tour of JSU Campus & Jacksonville Vicinity	Fall Preview Day	\$



# State of Alabama Disclosure Statement

Required by Article 3B of Title 41, Code of Alabama 1975

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

This form is provided with:

- Contract   
 Proposal   
 Request for Proposal   
 Invitation to Bid   
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes   
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
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Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes   
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
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1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
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2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS

***By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.***

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Notary's Signature Date Date Notary Expires

*Article 3B of Title 41, Code of Alabama 1975 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.*