



**REQUEST FOR INFORMATION  
No. DC191099RFI**

**Motorcoach Services  
For  
OSU Intercollegiate Athletics**

## I. SCHEDULE OF EVENTS

### SCHEDULE OF EVENTS:

Issue Date..... November 2, 2017

Due Date and Time..... November 16, 2017 (10:00 AM PT)

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| <b>II. ISSUING OFFICE AND CONTACT</b> |
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### ISSUING OFFICE:

The Procurement, Contracts and Materials Management (PCMM) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Information. All concerns or questions pertaining to this Request for Information should be appropriately addressed to the individual identified below:

### CONTACT PERSON:

Name: Donna Cain  
Title: Purchasing Analyst 3  
  
Telephone: (541) 737-3423  
Fax: (541) 737-2160  
E-Mail: donna.cain2@oregonstate.edu  
  
Address: Oregon State University  
Procurement and Contract Services  
644 SW 13<sup>th</sup> Avenue  
Corvallis, Oregon 97333

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| <b>III. INTRODUCTION</b> |
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### INTRODUCTION:

This is a Request for Information (RFI), issued by Oregon State University (OSU) Procurement, Contracts and Materials Management (PCMM). The purpose of this RFI is to solicit input from potential contractors for information pertaining to Motorcoach Services for OSU Intercollegiate Athletics.

## OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. Oregon State is one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. Oregon State is also the only Oregon institution to have earned the Carnegie Foundation classifications for Highest Research Activity and Community Engagement, a recognition of the depth and quality of its graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, Oregon State has a presence in all of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. Oregon State offers undergraduate, master's and doctoral degrees through 11 academic colleges enrolling more than 31,000 students from every county in Oregon, every state in the country and more than 110 nations.

## IV. REQUIREMENTS

### BACKGROUND:

#### **Our Mission: To Positively Transform Lives**

The mission of the Oregon State University Department of Intercollegiate Athletics is to provide opportunity to young people and develop leaders through a tradition of academic and athletic achievement in a progressive, inclusive environment of mutual respect.

OSU Intercollegiate Athletics, at this time, is getting a better understanding of what Motorcoach Service options exist in the market currently that will help to support their mission and goals.

### MOTORCOACH SERVICES REQUIREMENTS:

**(p) – preferred**

**(r) - required**

#### **1. EQUIPMENT:**

OSU requires fully operational vehicles for each trip:

- a. Provide the sizes of the vehicles in your fleet (r)
- b. Provide the age of the vehicles in your fleet (r)
- c. Provide your inventory, including but not limited to, the number of vehicles in your fleet that would be available to OSU, for the following: (r)
  - > How many buses in your fleet for a range of 8 to 25 passengers?
  - > How many buses in your fleet for more than 25 passengers?
  - > From your fleet, can you accommodate what OSU would consider “small team” travel (< 25 passengers)?
  - > From your fleet, can you accommodate what OSU considers “large team” travel (>25 passengers)?
- d. How often do you purchase new vehicles? (r)
- e. Sleeper type buses for multi-day and overnight trips (p)
- f. Non-smoking vehicles (r)
- g. Restroom facilities to be completely functioning and clean and be serviced as necessary to avoid offensive odors in the vehicle (r)
- h. Vehicles will have undergone safety and cleanliness inspections and remain compliant within any applicable local, state and federal requirements (r)

- i. Fully functioning climate control (heat and air conditioning) that are operable during the appropriate weather conditions (r)
  - j. Maintenance and inspection records to be maintained and current and available to the University personnel upon request (r)
  - k. Each vehicle to be equipped with a stocked first aid kit, a fire extinguisher and the appropriate triangle reflectors (r)
  - l. Any back up or replacement vehicles must meet the same criteria as originally required in these requirements (r)
  - m. Provide response with regard to providing a “wrapped bus” for the Athletic Department and how you would provide this to the University (p)
2. **MAINTENANCE AND APPEARANCE:**
- a. Contractor shall maintain records for each bus reflecting its mechanical operation history, including inspections and repairs (r)
  - b. Clean vehicle inside and out (r)
  - c. Vehicle to be free of body damage, no missing or unpainted panels and free of graffiti on the exterior and interiors of the vehicle (r)
  - d. Vehicle is to have wheels and tires checked daily and all safety items fully operational (r)
3. **PREFERRED AMENITIES: (r)**  
Of the list below, indicate what amenities would available to OSU. Include any additional amenities that you may be able to provide that aren't listed below:
- a. Stereo System
  - b. Television
  - c. DVD player, satellite television service
  - d. Fully reclining seats.
  - e. Wi-Fi
  - f. Electrical outlets on the vehicles
4. **CONTRACTOR:**
- a. Provide an overview of your company, including your length of time in business. (r)
  - b. Provide verification examples of: (r)
    - i. License
    - ii. Example of operator's inspections (e.g. Federal Motor Vehicle Safety Standards, “FMVSS”)
    - iii. Certificates of Insurance
5. **PERSONNEL:**
- a. All personnel servicing OSU to maintain proper standards of courtesy, services and professionalism (r)
  - b. Contractor shall comply with all applicable federal, state, and local laws and regulations relating to employment or provision of services (r)
  - c. Drivers must be experienced and competent and appropriately licensed, trained and medically fit to fulfill the requirements (r)
  - d. Drivers shall have legitimate experience in transporting large charter groups over long hours throughout specific geographic areas (r)
  - e. Drivers shall be uniformed and have a professional appearance and demeanor (r)

**6. ISSUE RESOLUTION:**

Provide responses to each of the following with regard to resolution, company policy and reporting procedures: (r)

- a. A trip that inhibits the athletic team from arrival at the destination in a reasonable amount of time in order for the team to appropriately prepare for the competition.(r)
- b. Missed travel that resulted in the forfeiture of a game or other adverse action against the University.(r)
- c. Equipment failures on the vehicle, i.e., climate control, Wi-Fi, television/stereo system, restroom. (r)
- d. Any accident resulting in injury to a passenger or damage to a vehicle. (r)

**7. TRIP SCENARIOS #1 & #2 (r)**

Provide “sample” pricing structures and include all vehicle sizes that would accommodate for each scenario below:

**Trip Scenario #1:**

- Number of passengers: 24
- OSU requires ground transportation for Women’s Basketball to be picked up at Gill Coliseum, Corvallis, OR at 2:00pm on [DATE].
- The team is to be dropped off at Portland International Airport.

**Trip Scenario #2:**

- Number of passengers: 18
- OSU requires ground transportation for OSU Men’s Wrestling team to be picked up at Gill Coliseum, Corvallis, OR at 3:00pm on [DATE].
- The team is to be transported to:  
Residence Inn  
4501 12<sup>th</sup> Ave NE  
Seattle, WA 98105
- Bus will stay with team, bus driver will have hotel room covered by OSU, and the return trip back to Corvallis on [DATE, TIME].

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| <b>V. SUBMITTALS</b> |
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Respondents are requested to submit the following:

- Submit one (1) electronic copy of your response to [donna.cain2@oregonstate.edu](mailto:donna.cain2@oregonstate.edu);
- Narrative describing the respondent’s approach to fulfilling OSU’s requirements. **Note any required specification that cannot be met;**
- Marketing material or brochures of goods or services referenced in the narrative;
- Examples of work and materials from similar projects.
- Detailed response to Scenario #1 and Scenario #2.

To be considered, responses to this RFI must be received no later than the due date and time indicated in the Schedule of Events. Responses must be sent to the contact person identified in Section II of this RFI.

Information gathered in this process could potentially be incorporated in an Invitation to Bid (ITB) or Request for Proposal (RFP). Any resulting RFP or ITB will be openly competitive and

therefore responses should not be exclusive or restrict competition. This RFI does not obligate OSU to issue an RFP or ITB nor to include information submitted by respondents.

**A contract will not be issued directly from this RFI, nor will issuance or acceptance of submittals or subsequent conversations bind OSU into any type of contractual obligation or relationship.**