



Request for Proposal # 1416

For: Charter Bus Service for Athletics

Event	Date	Time
Request For Proposal	7/3/19	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	N/A	N/A
Questions Due	7/10/19	2:00 PM
Answers Posted (approximate date and time)	7/15/19	Approx. 4:30 PM
Bid Submission Due / Public Bid Opening (Refer to RFP Section 4.0 for more information.)	7/29/19	10:00 AM

Dates are subject to change. All changes will be reflected in Addendum issued.

Small Business	Status	Category
Set-Aside (Refer to RFP Section 4.4.2.2 for more information.)	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Entire Contract <input type="checkbox"/> Partial Contract <input type="checkbox"/> Subcontracting Only	<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III

RFP Issued By

Office of Procurement Services
 Montclair State University
 Overlook Corporate Center
 150 Clove Road, Third Floor
 Little Falls, New Jersey 07424

Assigned Procurement Services Buyer: Kyle Carter

Telephone #: (973) 655-6707

Fax #: (973) 655-5468

E-mail: carterk@mail.montclair.edu

Date: 7/2/19

SIGNATURE PAGE: REQUEST FOR PROPOSAL # 1416	
FOR: Charter Bus Service for Athletics	RETURN BID PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424
PROCUREMENT SERVICES BUYER: Kyle Carter, (913) 655-6707, carterk@montclair.edu ADDITIONAL COPIES TO BE SENT TO: EMAIL: FAX#: (973) 655-5468	
<p>1. BID PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF <u>10:00 AM</u> ON <u>July 29, 2019</u> AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED):</p> <p style="text-align: center;">OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 CLOVE RD, 3RD FLOOR LITTLE FALLS, NJ 07424</p> <p>2. THE BIDDER MUST SIGN THIS REQUEST FOR PROPOSAL (RFP) SIGNATURE PAGE IN ADDITION TO THE ITEMS LISTED AS "APPLICABLE" IN APPENDIX #1 OF THIS REQUEST. HYPERLINKS TO EACH FORM HAVE BEEN PROVIDED WITHIN THE APPENDIX.</p> <p>3. THE BID PROPOSAL MUST INCLUDE ALL PRICE INFORMATION. PROPOSAL PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS. F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. PROPOSAL PRICES MUST BE FIRM THROUGH ISSUANCE OF CONTRACT.</p> <p>4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK.</p> <p>5. THE BIDDER IS STRONGLY ENCOURAGED TO ATTEND THE PRE-BID CONFERENCE(S) AND SITE VISIT(S). NO SPECIAL ARRANGEMENTS WILL BE MADE FOR THOSE NOT ATTENDING. INFORMATION ON PRE-BID CONFERENCE(S) AND SITE VISIT(S) CAN BE FOUND IN THE SCHEDULE OF EVENTS SECTION OF THIS REQUEST.</p> <p>6. PROPOSALS SHALL REMAIN OPEN FOR ACCEPTANCE AND MAY NOT BE CHANGED OR WITHDRAWN FOR A PERIOD OF SIXTY (60) DAYS AFTER THE BID OPENING DATE.</p>	
TO BE COMPLETED BY BIDDER	
BIDDER NAME:	
ADDRESS:	
BIDDER TEL#: _____	FEDERAL TAX IDENTIFICATION
EXT: _____	# _____
BIDDER FAX#: _____	BIDDER E-MAIL: _____
SIGNATURE OF THE BIDDER ATTESTS THAT THE BIDDER HAS READ, UNDERSTANDS, AND AGREES TO ALL TERMS, CONDITIONS, AND SPECIFICATIONS SET FORTH IN THE REQUEST FOR PROPOSAL INCLUDING ALL ADDENDA, FURTHERMORE, SIGNATURE BY THE BIDDER SIGNIFIES THAT ADDENDA ISSUED, THE REQUEST FOR PROPOSAL, THE UNIVERSITY'S STANDARD TERMS AND CONDITIONS (APPENDIX 1) AND THE RESPONSIVE BID PROPOSAL CONSTITUTE A CONTRACT UPON THE UNIVERSITY'S OPTION TO ISSUE A WRITTEN NOTICE OF ACCEPTANCE TO BIDDER FOR ANY OR ALL OF THE ITEMS BID, AND FOR THE LENGTH OF TIME INDICATED IN THE REQUEST FOR PROPOSAL. FAILURE TO ACCEPT THE CONTRACT WITHIN THE TIME PERIOD INDICATED IN THE REQUEST FOR PROPOSAL, OR FAILURE TO HOLD PRICES OR TO MEET ANY OTHER TERMS AND CONDITIONS AS DEFINED IN EITHER ADDENDA OR THE REQUEST FOR PROPOSAL DURING THE TERM OF THE CONTRACT SHALL CONSTITUTE A BREACH AND MAY RESULT IN DEFAULT BY THE CONTRACTOR AND/OR CONTRACT TERMINATION.	
ORIGINAL SIGNATURE OF BIDDER	DATE
PRINT/TYPE NAME	TITLE

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1.0 INFORMATION FOR BIDDERS

1.1 SCHEDULE OF EVENTS

Event	Date	Time
Request For Proposal	7/3/19	N/A
Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.)	N/A	N/A
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Bid Submission Due / Public Bid Opening (Refer to RFP Section 4.0 for more information.)	7/29/19	10:00 AM

1.1.1 REQUEST FOR PROPOSAL

Bidders are requested to provide their proposals in accordance with the terms and conditions provided within this solicitation.

1.1.2 SITE VISIT / PRE-BID MEETINGS

The bidder is strongly encouraged to attend the pre-bid conference(s) and site visit(s). No special arrangements will be made for those not attending. The bidder is responsible for the full Scope of Work regardless of attendance to the pre-bid conference(s) and site visit(s).

1.1.3 QUESTIONS AND ANSWERS

Questions and inquiries regarding bidding information should be sent to carterk@montclair.edu or faxed to the number provided in the RFP Signature page. All questions submitted by the above due date and time will be answered on the [Procurement Services](#) website. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage on or around the date provided in section 1.1. Additional instructions for question submittal must be in accordance with Section 4 of this solicitation.

1.1.4 QUOTES / PROPOSALS / BIDS DUE DATE

Bidders must submit all information requested herein no later than the above referenced date and time in order to be considered for award. Incomplete proposals will be rejected. Bidder submissions must be in accordance with the instructions found in Section 4 of this solicitation.

NOTE: Bidders are not to contact the University using department directly, in person, by telephone or by email, concerning this RFP.

1.2 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Office of Procurement Services (Procurement Services), Montclair State University (University). The purpose of this RFP is to obtain charter bus travel service for the University's athletic teams for the upcoming academic year (2019-2020).

The intent of this RFP is to award a contract to that responsible bidder whose bid proposal, conforming to this RFP is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed by the University's Vice President for Finance and Treasurer to be in the University's best interest.

The University's Standard Contract Terms and Conditions (Appendix 1, Item 1), are part of the awarded contract. The University's Standard Contract Terms and Conditions are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them.

1.3 BACKGROUND

Montclair State University is a research doctoral institution ranked in the top tier of national universities. Building on a distinguished history dating back to 1908, the University today has 10 colleges and schools that serve approximately 21,000 undergraduate and graduate students with more than 300 doctoral, master's and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City and having a School of Conservation located in Sussex County, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment.

1.4 JOINT VENTURE

If a joint venture is submitting a bid proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's bid proposal. Authorized signatories from each party comprising the joint venture must sign the RFP Signature Page and the Source Disclosure Certification (Appendix 1, Item 3). A separate Ownership Disclosure Form (Appendix 1, Item 2) and Company Qualification Certification (Appendix 1, Item 4) must be completed by each party to the joint venture.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of the contract awarded as result of this RFP:

Addendum - Written clarification or revision to this RFP issued by Procurement Services.

Amendment - A change in the scope of work to be performed by the contractor after contract award. An amendment is not effective until signed by the University's Vice President for Finance and Treasurer.

Bidder – A vendor submitting a bid proposal in response to this RFP.

Contract - Any addendum to this RFP, this RFP, the University's Standard Terms and Conditions (Appendix 1, Item 1), the awarded bidder's bid proposal and the University's form Agreement incorporating these documents.

Contractor - The contractor is the bidder awarded a contract.

Director – Director of Procurement Services.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, but not mandatory.

Request for Proposal (RFP) - This document, which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the University.

Shall or Must - Denotes that which is a mandatory requirement.

Should - Denotes that which is recommended, but not mandatory.

2.2 CONTRACT SPECIFIC DEFINITIONS

N/A

3.0 COMMODITY DESCRIPTION/SCOPE OF WORK

Montclair State University is interested in obtaining proposals for charter bus travel for our athletic teams for the upcoming academic year (2019-2020). Attached is a grid (Attachment #1) listing the destinations for which we anticipate needing bus services. The departure time that is listed is the time we wish to leave the campus. We have included the game time, the time we expect to leave the site and the time we expect to be back on campus. Some sport schedules are not finalized as of this date, so we have provided the estimated duration of each trip, door to door.

Travel will be in New Jersey and the surrounding region. Some trips require overnight stays. **In most cases, teams will stop for a meal when traveling to and from the destinations listed.**

Attached on the Pricing Schedule is a listing of the destinations for which the University requires bus services. We have provided the times and destinations for each day that bus services are required. Please provide a unit price for each bus trip, and an overall total cost.

The Athletic department schedules may change due to weather or other unforeseen circumstances. The University reserves the right to reduce or cancel the requested number of buses. The University will notify all parties involved as soon as possible. Please provide your cancellation policy and associated fees. Furthermore, the University reserves the right to reschedule a canceled trip. In the event the bidder awarded this contract cannot provide buses on the new date, the University can obtain service outside of this contract.

Requirements:

- Buses will be needed for each event. Please refer to the attachment for quantities. **Buses must be 52-seat coaches with functioning restrooms, heat, air conditioning and in good condition, with no more than seven (7) years in service.** The bidder should provide a descriptive inventory of equipment it intends to use for provision of this service to the university including year, make, condition and attributes of each vehicle. Vehicles with more than seven (7) years in service are not acceptable to the University.
- Drivers are to be professional, courteous, and perform good customer service. In addition, all drivers utilized by the bidder in the operation of this service must be capable of speaking, reading, writing and understanding the English language.
- The bidder will certify that all drivers are in possession of a valid driver's license qualifying them to operate the vehicles outlined in this Request for Proposal.
- Driver service is critical to this bid. The drivers must stay with the buses and transport MSU students. The driver must be available for contact at any time during the trip. Driver skills and safety are crucial to this bid. All drivers shall be appropriately licensed, trained and regularly evaluated for conformance with safety regulations and skills in conformance with all applicable NJ regulations.

- Every bus provided by the contract bidder must have a functioning cell phone with each driver at all times.
- Service should be flexible, including the ability to change itinerary if necessary, adding up to 200 total miles or two (2) hours in time.
- Bidders must use only their company owned or leased buses. No trips can be subcontracted to another bus company or individual. (Refer to Terms & Conditions Section 5)
- The bidder should provide a description of its excess vehicle inventory and capacity to provide replacement vehicles in case of failure.
- In the event of mechanical malfunctions or breakdowns, the bidder will be responsible for providing replacement transportation for Montclair State University so that the team arrives at the scheduled event with all services of this proposal provided. The cost of the replacement transportation, mechanical repairs, or towing service will be the responsibility of the bidder. The University will pay only the original proposal price for the scheduled charter.
- The University will provide lodging for overnight trips for bus drivers.
- Pricing must include all equipment, drivers, services, insurance, fuel, and any other expense necessary to fulfill the requirements of each trip. All tolls should be included in the quoted price for a trip. The University will not incur any additional cost above the bidder's stated quotation price. The University will provide lodging for overnight trips for bus drivers.
- In case of emergency, the bidder should provide a list of a primary and a secondary point of contact with names and phone numbers.
- The bidders shall submit three (3) references for the provision of charter service of the same size and scope within the past three years. A name, address, and telephone number of a contact person shall be supplied for each contract listed.
- All buses must have under the bus storage/baggage compartments with locks.
- All buses must have the ability to show DVDs and must have Wi-Fi connectivity.
- All charter buses provided for the scheduled trips MUST be in good condition and meet all Department of Transportation Federal Highway Administration rules, regulations and guidelines. All maintenance records for buses to be provided must be available to University for inspection. If an inspection of a bus or buses is requested by University, the inspection should take place within ten (10) working days of request. The records for the bus, or buses, must be with the bus, or buses, at the time of the inspection. Failure to provide these records will eliminate your bid from consideration.

Bidder will be responsible for compliance with all DOT/FHWA regulations with regard to their service for Montclair State University.

If more than one (1) driver per bus is needed based on the bid itinerary, it is the bidder's responsibility to determine this need.

Any backup or replacement buses used must meet the same criteria as originally required in the bid specifications.

Bidder shall have emergency and critical incident procedures, arrangements and personnel in place to protect passengers and minimize disruption from on road incidents, vehicle and/or system failures.

3.1 STATEMENT OF QUALIFICATIONS

Statements of Qualifications should be presented in the same order as listed below. Please restate the question as written and respond to each item completely and clearly. Attachments that amplify responses or provide relevant illustrations are welcome.

- The bidders shall provide a descriptive inventory of equipment it intends to use with no more than seven (7) years in service.
- The bidders shall provide a cancellation policy and fees associated with it.
- The bidders should provide a description of its excess vehicle and capacity to provide vehicles in case of failure.
- The bidders shall submit three (3) references for the provision of charter bus services of the same scope within the past three (3) years. A name, address, and telephone number of a contact person shall be supplied for each contact listed.

4.0 BID PROPOSAL PREPARATION AND SUBMISSION

4.1 QUESTION AND ANSWER PERIOD

Procurement Services will accept questions and inquiries from all potential bidders via e-mail or fax to the Procurement Services buyer identified in the cover sheet. Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. Answers will be provided via addendum to this RFP and will be posted on Procurement Services webpage after the question due date (see Section 1.1 of this RFP for question due date)

4.2 ADDENDUM: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ADDENDUM ISSUED WILL BE POSTED ON PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of addendum. Interested bidders should check the Procurement Services' webpage on a daily basis from time of RFP issuance through bid

proposal submission. It is the sole responsibility of the bidder to be knowledgeable of addendum issued relating to this RFP.

Notice of addendum issued will be faxed by the assigned Procurement Services buyer to any bidder who has picked up a copy of the RFP at Procurement Services and who provided Procurement Services with its fax number.

4.3 CONTENTS OF BID PROPOSAL

Bidders are instructed to supply all documentation identified in Appendix 1, with their bid proposal. Subsequent to bid opening, all information submitted by a bidder in the bid proposal is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 et seq., and/or other applicable law.

A bidder may designate specific information in its bid proposal as confidential and proprietary if the bidder has a good faith legal/factual basis for such assertion. The University reserves the right to make the determination and will advise the bidder accordingly. Confidential and proprietary information shall be clearly and prominently identified in the bid proposal and in a cover letter. The University will disregard any attempt by a bidder either to designate its entire bid proposal as confidential, proprietary and/or subject to copyright protection.

By signing the RFP Signature Page, the bidder waives any claims of copyright protection set forth within its proposal and any third party manufacturer's price list and/or catalogs. Price lists and/or catalogs cannot be kept confidential and must be accessible to University user departments.

The bidder is advised to thoroughly read and follow all instructions contained in this RFP.

Note: Bid proposals shall not contain URLs (Uniform Resource Locators, i.e., the global address of documents and other resources on the World Wide Web) or web addresses. Inasmuch as the web contains dynamically changing content, inclusion of a URL or web address in a bid response is indicative of potentially changing information. Inclusion of a URL or web address in a bid response implies that the bid proposal's content changes as the referenced web pages change.

4.3.1 PRICE ALTERATION

Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

4.3.2 BID ERRORS

A bidder may request that its bid proposal be withdrawn prior to bid opening. Such request must be made, in writing, to the Director of Procurement Services.

If, after the opening of bid proposals but before contract award, a bidder discovers an error in its bid proposal, the bidder may make written request to the Director of Procurement Services for authorization to withdraw its bid proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the bid proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the University will not be significantly prejudiced by granting the withdrawal of the bid proposal.

If, during the evaluation of bid proposals received, an obvious pricing error made by a potential contract awardee is found, the Director of Procurement Services shall issue written notice to the bidder. The bidder will have five days after receipt of the notice to confirm its pricing. If the bidder fails to respond, its bid proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the assigned Procurement Services buyer may seek clarification from the bidder to ascertain the true intent of the bid proposal.

4.3.3 BID DISCREPANCIES

In evaluating bid proposals:

Discrepancies between words and figures will be resolved in favor of words;

Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices;

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices;

Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total; and

Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the corrected sum of the column of figures.

4.3.4 PRICING

The bidder must submit its pricing using the format set forth in the price sheet(s) attached to this RFP (Attachment #1). Failure to submit all information required will result in the bid proposal being considered non-responsive unless the University determines the information is

not material and may be waived. Notwithstanding the Contract Effective Date on the RFP Signature Page, each bidder is required to hold its prices firm through issuance of the contract.

4.4 SUBMISSION OF BID PROPOSAL

In order to be considered for award, the bid proposal must be received by Procurement Services at the location and by the required date and time identified in this RFP in a sealed envelope marked with the bid proposal title and number.

If your proposal is being submitted by **US Mail**, it must be addressed to:

Montclair State University
Office of Procurement Services
1 Normal Avenue
Montclair, New Jersey 07042

If your proposal is being submitted **BY HAND OR OVERNIGHT DELIVERY (FedEx, UPS, etc.)**, please address it to:

Montclair State University
Office of Procurement Services,
150 Clove Road, 3rd Floor,
Little Falls, New Jersey 07424.

ANY BID PROPOSAL NOT RECEIVED BY THE DATE, TIME AND AT THE LOCATION NOTED IN THIS RFP WILL BE REJECTED.

Note: Bidders using US Regular or Express mail services should allow adequate time to ensure that bid proposals are received at Procurement Services on the date and time indicated on the cover sheet.

4.5 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

4.6 COST LIABILITY

The University assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.

4.7 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a bid proposal must arrive at Procurement Services in accordance with the instructions on the RFP Signature Page.

Bidders are cautioned to allow adequate delivery time to ensure timely delivery of bid proposals. Late bid proposals are ineligible for consideration.

THE EXTERIOR OF ALL BID PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.

4.8 NUMBER OF BID PROPOSAL COPIES

The bidder must submit one (1) complete ORIGINAL bid proposal, clearly marked as the "ORIGINAL" bid proposal. The bidder shall submit two (2) full, complete and exact copies of the original on USB thumb/flash drives. The copies requested are necessary in the evaluation of the bid proposal. A bidder failing to provide the requested number of copies will be charged the cost incurred by the University in producing the requested number of copies. It is suggested that the bidder make and retain a copy of its bid proposal.

4.9 SUBMITTALS

- Those who wish to bid must submit one (1) complete ORIGINAL bid proposal and shall submit two (2) full, complete and exact copies of the original on USB thumb/flash drives.
- The bidders shall provide a descriptive inventory of equipment it intends to use with **no more than seven (7) years in service.**
- The bidder will certify that all drivers are in possession of a valid driver's license qualifying them to operate the vehicles outlined in this Request for Proposal.
- The bidders shall provide a cancellation policy and fees associated with it.
- The bidders should provide a description of its excess vehicle and capacity to provide vehicles in case of failure.
- In case of emergency, the bidder should provide a list of primary and a secondary point of contact with names and phone numbers.
- Bidders must have emergency and critical incident procedures, arrangements and personnel in place to protect passengers and minimize disruption from on-road incidents, vehicle and/or system failures. Please provide these policies.
- The bidders shall submit three (3) references for the provision of charter bus services of the same scope within the past (3) years. A name, address, and the telephone number of a contact person shall be supplied for each contract listed.

4.9.1 SAMPLE TESTING

~~The samples submitted must meet the specification requirements set forth in the RFP and must be representative of the product bid. Bid samples [for pricing lines _____] for evaluation and~~

~~testing purposes are to be made available at no charge and delivered to University, at the bidder's expense. The bidder must, within [Buyer to indicate number of days] working days following a request from the Procurement Services buyer, submit bid samples to Procurement Services. Bid samples will not be returned. The University reserves the right to perform any tests necessary to assure that the bid samples conform to this RFP [for pricing lines _____]. The testing results of the University are final.~~

4.9.2 BID SECURITY

Each bid proposal must be accompanied by a Bid Bond (See Appendix 1, Item 10), Certified or Cashier's Check made payable to the University equal to ten percent (10%) of the amount of the bid proposal, not to exceed \$20,000.00, as evidence of good faith, which guarantees that if the bid proposal submitted by the bidder is accepted, the bidder will enter into the Contract and will furnish the required Contract Documents and Surety Bonds. If a Bid Bond is submitted, it shall also provide that the Surety issuing the Bid Bond is bound to issue the required Payment and Performance Bonds (See Appendix 1, Item 11), if the bidder is awarded the Contract. If the bidder whose bid proposal is accepted is unable to provide the Performance and Payment Bonds or fails to execute a Contract, then such Bidder and the Bid Bond Surety shall be obligated to pay Montclair State University the difference between the amount of the bid proposal and the amount which the University contracts to pay another party to perform the work. The University reserves the right to retain any Certified or Cashier's Check deposited hereunder as reimbursement for the difference as aforesaid, and shall return any unrequited balance to the bidder. Should there be a deficiency in the amount of the Bid deposit, the bidder and the Surety shall pay the entire amount of the difference in cost upon demand. The bidder awarded the Contract shall construe nothing contained herein as a waiver of any other legal remedies the University may have by reason of a default or breach.

Certified or Cashier's Checks or Bonds submitted by unsuccessful bidders will be returned after the Contract has been executed. Bidders electing to furnish a Bid Bond must also include a Consent of Surety, in form acceptable to the University.

Attorneys-in-fact who sign Bid Bonds or Contract Bonds must file a certified Power-of-Attorney with the University indicating the effective date of that power.

4.9.3 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the University with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit its most recent annual audited or certified financial statement that includes a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If a certified financial statement is not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statement, together with a certification from the Chief Executive Officer and the Chief

Financial Officer, that the financial statement and other information included in the statement fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the period presented in the statement. In addition, the bidder should submit a bank reference.

If the financial information is not included with the bidder's response, the University may request the bidder to submit it, or deem the bid non-responsive. If the University requests it be submitted and the bidder fails to submit within seven (7) business days, the University may deem the bidder's proposal non-responsive.

The bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with its bid proposal.

The University reserves the right to make the determination whether to accept the bidder's assertion of confidentiality and will advise the bidder accordingly.

5.0 PROPOSAL EVALUATION

5.1 EVALUATION CRITERIA

Proposals will be evaluated on Price and other factors in accordance with the [University's Procurement Policies](#). Additionally, the following criteria will be used to evaluate all bid proposals that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

- Experience of the bidder
- Price
- Ability to Meet Schedule
- Functionality and Reliability of Equipment (Buses)

5.2 ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL

The University may request the highest ranking bidder(s) be required to give an oral presentation to the University concerning its bid proposal. The University may also require the bidder to submit written responses to questions regarding its bid proposal. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way. No comments regarding other bid proposals are permitted. Bidders may not attend presentations made by their competitors.

It is within the University's discretion whether to require the highest ranking bidder(s) be required to give an oral presentation or require the highest ranking bidder(s) to submit written

responses to questions regarding its bid proposal. The assigned Procurement Services buyer is the sole point of contact regarding any request for an oral presentation or clarification.

6.0 CONTRACT AWARD

The contract award shall be made with reasonable promptness by written notice to that responsible bidder, whose bid proposal, conforming to this RFP, is most advantageous to the University, price, and other factors considered. The University reserves the right to reject any or all bids, or to award in whole or in part, if deemed to be in the best interest of the University to do so. Furthermore, the University reserves the right to waive any other bid requirement in their sole discretion when such waiver is in the best interest of the University and where such waiver is permitted by law.

6.1 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT

A bidder who submits a proposal in response to an advertised RFP may submit a written protest to the Director of Procurement of the University setting forth in detail the specific grounds for challenging the award. The protest shall be filed within ten (10) business days following the bidder's receipt of written notification, sent either by certified mail or facsimile transmission, that its bid was not accepted or of notice of the decision to award the contract. Any protest filed after the 10 day period may be disregarded. If the contract award is protested, the University may proceed to award the contract if the failure to award will result in substantial cost to the University or if public exigency so requires. All contract awards will be posted on the Procurement Services website

<https://www.montclair.edu/procurement/awarded-contracts/>

7.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

7.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of addendum to this RFP, this RFP (including the University's Standard Contract Terms and Conditions (Appendix 1, Item 1), the contractor's bid proposal and the University's Agreement incorporating these documents and signed by the contractor and the University's Vice President for Finance and Treasurer.

In the event of a conflict between provisions within the contract documents, the contract documents shall have the following order of priority: Agreement, RFP Addendum in the order of the most recent issuance date, the RFP, the University's Standard Contract Terms and Conditions and the contractor's bid proposal.

7.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of one (1) year. The anticipated "Contract Effective Date" is provided on the Signature Page of this Request for Proposal. If delays in the

procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract.

7.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

7.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the University's Vice President for Finance and Treasurer.

7.5 CONTRACTOR'S WARRANTY

The contractor is responsible for the quality, technical accuracy, timely completion and delivery of all deliverables and other services to be furnished by the contractor under the contract. The contractor agrees to perform in a good, skillful and timely manner all services set forth in the contract.

The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its services and deliverables furnished under the contract. The approval of interim deliverables furnished under the contract shall not in any way relieve the contractor of fulfilling all of its obligations under the contract. The acceptance or payment for any of the services rendered under the contract shall not be construed as a waiver by the University, of any rights under the agreement or of any cause of action arising out of the contractor's performance of the contract.

The acceptance of, approval of or payment for any of the services performed by the contractor under the contract shall not constitute a release or waiver of any claim the University has or may have for latent defects or errors or other breaches of warranty or negligence.

7.6 ITEMS ORDERED AND DELIVERED

The contractor is authorized to ship only those items covered by the contract resulting from this RFP. If a review of orders placed by University user departments reveals that material other than that covered by the contract has been ordered and delivered, such delivery shall be a violation of the terms of the contract and may be considered by the University's Vice President for Finance and Treasurer as a basis to terminate the contract and/or as a basis not to award the contractor a subsequent contract. The University's Vice President for Finance and Treasurer may take such steps as are necessary to have the items returned to the contractor, regardless of the time between the date of delivery and discovery of the violation. In such event, the contractor shall reimburse the University the full purchase price.

The contract involves items which are necessary for the continuation of ongoing critical University services. Any delay in delivery of these items would disrupt University services and would force the University to immediately seek alternative sources of supply on an emergency basis. Timely delivery is critical to meeting the University's ongoing needs.

7.7 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the University's Vice President for Finance and Treasurer may take steps to terminate the contract in accordance with the provisions herein and/or authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the University by the defaulting contractor.

APPENDIX #1
REQUIRED SUPPORTING BID DOCUMENTS

	Document Title	Applicable?
1	MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS	Y/N
2	SOFTWARE AS A SERVICE TERMS AND CONDITIONS (PROVIDED AS ATTACHMENT)	Y/N
3	MASTER LICENSE AGREEMENT (PROVIDED AS ATTACHMENT)	Y/N
4	BUSINESS REGISTRATION CERTIFICATE	Y/N
5	POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)	Y/N
6	OWNERSHIP DISCLOSURE FORM	Y/N
7	SOURCE DISCLOSURE CERTIFICATION	Y/N
8	MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE	Y/N
9	MACBRIDE PRINCIPLES FORM	Y/N
10	DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	Y/N
11	CONFLICT OF INTEREST	Y/N
12	NON-COLLUSION AFFIDAVIT	Y/N
13	EXCESS LIABILITY INSURANCE (PROVIDED IN STANDARD CONTRACT TERMS AND CONDITIONS)	Y/N
14	BID BOND (PROVIDED AS ATTACHMENT)	Y/N
15	AGREEMENT OF SURETY (PROVIDED AS ATTACHMENT)	Y/N

Please go to the Procurement Services Form Webpage at <https://www.montclair.edu/procurement/forms/> should any of the above hyperlinks not work. If a form is unavailable on the webpage, contact the assigned procurement services buyer listed on the cover page for assistance.

NOTE: The documents listed above are required by State Law and University Policy. All documents listed as “Applicable” are required to be completed and included in bidder submissions in order to be considered responsive.

ATTACHMENT #1
PRICE SHEET(S)

Bidder Name: _____

The University will award this contract based on price and other factors. The pricing to be submitted is listed below. Please reference Commodity Description/Scope of Work Section 3.0. Pricing must be submitted in the provided format. No other price format will be considered or your bid will be non-responsive.

Field Hockey												
DAY	DEPARTURE DATE	SPORT	OPPONENT	DESTINATION	DEPART MSU	GAME TIME	DEPART GAME (approx)	Pick Up Location	# Nights	Return Date	Number of Buses	
Thursday	8/22/2019	Field Hockey	West Chester University	West Chester, PA (Vonnies Gros Field)	2:30pm	6pm	9pm	Panzer Athletic Center	N/A	8/22/2019		
Wednesday	9/4/2019	Field Hockey	New Paltz	New Paltz, NY	1pm	4pm	7pm	Panzer Athletic Center	N/A	9/4/2019		
Saturday	9/7/2019	Field Hockey	Cortland	Cortland, NY	8am	2pm	5pm	Panzer Athletic Center	N/A	9/7/2019		
Wednesday	9/25/2019	Field Hockey	FDU	Madison, NJ	4:45pm	7pm	9:30pm	Panzer Athletic Center	N/A	9/25/2019		
Saturday	9/28/2019	Field Hockey	Washington & Lee	Lancaster, PA	9am	2pm	5pm	Panzer Athletic Center	N/A	9/28/2019		
Tuesday	10/8/2019	Field Hockey	Kean	Union, NJ	5:15pm	7:30pm	9:30pm	Panzer Athletic Center	N/A	10/8/2019		
Saturday	10/12/2019	Field Hockey	Stockton	Galloway, NJ	9am	1pm	3:30pm	Panzer Athletic Center	N/A	10/12/2019		
Saturday	10/26/2019	Field Hockey	Rowan	Glassboro, NJ	9am	1pm	3:30pm	Panzer Athletic Center	N/A	10/26/2019		
Football												

<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>	<u>Number of Buses</u>	
Friday	9/6/2019	FB	Southern Virginia	Buena Vista, VA	9am	1PM	6PM	Panzer Athletic Center	1	9/7/2019	2	
Friday	9/13/2019	FB	Salve Regina	Newport, Rhode Island	12 Noon	1PM	6PM	Panzer Athletic Center	1	9/14/2019	2	
Friday	9/27/2019	FB	Hobart	Geneva, NY	1pm	1PM	6PM	Panzer Athletic Center	1	9/28/2019	2	
Saturday	10/12/2019	FB	TCNJ	Edison, NJ	8am	1PM	6PM	Panzer Athletic Center		10/12/2019	2	
Friday	10/26/2019	FB	Wesley	Dover, Delaware	1pm	1PM	6PM	Panzer Athletic Center	1	10/26/2019	2	
Saturday	11/2/2019	FB	Rowan University	Glassboro, NJ	9am	1PM	6PM	Panzer Athletic Center		11/2/2019	2	
Men's Soccer		-										
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>	<u>Number of Buses</u>	
Wednesday	21-Aug	Men's Soccer	Stevens Tech	Stevens Tech	1pm	4pm	6pm	Soccer Fieldhouse		21-Aug	<u>1</u>	
Wednesday	4-Sep	Men's Soccer	Hunter College	Randalls Island	1pm	4pm	6pm	Soccer Fieldhouse		4-Sep	1	
Friday	6-Sep	Men's Soccer	John Hopkins	John Hopkins University	12pm	1pm 9/7		Soccer Fieldhouse	2	8-Sep	1	
Saturday	21-Sep	Men's Soccer	Rutger Camden	Rutgers Camden University	10am	1pm	3pm	Soccer Fieldhouse		21-Sep	1	
Saturday	28-Sep	Men's Soccer	Rowan	Rowan University	3pm	7pm	9pm	Soccer Fieldhouse		28-Sep	1	
Saturday	12-Oct	Men's Soccer	Ramapo	Ramapo College	11am	1pm	3pm	Soccer Fieldhouse		12-Oct	1	

Wednesday	16-Oct	Men's Soccer	New Jersey City	New Jersey City University	1:30pm	4pm	6pm	Soccer Fieldhouse		16-Oct	1	
Saturday	26-Oct	Men's Soccer	The College of NJ	The College of New Jersey	10am	1pm	3pm	Soccer Fieldhouse		26-Oct	1	
Women's Soccer												
DAY	DEPARTURE DATE	SPORT	OPPONENT	DESTINATION	DEPART MSU	GAME TIME	DEPART GAME (approx)	Pick Up Location	Nights	Return Date	Number of Buses	
Saturday	30-Aug	W.Soccer	Scranton	Scranton, PA	8am	TBD	8pm	Panzer Athletic Center	2	1-Sep	1	
Saturday	6-Sep	W.Soccer	Salisbury	Salisbury, MD	8am	TBD	8pm	Panzer Athletic Center	2	8-Sep	1	
Saturday	14-Sep	W.Soccer	Ursinus		8am	TBD	4pm	Panzer Athletic Center			1	
Wednesday	25-Sep	W.Soccer	William Paterson	Wayne, NJ	8am	TBD	4pm	Panzer Athletic Center			1	
Friday	4-Oct	W.Soccer	Newark	Newark, NJ	8am	TBD	4pm	Panzer Athletic Center			1	
Saturday	19-Oct	W.Soccer	Stockton Univeristy	Stockton, NJ	8am	TBD	4pm	Panzer Athletic Center			1	
Wednesday	30-Oct	W.Soccer	Kean Univeristy	Union, NJ	8am	TBD	4pm	Panzer Athletic Center			1	
Volleyball												
DAY	DEPARTURE DATE	v	OPPONENT	DESTINATION	DEPART MSU	GAME TIME	DEPART GAME (approx)	Pick Up Location	Nights	Return Date	Number of Buses	
Thursday	8/29/2019	Volleyball	Springfield College	Springfield, MA	1:00pm	TBD	4:00pm	Panzer Athletic Center	2	8/31/2019	1	
Tuesday	9/17/2019	Volleyball	Kean University	Union, NJ	4:30pm	7:00pm	9:00pm	Panzer Athletic Center			1	
Friday	9/20/2019	Volleyball	Vassar College	Poughkeepsie, NY	1:00pm	TBD	TBD	Panzer Athletic Center	TBD		1	

Tuesday	9/24/2019	Volleyball	NJCU	Jersey City, NJ	4:30pm	7:00pm	8:45pm	Panzer Athletic Center			1	
Saturday	9/28/2019	Volleyball	St. Joseph's LI	Patchogue, NY	8:00am	12pm-2pm	4:00pm	Panzer Athletic Center			1	
Tuesday	10/1/2019	Volleyball	Rowan	Glassboro, NJ	2:30pm	7:00pm	9:00pm	Panzer Athletic Center			1	
Thursday	10/10/2019	Volleyball	NYU	Brooklyn, NY	3:00pm	7:00pm	9:00pm	Panzer Athletic Center			1	
Thursday	10/17/2019	Volleyball	William Paterson	Wayne, NJ	4:45pm	7:00pm	9:00pm	Panzer Athletic Center			1	
Tuesday	10/22/2019	Volleyball	Rutgers-Newark	Newark, NJ	4:45pm	7:00pm	9:00pm	Panzer Athletic Center			1	
Friday	11/1/2019	Volleyball	NY State Challenge	Rochester, NY	8:00am	5:00pm	5:00pm	Panzer Athletic Center	1	11/2/2019	1	
Tuesday	11/5/2019	Volleyball	NJAC Quaterfinals	TBD	TBD	TBD	TBD	Panzer Athletic Center			1	
Thursday	11/7/2019	Volleyball	NJAC Semifinals	TBD	TBD	TBD	TBD	Panzer Athletic Center			1	
Saturday	11/9/2019	Volleyball	NJAC Championships	TBD	TBD	TBD	TBD	Panzer Athletic Center			1	
XC												
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u>Nights</u>	<u>Return Date</u>	<u>Number of Buses</u>	
Saturday	1-Sep	XC	Ramapo	Ramapo	7AM	9AM	1:00	Panzer Athletic Center			1	
Saturday	23-Sep	XC	Stockton	Stockton	7AM	9AM	1:00	Panzer Athletic Center			1	
Saturday	7-Oct	XC	NJIT	Newark	7AM	9AM	1:00	Panzer Athletic Center			1	
Saturday	15-Oct	XC	Caldwell	Caldwell	7AM	9AM	1:00	Panzer Athletic Center			1	
Saturday	28-Oct	XC	NJAC	Stockton	7AM	9AM	1:00	Panzer Athletic			1	

								Center				
Saturday	4-Nov	XC	NJIT	Newark	7AM	9AM	1:00	Panzer Athletic Center			1	
Saturday	10-Nov	XC	Regional	TBD	7AM	11AM	2:00	Panzer Athletic Center			1	

Men's Basketball										
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
TBD	TBD	MBB	Univ. of Sciences	Philadelphia	TBD	TBD	TBD	Panzer Athletic Center		TBD
Thursday	11/7/19	MBB	Willamette/Whitman	JFK Airport	TBD	TBD	TBD	Panzer Athletic Center		
Sunday	11/10/19	MBB	Willamette/Whitman	Panzer Athletic Center	TBD	TBD	TBD	JFK Airport		
Friday	11/15/19	MBB	Marymount Tourney	Marymount College	N/A	TBD	TBD	Panzer Athletic Center	2	11/17/19
Tuesday	11/26/19	MBB	William Paterson	William Paterson	5:15 PM	8:00 PM	10:00 PM	Panzer Athletic Center		
Wednesday	12/4/19	MBB	Ramapo	Ramapo	4:45 PM	7:30 PM	9:30 PM	Panzer Athletic Center		
Wednesday	12/11/19	MBB	NJCU	NJCU	4:45 PM	8:00 PM	10:00 PM	Panzer Athletic Center		
Saturday	1/4/20	MBB	Moravian Tourney	Moravian College	TBD	TBD	TBD	Panzer Athletic Center	1	1/5/20
Wednesday	1/8/20	MBB	Rutgers-Newark	Rutgers-Newark	5:15 PM	8:00 PM	10:00 PM	Panzer Athletic Center		
Saturday	1/18/20	MBB	Stockton	Stockton	10:30 AM	3:00 PM	5:00 PM	Panzer Athletic Center		

Saturday	1/25/20	MBB	Kean	Kean	12:15 PM	3:00 PM	5:00 PM	Panzer Athletic Center		
Saturday	2/1/20	MBB	TCNJ	TCNJ	10:30 AM	3:00 PM	5:00 PM	Panzer Athletic Center		
Saturday	2/8/20	MBB	Rowan	Rowan	10:30 AM	3:00 PM	5:00 PM	Panzer Athletic Center		
Wednesday	2/19/20	MBB	Rutgers-Camden	Rutgers-Camden	3:15 PM	8:00 PM	10:00 PM	Panzer Athletic Center		
Women's Basketball		-								
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
Friday	11/1/2019	WBB	MT. ST. Mary College	MT. ST. Mary College	TBD	9:00pm	7:00pm	Panzer Athletic Center		
Tuesday	11/12/2019	WBB	Hunter College	Hunter College	TBD	TBD	TBD	Panzer Athletic Center		
Thursday	11/14/2019	WBB	Trinity College Tourney	Hartford, CT	TBD	TBD	TBD	Panzer Athletic Center	2	11/16/2019
Tuesday	11/26/2019	WBB	William Paterson	William Paterson	3:30pm	8:00pm	6:00pm	Panzer Athletic Center		
Monday	12/2/2019	WBB	Stevens	Stevens	TBD	TBD	TBD	Panzer Athletic Center		
Wednesday	12/4/2019	WBB	Ramapo	Ramapo	3:00pm	7:30pm	5:30pm	Panzer Athletic Center		
Wednesday	12/11/2019	WBB	NJCU	NJCU	3:30pm	8:00pm	6:00pm	Panzer Athletic Center		
Wednesday	1/8/2020	WBB	Rutgers Newark	Rutgers Newark	3:30pm	8:00pm	6:00pm	Panzer Athletic Center		
Saturday	1/18/2020	WBB	Stockton	Stockton	TBD	TBD	TBD	Panzer Athletic Center		
Saturday	1/25/2020	WBB	Kean	Kean	TBD	TBD	TBD	Panzer Athletic Center		

Saturday	2/1/2020	WBB	TCNJ	TCNJ	TBD	TBD	TBD	Panzer Athletic Center		
Saturday	2/8/2020	WBB	Rowan	Rowan	TBD	TBD	TBD	Panzer Athletic Center		
Wednesday	2/19/2020	WBB	Rutgers Camden	Rutgers Camden	TBD	TBD	TBD	Panzer Athletic Center		
Indoor Track	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
Saturday	2-Dec	Indoor	Monmouth	Monmouth, NJ	7AM	9:00 AM	5:00	Panzer Athletic Center	-	-
Saturday	9-Dec	Indoor	Yale	New Haven, CT	7AM	10AM	5:00	Panzer Athletic Center	-	-
Saturday	27-Jan	Indoor	Lehigh	Bethlehem, PA	7AM	10AM	5:00	Panzer Athletic Center	-	-
Saturday	3-Feb	Indoor	East Stroudsburg	-	7AM	10AM	5:00	Panzer Athletic Center	-	-
Saturday	9-Feb	Indoor	Monmouth	Monmouth, NJ	7AM	10AM	5:00	Panzer Athletic Center	-	-
Monday	19-Feb	Indoor	NJAC	TBD	1PM	3PM	9:00	Panzer Athletic Center	-	-
Friday	1-Mar	Indoor	Regional	TBD	TBD	4:00	5:00	Panzer Athletic Center	1	3/2/2020
	-	-	-	-	-	-	-	-	-	-
Swimming	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
Tuesday	11/5/2019	Swimming & Diving	Kean University	Union, NJ	12PM	2PM	9PM	Panzer Athletic Center		
Friday	11/8/2019	Swimming & Diving	Rowan University	Glassboro, NJ	12PM	2PM	9PM	Panzer Athletic Center		

Friday	11/22/2019	Swimming & Diving	Franklin & Marshall	Lancaster, PA	12PM	2PM	9PM	Panzer Athletic Center	2	11/24/2019
Sunday	1/3/2020	Swimming & Diving	Newark Aiport	Newark, NJ	12PM	2PM	9PM	Panzer Athletic Center		
Friday	1/10/2020	Swimming & Diving	Newark Aiport	Newark, NJ	12PM	2PM	9PM	Panzer Athletic Center		
TBD	TBD	Swimming & Diving	Misercordia	Dallas,PA	12PM	2PM	9PM	Panzer Athletic Center		

Baseball	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
Monday	2/24/2020	Baseball	TBD	Scranton, PA	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Wednesday	2/26/2020	Baseball	TBD	Flemington, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Thursday	2/27/2020	Baseball	TBD	Flemington, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Saturday	2/29/2020	Baseball	TBD	Flemington, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Friday	3/6/2020	Baseball	N/A	La Guardia Airport	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Saturday	3/14/2020	Baseball	N/A	La Guardia Airport	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Thursday	3/19/2020	Baseball	TBD	Purchase, NY	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Saturday	3/21/2020	Baseball	Moravian University	Bethlehem, Pa	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Monday	3/23/2020	Baseball	TBD	Oneonta, NY	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Thursday	3/26/2020	Baseball	TBD	Center Valley, PA	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Tuesday	3/31/2020	Baseball	Ramapo College	Mawah, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Thursday	4/2/2020	Baseball	TBD	Florham, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Saturday	4/4/2020	Baseball	TBD	Ewing, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Sunday	4/12/2020	Baseball	TBD	Newark, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-
Tuesday	4/14/2020	Baseball	Rowan University	Glassboro, NJ	11am	4PM	8:30PM	Yogi Berra Stadium	-	-

Saturday	4/18/2020	Baseball	Kean University	Union, NJ	11am	4PM	8:30PM	Yogi Berra Stadium		
Thursday	4/23/2020	Baseball	TBD	Old Westbury, NJ	11am	4PM	8:30PM	Yogi Berra Stadium		
Saturday	4/25/2020	Baseball	William Paterson University	Wayne, NJ	11am	4PM	8:30PM	Yogi Berra Stadium		
M.Lax	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
TBD	TBD	MLAX	Dickinson College	Carlisle, PA	12 Noon	4PM	6:45PM	Panzer Athletic Center		
TBD	TBD	MLAX	Drew University	Madison, NJ	1PM	4PM	6:45PM	Panzer Athletic Center		
TBD	TBD	MLAX	Suny Maritime	The Bronx, NY	1PM	4PM	6:45PM	Panzer Athletic Center		
TBD	TBD	MLAX	Rosemont College	Bryn Mawr, PA	12 Noon	4PM	6:45PM	Panzer Athletic Center		
TBD	TBD	MLAX	Kean University	Union, NJ	1PM	4PM	6:45PM	Panzer Athletic Center		
TBD	TBD	MLAX	Centenary College	Hackettstown, NJ	1PM	4PM	6:45PM	Panzer Athletic Center		
W.Lax	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
TBD	TBD	WLAX	York College	York, PA	12 Noon	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Stevens	Hoboken, NJ	1pm	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Misericordia	Dallas, PA	12 Noon	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	McDaniel	Westminster, MD	6am	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Haverford College	Haverford, PA	11am	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	FDU, Madison	Madison, NJ	1pm	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Rutgers Camden	Camden, NJ	11am	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Rowan University	Glassboro, NJ	11am	4PM	6:45PM	Panzer Athletic Center	-	-
TBD	TBD	WLAX	Ramapo College	Ramapo, NJ	1pm	4PM	6:45PM	Panzer Athletic Center	-	-
									-	-
Softball	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART</u>	<u>GAME</u>	<u>DEPART GAME</u>	<u>Panzer Athletic</u>	<u>#</u>	<u>Return</u>

	<u>DATE</u>				<u>MSU</u>	<u>TIME</u>	<u>(approx)</u>	<u>Center</u>	<u>Nights</u>	<u>Date</u>
TBD	TBD	Softball	Newark Airport	Newark, NJ	4am	N/A	N/A	Panzer Athletic Center	-	-
TBD	TBD	Softball	DeSales University	Center Valley, PA	11am	4PM	8:30PM	Panzer Athletic Center	-	-
TBD	TBD	Softball	Rutgers Camden Univeristy	Camden, NJ	11am	4PM	8:30PM	Panzer Athletic Center	-	-
TBD	TBD	Softball	TCNJ	Edison, NJ	11am	4PM	8:30PM	Panzer Athletic Center	-	-
TBD	TBD	Softball	NJCU	Jersey City, NJ	11am	4PM	8:30PM	Panzer Athletic Center	-	-
-	-	-	-	-	-	-	-	-	-	-
Track	-	-	-	-	-	-	-	-	-	-
<u>DAY</u>	<u>DEPARTURE DATE</u>	<u>SPORT</u>	<u>OPPONENT</u>	<u>DESTINATION</u>	<u>DEPART MSU</u>	<u>GAME TIME</u>	<u>DEPART GAME (approx)</u>	<u>Pick Up Location</u>	<u># Nights</u>	<u>Return Date</u>
Saturday	31-Mar	Track	Monmouth	Monmouth, NJ	7AM	TBD	5:00PM	Panzer Athletic Center		
Saturday	7-Apr	Track	TCNJ	Edison, NJ	7AM	TBD	5:00PM	Panzer Athletic Center		
Saturday	14-Apr	Track	Moravian	Bethlehem, PA	7AM	TBD	5:00PM	Panzer Athletic Center	3	17-Apr
Thursday	25-Apr	Track	U Penn	Philadelphia, PA	11AM	TBD	5:00PM	Panzer Athletic Center		
Saturday	27-Apr	Track	TCNJ	Edison, NJ	7AM	TBD	5:00PM	Panzer Athletic Center		
Friday	4-Apr	Track	NJAC	TBD	11AM	TBD	5:00PM	Panzer Athletic Center		
Saturday	5-Apr	Track	NJAC	TBD	7AM	TBD	5:00PM	Panzer Athletic Center		
Saturday	17-Apr		Regional	TBD	7AM	TBD	5:00PM	Panzer Athletic Center		

GRAND TOTAL: \$ _____

Price Extension

Will you extend contract prices to other State Colleges and Universities? Yes _____ No_____

Montclair State University is a member of the New Jersey Higher Purchasing Association (NJHEPA), whose members include the 4 year Public Colleges and Universities, as well as private institutions: the private Universities include: Princeton University, Seton Hall University, Rider University, and Monmouth University.

Will you extend pricing to members of NJHEPA: Yes_____ No _____

Signature

Date

Printed Name & Title

Phone Number