

MONTCLAIR STATE UNIVERSITY

Request for Proposal # 1576

For: Transportation for University Athletics & Additional Departments

| Event | Date | Time |
|--|--------------------|----------|
| Request For Proposal Issuance | September 26, 2023 | N/A |
| Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.0 for more information.) | N/A | N/A |
| Questions Due | October 6, 2023 | 3:00 PM |
| Answers Posted (approximate date and time) | October 12, 2023 | 3:00 PM |
| Bid Submission Due Date (Refer to RFP Section 4.0 for more information.) | October 26, 2023 | 11:00 AM |

Dates are subject to change. All changes will be reflected in Addendum issued. All times contained in the RFP refer to Eastern Time.

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: Natalie Mensah or Osvald Pasho

Telephone #: 973-655-7468 or 973-655-6707

E-mail: MensahN@montclair.edu or Pashoo@montclair.edu

| | |
|--|--|
| SIGNATURE PAGE: REQUEST FOR PROPOSAL # 1576 | |
| FOR: TRANSPORTATION FOR ATHLETICS & ADDITIONAL DEPARTMENTS | RETURN PROPOSAL TO: OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 Clove Road, Third Floor Little Falls, NJ 07424 |
| PROCUREMENT SERVICES BUYER: NATALIE MENSAH or OSVALD PASHO EMAIL: MENSAHN@MONTCLAIR.EDU OR PASHOO@MONTCLAIR.EDU | |
| 1. PROPOSALS MUST BE RECEIVED AT OR BEFORE THE PUBLIC OPENING TIME OF 11:00 AM ON OCTOBER 26, 2023 _AT THE FOLLOWING ADDRESS (NOTE: TELEPHONE, TELEFACSIMILE, EMAIL, OR TELEGRAPH PROPOSALS WILL NOT BE ACCEPTED): OFFICE OF PROCUREMENT SERVICES MONTCLAIR STATE UNIVERSITY 150 CLOVE RD, 3RD FLOOR LITTLE FALLS, NJ 07424 | |
| 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. | |
| 3. THE 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 THE ISSUANCE OF A CONTRACT. | |
| 4. ALL PROPOSAL PRICES MUST BE TYPED OR WRITTEN IN INK. | |
| 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. | |
| 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. | |
| TO BE COMPLETED BY BIDDER | |
| BIDDER NAME: _____ | |
| ADDRESS: _____ | |
| BIDDER TEL#: _____ | EXT: _____ |
| FEDERAL TAX IDENTIFICATION # _____ | |
| 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 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 |

Table of Contents

| | | |
|------------|---|-----------|
| 1.0 | INFORMATION FOR BIDDERS | 5 |
| 1.1 | SCHEDULE OF EVENTS | 5 |
| 1.1.1 | REQUEST FOR PROPOSAL | 5 |
| 1.1.2 | SITE VISIT / PRE-BID MEETINGS | 5 |
| 1.1.3 | QUESTIONS AND ANSWERS | 5 |
| 1.1.4 | ADDENDUM | 5 |
| 1.1.5 | QUOTES / PROPOSALS / BIDS DUE DATE | 5 |
| 1.2 | PURPOSE AND INTENT | 6 |
| 1.3 | BACKGROUND..... | 6 |
| 1.4 | ADDITIONAL INFORMATON | 6 |
| 1.4.1 | BIDDER RESPONSIBILITY | 7 |
| 1.4.2 | COST LIABILITY | 7 |
| 1.4.3 | JOINT VENTURE | 7 |
| 1.4.4 | BID ERRORS | 7 |
| 1.4.5 | CONTENT OF PROPOSALS | 8 |
| 2.0 | DEFINITIONS | 9 |
| 2.1 | GENERAL DEFINITIONS | 9 |
| 2.2 | CONTRACT SPECIFIC DEFINITIONS | 9 |
| 3.0 | SCOPE OF WORK | 10 |
| 3.1 | SPECIFICATIONS | 10 |
| 3.2 | BUS REQUIREMENTS | 10 |
| 3.3 | DRIVER REQUIREMENTS:..... | 11 |
| 3.4 | SERVICE REQUIREMENTS | 11 |
| 4.0 | PROPOSAL PREPARATION AND SUBMISSION | 12 |
| 4.1 | GENERAL | 12 |
| 4.2 | BID PROPOSAL DELIVERY AND IDENTIFICATION | 12 |
| 4.3 | SUBMISSION OF PROPOSAL | 12 |
| 4.4 | NUMBER OF PROPOSAL COPIES | 13 |
| 4.5 | PROPOSAL CONTENT | 13 |
| 4.6 | PRICING | 13 |
| 4.6.1 | PRICE ALTERATION | 13 |
| 4.7 | TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS | 13 |
| 4.8 | REQUIRED SUPPORTING BID DOCUMENTS | 14 |
| 4.8.1 | BID SECURITY | 14 |
| 4.8.2 | FINANCIAL CAPABILITY OF THE BIDDER | 14 |
| 4.8.3 | PUBLIC WORKS CONTRACTOR REGISTRATION | 14 |
| 5.0 | PROPOSAL EVALUATION | 15 |
| 5.1 | EVALUATION CRITERIA | 15 |
| 5.1.1 | TECHNICAL EVALUATION CRITERIA | 15 |
| 5.1.2 | PRICE EVALUATION | 15 |
| 5.2 | ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL..... | 15 |
| 5.3 | BEST AND FINAL OFFER (BAFO)..... | 15 |
| 5.4 | PROPOSAL DISCREPANCIES | 16 |

| | | |
|------------|---|-----------|
| 6.0 | CONTRACT AWARD | 17 |
| 6.1 | AWARD..... | 17 |
| 6.2 | BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT | 17 |
| 7.0 | SPECIAL CONTRACTUAL TERMS AND CONDITIONS | 18 |
| 7.1 | PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS | 18 |
| 7.2 | CONTRACT TERM AND EXTENSION OPTION | 18 |
| 7.3 | CONTRACT TRANSITION | 18 |
| 7.4 | CONTRACT AMENDMENT | 18 |
| 7.5 | CONTRACTOR’S WARRANTY | 18 |
| 7.6 | ITEMS ORDERED AND DELIVERED..... | 19 |
| 7.7 | REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS..... | 19 |
| 7.8 | SUBSTITUTION OF STAFF | 19 |
| 7.9 | ADDITIONAL WORK AND/OR SPECIAL PROJECTS | 19 |
| | APPENDIX #1 - REQUIRED SUPPORTING BID DOCUMENTS (CHECKLIST)..... | 21 |
| | ATTACHMENT #1 - PRICE SHEET/ATTACHMENT 2,3,4 ANTICIPATED TRIPS | 22 |
| | ATTACHMENT # 5 - SUMMARY INFORMATION SHEET | 23 |

1.0 INFORMATION FOR BIDDERS

1.1 SCHEDULE OF EVENTS

| Event | Date | Time |
|--|--------------------|----------|
| Request For Proposal Issuance | September 26, 2023 | N/A |
| Site Visit/Pre-Bid Meeting (Refer to RFP Section 1.1.2 for more information.) | N/A | N/A |
| Questions Due | October 6, 2023 | 3:00 PM |
| Answers Posted (approximate date and time) | October 12, 2023 | 3:00 PM |
| Bid Submission Due / Public Bid Opening (Refer to RFP Section 4.0 for more information.) | October 26, 2023 | 11:00 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. A Proposal that is submitted with revisions or additions to the terms and conditions for this Request for Proposal (RFP) may be deemed non-responsive.

1.1.2 SITE VISIT / PRE-BID MEETINGS

Not applicable for this RFP.

1.1.3 QUESTIONS AND ANSWERS

Procurement Services will accept questions and inquiries from all potential Bidders via e-mail to MensahN@Montclair.edu or PashoO@montclair.edu. Bidders are not to contact the University user department directly, in person, by telephone or by email, concerning this RFP. All questions submitted by the above due date and time will be provided and answered via Addendum to this RFP on or around the date provided in RFP Section 1.1.

1.1.4 ADDENDUM

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 THE PROCUREMENT SERVICES WEBPAGE.

There are no designated dates for release of Addendum. Notice of Addendum issued may be emailed by the assigned Procurement Services buyer to the invited Bidders in advance of the bid opening date however interested Bidders should check the Procurement Services' webpage on a daily basis from the time of RFP issuance through Proposal submission. It is the sole responsibility of the Bidder to be knowledgeable of Addendum issued relating to this RFP.

1.1.5 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 may 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 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 both Montclair State University and Bloomfield College’s athletic teams, academic programs, and all other divisions and departments that may require charter bus travel accommodation.

The intent of this RFP is to award a Contract(s) to that responsible Bidder(s) whose Proposal(s), conforming to this RFP is most advantageous to the University, price and other factors considered. Montclair State University intends to award 2 Contracts, a primary Contractor and a secondary Contractor should the primary not be able to fulfil the University’s bus transportation needs. The University reserves the right to award Contracts as a result of this RFP to more than 2 Bidders if deemed in its best interest. The University may award any and all price lines. 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 2.3), 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

General: 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, masters and baccalaureate programs. Situated on a beautiful, 252-acre suburban campus in Passaic and Essex Counties just 14 miles from New York City, Montclair State delivers the instructional and research resources of a large public university in a supportive, sophisticated and diverse academic environment. Effective July 1, 2023, Bloomfield College has officially become part of Montclair and will be known as “Bloomfield College of Montclair State University”.

Project Specific: This is a rebid of existing services at the University. These services will mainly serve the Athletics Department, which expects a significant number of trips each year for both Montclair State University and Bloomfield College. There might also be additional trips arranged for post-season playoffs or championship games. Moreover, various University departments may occasionally need these transportation services throughout the year. Currently, Community Coach/Coach USA and Passaic Valley Tours are the providers under the existing contract.

1.4 ADDITIONAL INFORMATION

1.4.1 BIDDER RESPONSIBILITY

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

1.4.2 COST LIABILITY

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

1.4.3 JOINT VENTURE

If a joint venture is submitting a 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. All items on Appendix 1 must be completed by each party to the joint venture. Proposals should not include a structure that requires the University to create a joint venture with the Bidder(s).

1.4.4 BID ERRORS

A Bidder may withdraw its Proposal prior to bid opening. Such request must be made, in writing, to the Director of Procurement Services. The Bidder may submit a revised Proposal as long as the Proposal is received prior to the announced date and time for Proposal submission.

If, after the opening of Proposal 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 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 Proposal.

If, during the evaluation of Proposal 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 (5) days after receipt of the notice to confirm its pricing. If the Bidder fails to respond, its 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 of measure and the total percentage of net tuition, the unit measure shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit of measure and net percentage and the Bidder's intention is not readily discernible from other parts of the Proposal, the assigned Procurement Services buyer may seek clarification from the Bidder to ascertain the true intent of the Proposal.

1.4.5 CONTENT OF PROPOSALS

Subsequent to bid opening, all information submitted by a Bidder in the 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 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 Proposal and in a cover letter. The University will disregard any attempt by a Bidder either to designate its entire 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: Proposal 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 Proposal response is indicative of potentially changing information. Inclusion of a URL or web address in a Proposal response implies that the Proposal's content changes as the referenced web pages change.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

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

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

All-Inclusive Pricing - A price that is all-inclusive of all direct and indirect costs, including, but not limited to, third party fees, delivery, direct labor costs, overhead, fee or profit, equipment, materials, supplies, managerial support, documents, forms, travel, delivery, reproductions thereof and any other costs. No additional fees or costs shall be paid by the University unless there is a change in the scope of work.

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.

Best and Final Offer (BAFO) – Pricing timely submitted by a Bidder upon invitation by the Procurement Department after Proposal opening.

Bidder – An entity submitting a Proposal in response to this RFP.

Contract - The Contract consists of any Addendum to this RFP, this RFP, the University's Standard Terms and Conditions (Appendix 1, Item 2.3), the awarded Bidder's Proposal as accepted by the University and any subsequent written document memorializing the agreement, any modifications to any of these documents approved by the University, or post-award documents including Amendments agreed to by the University and the Contractor, in writing.

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.

Proposal – Bidder's timely response to the RFP including, but not limited to, technical Proposal, price Proposal including Best and Final Offer, any licenses, forms, certifications, clarifications, and/or other documentation required by the RFP.

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

Not applicable for this RFP.

3.0 SCOPE OF WORK

The Contractor shall provide charter bus travel service for both Montclair State University and Bloomfield College's athletic teams, academic programs, and all other divisions and departments that may require charter bus travel accommodations. The Contractor shall provide the travel services in accordance with the pricing awarded per the pricing schedule: **Attachment #1 - Price Sheet**. Pricing must be all-inclusive, including but not limited to all equipment, drivers, services, insurance, fuel, tolls, and any other expenses necessary to fulfill the requirements of each trip. Montclair State University will not incur any additional cost above the Contractor's awarded pricing.

3.1 SPECIFICATIONS

- A. Attachment #1 – Price Sheet** outlines the annual transportation costs for the University. These costs cover both Montclair State University and Bloomfield College and are calculated for both 52/54/56 seat buses and 38 seat buses. The calculation is based on an all-inclusive unit price, either for transportation from various airports to Montclair University or Bloomfield College, or an all-inclusive unit price determined by the number of hours or airport location as detailed in the price sheet. The buses will travel in New Jersey or surrounding areas. **In most cases, athletic teams will stop for a meal when traveling from the destinations listed.** This schedule 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. Furthermore, the University reserves the right to reschedule a canceled trip. In the event the Contractor cannot provide buses on the new date, the University can obtain service outside of this contract.
- B. Attachment #2 (Athletic Team Transportation Anticipated Trips for year 1_Montclair State University) and Attachment #3 (Athletic Team Transportation Anticipated Trips for year 1_Bloomfield College)** have been provided for reference purposes to show anticipated trips for both Montclair State University and Bloomfield College in year one (1). **Attachment #4 (Athletics Team In-conference Trips)** shows what typically Athletics Team in-conference trips are on a year to year basis for Montclair State University.

3.2 BUS REQUIREMENTS

The Contractor shall adhere to the following:

1. All buses shall be equipped with working restrooms, heating, outlets and air conditioning, and they shall be in good condition, with a maximum of seven (7) years in service. Moreover, these buses must have the capability to play DVDs and functional Wi-Fi connectivity. They shall also include under-bus storage compartments with locks for baggage. In addition, the University requires a detailed inventory of the equipment the buses intend to use for this service, specifying the year, make, condition, and features of each vehicle.
2. All buses shall meet all Department of Transportation Federal Highway Administration (DOT/FHWA) 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.

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

3.3 DRIVER REQUIREMENTS:

The Contractor shall adhere to the following:

1. Drivers must be professional, courteous, and perform good customer service. In addition, all drivers utilized by the Contractor in the operation of this service must be capable of speaking, reading, writing and understanding the English language.
2. All drivers must be in possession of a valid driver's license qualifying them to operate the vehicles outlined in this Request for Proposal.
3. All drivers shall be trained and regularly, evaluated for conformance with safety regulations and skills in conformance with all applicable NJ regulations.
4. Drivers must stay with the buses while transporting all students and staff. The driver must be available for contact at any time during the trip.
5. Contractors should assign drivers to specific athletic teams to ensure familiarity, ease of travel and overall consistency.
6. Drivers shall report incidents that occur during the transport of University students or staff. Incident reports shall be provided to Public Safety.
7. The University will provide lodging for overnight trips for bus drivers as needed.

3.4 SERVICE REQUIREMENTS

The Contractor shall adhere to the following:

1. The Contractor must use only their company owned or leased buses. No trips can be subcontracted to another busy company or individual.
2. Service should be flexible, including the ability to change itinerary if necessary, adding up to 200 total miles or two (2) hours in time.
3. The Contractor should provide a description of its excess vehicle inventory and capacity to provide replacement vehicles in case of failure
4. In the event of mechanical malfunctions or breakdowns, the Contractor will be responsible for providing replacement transportation so teams, students, and staff arrive 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 Contractor. Montclair State University will pay only the original proposal price for the scheduled charter.
5. The contractor 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.
6. In case of emergency, the Contractor must provide a list of primary and secondary points of contact with names, title, email addresses, and phone numbers.

7. There should be no third-party vendors answering the company's operations hotline on the weekends.
8. The Contractor is responsible for compliance with all DOT/FHWA regulations with regard to their service for Montclair State University and Bloomfield College. If more than one (1) driver per bus is needed based on the bid itinerary, it is the Contractor's responsibility to determine this need.
9. Montclair State University and Bloomfield College are interested in any marketing opportunities that the Contractor can help offer. Examples of such opportunities would include options to display both University's brand marks in the form of bus wraps, magnetic decals, etc. These services may be considered as part of the Contract.

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The Bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's Cover sheet, in preparing and submitting its Proposal. Failure to submit information as indicated below may result in your Proposal being deemed non-responsive.

4.2 BID PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a 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 PROPOSAL PACKAGES ARE TO BE LABELED WITH THE RFP NUMBER AND TITLE AND THE BIDDER'S NAME AND ADDRESS.

4.3 SUBMISSION OF PROPOSAL

In order to be considered for award, the 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 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 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 Proposal are received at Procurement Services on the date and time indicated on the cover sheet.

4.4 NUMBER OF PROPOSAL COPIES

The Bidder must submit one (1) complete ORIGINAL Proposal, clearly marked as the “ORIGINAL” Proposal. **The Bidder should submit one (1) exact copy on a flash drive.** [If needed can add “The Bidder should also submit Number (#) full, complete, and exact copies of the original”]. The copies requested are necessary in the evaluation of the Proposal. It is suggested that the Bidder make and retain a copy of its Proposal.

4.5 PROPOSAL CONTENT

Bidders are instructed to submit its Proposal in the following sections with the content of each section as indicated below:

1. Section 1 – Required Supporting Bid Documents (Appendix # 1)
2. Section 2 – Price Sheet (Section 4.6 and Attachment # 1)
3. Section 3 – Technical Proposal / Statement of Qualifications (Section 4.7)
4. Section 4 – Any other documents to be included by the Bidder

4.6 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 Proposal being considered non-responsive unless the University determines the information is not material and may be waived. Each Bidder is required to hold its prices firm through issuance of the Contract.

4.6.1 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 may preclude a Contract award from being made to the Bidder.

4.7 TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS

The Bidder must provide the Statement of Qualifications listed below and should be presented in the same order as listed. Attachments that amplify responses or provide relevant illustrations are highly welcome.

1. Summary Information Sheet (Attachment #5) – Bidders must complete and provide with its Proposal

2. Descriptive Bus Inventory-description of vehicles intended to service contract. Provide excess vehicle inventory and capacity to provide vehicles in case of failure. Please make sure buses presented have been in use for seven (7) years or less.
3. Cancellation Policy- provide cancellation policy and fees, if any, associated with cancellation.
4. Emergency Procedure- provide 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.
5. Fleet Certification- written confirmation confirming the company's vehicles are compliant with all DOT/FHWA regulations, undergo proper and up-to-date maintenance, and that all vehicles to be used meet the needs of the University as outlined in this RFP.
6. Vehicle Marketing- capability to display the University's brand marks with their bid submission. Examples of such marketing are, but not limited to, exterior bus wraps, magnetic exterior decals or any other method that could help enhance the University's brand.
7. Organization Structure – The Bidder must provide documentation of your organizational structure and staffing that demonstrates you are able to perform the scope of services during the term. This should include management, supervisory, key personnel assigned to the Contract, and backups for key personnel.
8. Client roster. Include a complete list of current clients and past clients for the last five-year period.
9. References- submit two (2) 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.

4.8 REQUIRED SUPPORTING BID DOCUMENTS

The Bidder must submit Required Supporting Bid Documents (Appendix # 1) at the time of Proposal submission or prior to the issuance of the Contract, as outlined in Appendix # 1.

Note: The first section of Appendix # 1 references RFP specific submittals that are to be provided separately from the other items listed. Refer to RFP Section 4.5 for additional information regarding how Bidders are instructed to submit its Proposal.

4.8.1 BID SECURITY

Not applicable for this RFP.

4.8.2 FINANCIAL CAPABILITY OF THE BIDDER

Not applicable for this RFP

4.8.3 PUBLIC WORKS CONTRACTOR REGISTRATION

Not applicable for this RFP

5.0 PROPOSAL EVALUATION

The University reserves the right to waive minor irregularities or omissions in a Proposal. The University also reserves the right to waive a requirement provided that the requirement does not materially affect the procurement or the University's interests associated with the procurement.

5.1 EVALUATION CRITERIA

Proposals will be evaluated on Price and other factors. The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate Proposals received in response to this RFP.

5.1.1 TECHNICAL EVALUATION CRITERIA

The following criteria will be used to evaluate all Proposal that meet the requirements of this RFP. The criteria are not necessarily listed in order of importance:

1. Experience of Firm: The Bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP.
2. Ability of firm to complete the Scope of Work based on its Technical Proposal: The overall ability of the Bidder to undertake and successfully complete the technical requirements of the Contract in a timely and effective manner.

5.1.2 PRICE EVALUATION

For evaluation purposes, Bidders will be ranked according to the pricing located on **Attachment #1 – Price Sheet**.

ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL

After Proposals are reviewed, the University may request one (1), some or all Bidders to give an oral presentation to the University concerning its Proposal. Bidders may not attend presentations made by their competitors.

The University may also require the clarify certain aspects of its Proposal. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies, material omissions, or used to revise or modify a Proposal.

It is within the University's discretion whether to require the Bidder to give an oral presentation, or require the Bidders to submit written responses to questions regarding its Proposal. Action by the University in this regard should not be construed to imply acceptance or rejection of a Proposal. Procurement Services is the sole point of contact regarding any request for an oral presentation or clarification.

5.2 BEST AND FINAL OFFER (BAFO)

The University may invite one (1) Bidder or multiple Bidders to submit a Best and Final Offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that does not

result in more advantageous pricing to the University will not be considered, and the University will evaluate the Bidder's most advantageous previously submitted pricing.

BAFOs will be conducted only in those circumstances where it is deemed by the Director to be in the University's best interests and to maximize the University's ability to get the best value. Therefore, the Bidder is advised to submit its best technical and price proposal in response to this RFP since the University may, after evaluation, make a Contract award based on the content of the initial submission. The University may conduct more than one (1) round of BAFO in order to attain the best value for the University.

If the University contemplates BAFOs, prices will not be publicly read at the bid opening. Only the name and address of each Bidder will be publicly announced at the bid opening.

5.3 PROPOSAL DISCREPANCIES

In evaluating Proposal, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit of measure and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of measure and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of measure and the actual total will be resolved in favor of the actual total. 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.

6.0 CONTRACT AWARD

6.1 AWARD

The Contract award shall be made with reasonable promptness by written notice to that responsible Bidder, whose Proposal, conforming to this RFP, is most advantageous to the University, price, and other factors considered. The University reserves the right to reject all bids, to reject those bids that are non-responsive, 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 minor informality where such waiver is permitted by law.

6.2 BIDDERS RIGHT TO PROTEST AWARD OF CONTRACT

A Bidder who submits a proposal in response to an 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 Proposal 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 2.3), the Contractor's 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: Contract, 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 Proposal.

7.2 CONTRACT TERM AND EXTENSION OPTION

The term of the Contract shall be for a period of (3) three years from the date of award with option to renew for two (2) additional (1) one-year options to renew. 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. The Contract may be extended for all or part of (2) two additional (1) one-year periods, by the mutual written consent of the contractor and the University's Vice President of Finance and Treasurer.

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

Not applicable for this RFP.

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.

7.8 SUBSTITUTION OF STAFF

If it becomes necessary for the Contractor to substitute any management, supervisory or key personnel, the Contractor shall identify the substitute personnel and the work to be performed. The Contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitute(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

The Contractor shall forward a request to substitute staff to the University for consideration and approval. No substitute personnel are authorized to begin work until the Contractor has received written approval to proceed from the University.

7.9 ADDITIONAL WORK AND/OR SPECIAL PROJECTS

The Contractor shall not begin performing any additional work or special projects related to this RFP without first obtaining the University's written approval.

In the event of additional work and/or special projects, the Contractor must present a written Quote to perform the additional work to the University. The Quote should provide justification for the necessity of the additional work. The Contractor's written Quote must provide a detailed description of the work to be performed broken down by task and subtask. The written Quote must detail the cost necessary to complete the additional work in a manner consistent with this Contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the Contractor in the Contractor's original Proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed all-inclusive price to perform the required work. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

In the event the Contractor proceeds with additional work and/or special projects without the University's written approval, it shall be at the Contractor's sole risk. The University shall be under no obligation to pay for work performed without the University's written approval.

APPENDIX #1 - REQUIRED SUPPORTING BID DOCUMENTS (CHECKLIST)

NOTE: The documents listed below are required by State Law and University Policy. All documents are required to be completed. Procurement Services Forms can be found at: <https://www.montclair.edu/procurement/forms/>.

| THIS CHECKLIST WAS CREATED AS A GUIDE TO ASSIST BIDDERS AND MAY NOT IDENTIFY ALL REQUIREMENTS FOR SUBMITTING A COMPLETE PROPOSAL. IT IS THE BIDDER'S RESPONSIBILITY TO ENSURE THAT ALL REQUIREMENTS OF THE RFP HAVE BEEN MET. | | |
|--|---|-------------|
| 1. RFP SPECIFIC SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL.</u> | | |
| # | Document Title | Applicable? |
| 1 | <u>PRICE SHEET</u> – Refer to Section 4.6 and Attachment 1 for information. | Yes |
| 2 | <u>TECHNICAL PROPOSAL / STATEMENT OF QUALIFICATIONS</u> – Refer to Section 4.7 for information. | Yes |
| 2. STANDARD SUBMITTALS THAT MUST BE SUBMITTED BY THE BIDDER <u>WITH THE PROPOSAL.</u> | | |
| # | Document Title | Applicable? |
| 1 | <u>SIGNATURE PAGE</u> – Refer to Page 2 of this RFP. | Yes |
| 2 | <u>OWNERSHIP DISCLOSURE FORM</u> - Refer to Ownership Disclosure Form (PDF) | Yes |
| 3 | <u>MONTCLAIR STATE UNIVERSITY STANDARD CONTRACT TERMS AND CONDITIONS</u> - Refer to Montclair State University Standard Terms and Conditions (PDF) | Yes |
| 4 | <u>AGREEMENT OF SURETY/BID BOND</u> - Refer to RFP Section 4.8.1 | No |
| 5 | <u>FINANCIAL CAPABILITY OF THE BIDDER</u> – Refer to RFP Section 4.8.2 | No |
| 6 | <u>PUBLIC WORKS REGISTRATION</u> – Refer to RFP Section 4.8.3 | No |
| 3. STANDARD SUBMITTALS THAT SHOULD BE SUBMITTED BY THE VENDOR WITH THE PROPOSAL. THESE FORMS MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF CONTRACT. | | |
| # | Document Title | Applicable? |
| 1 | <u>BUSINESS REGISTRATION CERTIFICATE</u> - Refer to New Jersey Business Registration Certificate (BRC) Instructions & Sample (PDF) | Yes |
| 2 | <u>POLITICAL CONTRIBUTION DISCLOSURE (CHAPTER 51)</u> - Refer to Chapter 51 / EO 117 Vendor Certification and Disclosure of Political Contributions (PDF) | Yes |
| 3 | <u>MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE</u> - Refer to AA-302 Employee Information Report for Good and Services (PDF) | Yes |
| 4 | <u>EXCESS LIABILITY INSURANCE</u> - PROVIDED IN STANDARD CONTRACT TERMS AND CONDITIONS) | No |
| 5 | <u>EUGDPR DATA PROTECTION ADDENDUM</u> (Only required if Bidder will be providing Services in European Union) - Refer to Data Protection Addendum – EUGDPR (PDF) | No |
| 6 | <u>CHINA DATA PROTECTION ADDENDUM</u> (Only required if Bidder will be providing Services in People's Republic of China) - Refer to Data Protection Addendum – China (PDF) | No |

ATTACHMENT #1 - PRICE SHEET

Bidder Name: _____

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

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 _____

ATTACHMENT #5 - SUMMARY INFORMATION SHEET

| |
|--|
| FIRM NAME: _____ |
| 1. NUMBER OF YEARS FIRM HAS BEEN IN OPERATION: _____ |
| 2. CONTACT/LOCATION OF THE RESPONDENT'S OFFICE THAT WILL BE RESPONSIBLE FOR MANAGING THIS CONTRACT: NAME: _____ TITLE: _____ ADDRESS: _____ PHONE: _____ CELL PHONE: _____ EMAIL: _____ |
| 3. NAME(S) AND TELEPHONE NUMBER(S) OF MANAGEMENT PERSONNEL TO BE CONTACTED IF PROBLEMS OR EMERGENCIES OCCUR: _____ |
| CURRENT CONTRACTS |
| 4. PLEASE LIST THE NEW JERSEY AGENCIES, US GOVERNMENTAL AGENCIES, PUBLIC AND PRIVATE COLLEGES AND UNIVERSITIES NOW UNDER CONTRACT WITH THE RESPONDENT FIRM: _____ |
| 5. PLEASE LIST REFERENCES WHERE SIMILAR TYPE SERVICES WERE PROVIDED. PROVIDE THE NAME, TITLE, AND TELEPHONE NUMBER OF AN INDIVIDUAL AT EACH REFERENCE SITE WHO CAN PROVIDE AN INDEPENDENT ASSESSMENT OF THE PROPOSER'S PERFORMANCE: COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____ COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____ COMPANY NAME: _____ NAME/TITLE: _____ TEL.#: _____ EMAIL #: _____ |
| 6. PLEASE LIST CONTRACTS THE RESPONDENT HAS HAD TERMINATED DURING THE LAST THREE YEARS WITH THE REASON THE CONTRACT WAS TERMINATED FOR EACH JOB. IF NONE, INDICATE SO: TERMINATED CONTRACT: _____ TERMINATED CONTRACT: _____ TERMINATED CONTRACT: _____ |