



**Purchasing and Contract Services**

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**REQUEST FOR QUOTES (RFQ) #2014-24**

Issue Date: July 27, 2014

Project Name:	Athletic Event Charter Services		
BID Due Date/Time:	August 8, 2014, 1:00 PM		
Project Coordinator:	Michael Shell	Phone:	541-885-1452
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Contract Coordinator:	George Marlton	Phone:	503-821-1277
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**SUBMIT QUOTES VIA EMAIL TO [PURCHASING@OIT.EDU](mailto:PURCHASING@OIT.EDU) OR MAIL/HAND DELIVERY TO THE ABOVE WILSONVILLE ADDRESS TO GEORGE MARLTON**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE “RFQ #2014-24” IN THE SUBJECT LINE**

**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read and understand and comply with all information contained within this RFQ. All quotes are binding upon Quoter for thirty (30) days from the RFQ Due Date/Time. All payments for services will be paid in accordance to OAR 580-061-0050. Quotes received after the RFQ Due Date/Time may not be considered. Travel and other expense reimbursement will only be reimbursed in accordance with the OIT Contractor’s Travel Reimbursement Policy at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the OUS Procurement Gateway website (<https://secure.ous.edu/bid/>) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this Request for Quotes.

**2. SCOPE**

The purpose of this RFQ is to contract with a professional chartered bus/motor coach firm (“Carrier”) to transport Oregon Tech athletic teams to games and events. Oregon Tech Athletics consists of teams in baseball, men’s and women’ basketball, men’s and women’s cross country, men’s and women’s golf, softball, men’s and women’s track and field, volleyball, and men’s and women’s soccer. There are 200 student athletes that compete for Oregon Tech.

Oregon Tech travels to Washington, Idaho, Utah, California, and within the state to compete in athletic events.

Oregon Tech student groups periodically need travel services to various events in the Northwest. Travel arrangements through the Carrier will be coordinated on an as needed basis.

The Charter Schedule for 2014-15 Fall and Winter Athletic events is as follows:

<b>Charter Schedule</b>				
<b>Month</b>	<b>Dates</b>	<b>Team</b>	<b>Destinations</b>	<b>Notes</b>
August	23	MSOC	Redding	Day Trip
September	4	WSOC	Eugene	Day Trip
September	9	WSOC	Redding	Day Trip
September	11-12	WSOC	Oakland/Atherton	
September	19-20	MSOC	Caldwell, Idaho	
October	2-4	MSOC	Kirkland/Olympia, WA	
October	4	WSOC	Eugene	Day Trip
October	Oct 30 - Nov 1	MSOC	Portland	
October	31	M/WBK	Ashland	Day Trip
November	1	M/WBK	Ashland	Day Trip
November	5-7	M/WBK	Rocklin, CA	
December	4-6	M/WBK	Portland	
December	13	MBK	Redding, CA	Day Trip
January	1-3	M/WBK	Salem/Eugene	
January	22-24	M/WBK	La Grande/Caldwell, ID	
February	5-7	M/WBK	Olympia/Kirkland, WA	
February	14	M/WBK	Ashland	Day Trip

Buses/motor coaches must be equipped/serviced with the following:

- Buses/Motor Coaches must be clean, orderly and in excellent overall condition.
- Buses/Motor Coaches must be equipped with the following: a clean and properly functioning restroom, properly functioning heating and air conditioning, properly functioning TV's/DVD.
- Buses must have adequate storage space for team luggage and equipment and have the capacity to handle the full load of passengers and baggage safely.
- Carrier personnel shall supervise and assist with loading and unloading of baggage and equipment and will assure that it is loaded properly and safely.
- Buses must have a minimum seating capacity for 45 persons. Buses that are wide body style with seating capacity of 50-55 persons are preferred.
- It is expected that the newest and highest quality buses in your fleet will be assigned to serve this contract.
- Buses must be secured/locked whenever driver and/or passengers are not present.
- Oregon Tech expects on time service. Athletic department will provide schedule and specific time needs two days in advance of the trip. Buses shall arrive at the Oregon Tech Athletics building or alternate loading point at least ½ hour prior to boarding/departure time. All loading/ unloading to occur by the fueling station by Cornett Hall.
- At Carrier's expense, drivers must have a cell phone with them throughout the duration of the trip in order to report any emergencies/mechanical difficulties and to allow that they may be reached at any time while at their destination.
- Carrier drivers are to be at Oregon Tech's service for transportation to and from games, practices, meals, etc. while at their destination.
- Oregon Tech will pay Carrier driver's lodging expense when lodging is necessary. Oregon Tech will pay for one double occupancy room booked at each of the team's destinations for driver. If there are two driver's on a trip they will be expected to lodge together. In the event

that two drivers are needed on a trip, and are different gendered, will Oregon Tech pay for individual rooms.

- Carrier drivers must be familiar with the destination city. The Athletic Department will provide a list of the specific destination locations (hotel, school, athletic venues, etc) prior to each trip. It is expected that the assigned driver will obtain pertinent information about the destination city and have the necessary directions to drive directly to the specified destination locations.
- Carrier must be accessible 24 hours per day, 7 days per week to address emergencies, problems, equipment failure, etc.
- Carrier must provide a single point managerial level contact to coordinate all Oregon Tech requirements.
- In the event of inclement weather Carrier and Oregon Tech Athletic Director/ Coach will consider and mutually agree on an alternative travel route to transport team safely to destination. If inclement weather does not permit for the safe transportation to the event and the event is cancelled, Carrier will not charge a fee to Oregon Tech. Oregon Tech will arrange an alternative date if possible for travel to the rescheduled event.
- Carrier shall ensure that its drivers comply with all laws and regulations that pertain to safe driving conditions, including but not limited to, required drive and rest periods.
- Carrier shall be required to maintain Commercial General Liability insurance with at least \$1M per occurrence, \$2M aggregate for Bodily Injury and Property Damage and \$5M Automobile Liability insurance. Oregon Tech must be named as an additional insured on such policies for the contract period.

### **3. Quote**

Quotes should be short and concise with the following information:

- A. Company experience in providing chartering services. Describe make, model, age and mileage for the fleet of vehicles that will be utilized for Oregon Tech services.
- B. Provide the date of the last Oregon Department of Transportation inspection of vehicles. Describe any violations or corrective actions required;
- C. Provide a list (if any) vehicle accidents involving Carrier's fleet for the past 3 years;
- D. Costs: Please provide the pricing and fee schedule on a per trip basis or a per mile basis;
- E. Provide 3 references of similar clients serviced within the past three years.

### **4. Evaluation**

Quotes will be evaluated based on subjective factors including, but not limited to: Company experience and equipment information, ODOT inspections, accident and violations, costs and references.

**OREGON INSTITUTE OF TECHNOLOGY  
CERTIFICATIONS  
RFQ #2014-24**

Each Quoter must read, complete and submit a copy of this Oregon Institute of Technology Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 305.385(6) the undersigned hereby certifies that to the best of the undersigned's knowledge, the Entity is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816 and ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620. If a Contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Contractor to 31% backup withholding.

**SECTION II. AFFIRMATIVE ACTION**

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030(3).

**SECTION III. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Name (Type or Print): \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation  Partnership  Sole Proprietorship  Non-Profit  Limited Liability Company

Oregon Certified Minority, Women, or Emerging Small Business: (Mark if applicable and certification #)

Minority: \_\_\_\_\_  Women: \_\_\_\_\_  ESB: \_\_\_\_\_

Self-Reported Minority, Women, or Emerging Small Business: (Mark if applicable)

Minority: \_\_\_\_\_  Women: \_\_\_\_\_  ESB: \_\_\_\_\_

## OREGON INSTITUTE OF TECHNOLOGY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Oregon Administrative Rules and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to OIT office via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by OIT serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. **NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE UNIVERSITY PROCUREMENT GATEWAY WEBSITE (<https://secure.ous.edu/bid/>) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDUMS ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.**
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by OIT in RFQ specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by OIT.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. OIT reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the Quoter.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the Oregon Institute of Technology Goods and Services Contract may result in quote rejection.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Oregon Institute of Technology Goods and Services Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by OIT prior to quote closing time. Quotes may also be withdrawn in person before quote closing time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to OIT Purchasing and Contract Services Office in the location designated in the introduction of the RFQ via e-mail, mail or in person but no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, OIT generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will OIT generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by OIT that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** OIT reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. OIT may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. OIT reserves the right to reject any quote or to reject all quotes at any time prior to OIT's execution of a contract if it is determined to be in the best interest of OIT to do so.
- 6. METHOD OF AWARD:** OIT reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of OIT.
- 7. QUOTE REJECTION:** OIT reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by appointment.