MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL

CHARTER MOTOR COACH SERVICES

Issue Date: February 25, 2016
Proposals Due Date: March 11, 2016

RFP Coordinator: Amy James
Director of Business Services
Room # 1123
221 S. Quarterline Road
Muskegon, MI 49442
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FROM THE TIME THIS RFP IS ISSUED UNTIL AWARD NOTIFICATION IS MADE, ALL CONTACT WITH MCC REGARDING THIS RFP MUST BE MADE THROUGH THE MCC RFP COORDINATOR. NO OTHER PERSON/MCC EMPLOYEE IS EMPOWERED TO MAKE BINDING STATEMENTS REGARDING THIS RFP. VIOLATION OF THIS PROVISION MAY LEAD TO DISQUALIFICATION FROM THE BIDDING PROCESS AT MCC’S DISCRETION.
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INTRODUCTION

A. PURPOSE

Proposals shall be sealed and plainly marked on the outside of the envelope/box with “RFP Charter Motor-Coach Services” with the name of the firm submitting the proposal. It is the sole responsibility of the proposer to assure that their proposal is received by Muskegon Community College prior to the time specified. One (1) original and five (5) identical copies and one (1) electronic file should be submitted to the following address by March 11, 2016 at 2:00 p.m.

Muskegon Community College
Attn: Amy James
Room #1123
221 S. Quarterline Rd.
Muskegon, MI 49442

B. BACKGROUND

MCC was founded as Muskegon Junior College in 1926, and has been continually accredited by the Higher Learning Commission of North Central Association since 1929. MCC moved to its current campus location, an Alden B. Dow designed facility that opened to the public in 1967.

In 1995, the Stevenson Center for Higher Education opened, comprising a consortium of Ferris State University, Grand Valley State University, and Western Michigan University, designed to increase access to educational opportunities for Muskegon residents. In 2010 the Outdoor Learning Lab, a focal point of green technology and center for MCC’s new Alternative and Renewable Energy certificate program opened. MCC is currently located on a 111-acre campus in Muskegon, with extension centers in Fremont, Grand Haven, Newaygo and Whitehall.

C. SCOPE OF SERVICES

Muskegon Community College is seeking and accepting proposals for establishing a one year contract with a qualified firm to provide transportation services for participants to and from scheduled events, such as athletic games, educational venues and fine art trips.

1. Scheduling: The proposal should outline their procedure and their ability to coordinate transportation needs with college contact people. The procedure should outline policies regarding initiating coach arrangements, ability to expand travel plans to include more than one coach bus and cancellation procedures.

2. Fleet: The proposer must indicate the size (seating capacity) and age of fleet and capacity to provide services as part of this proposal.
   a. All coaches require a working restroom facility aboard.
   b. All coaches require luggage berths below the coach and overhead storage capacities.
   c. All coaches require an onboard television/dvd system and wifi capability.
   d. All coaches require to be air-conditioned.
3. **Pricing:** The College is seeking a contract with discount pricing on all bus charters. Please indicate the following information:
   a. Price per mile assessed using time structure vs. distance. Or, renting 1-10 buses annually, 11-20 buses or more than 20 buses annually.

4. **Representative:** The proposer shall make available a local representative as account contact to assist all College departments needing to schedule trips.

5. **Drivers:** Drivers for the proposer must be certified in accordance with standards and qualifications adopted by the Department of Public Safety. The drivers must have appropriate training and license for the vehicle driven and comply with all laws, regulations, and posted signs regarding speed and traffic control.

6. **Travel interruption:** Each proposer will need to identify how they would address mechanical failures or accidents which might interrupt the college’s excursions.
   a. Identify how they will replace or secure another coach in the event of equipment failure.
   b. Identify commercial insurance coverage levels and liability insurance carrier for the purpose of the proposal.

7. **Invoicing:** Please indicate in the proposal if the College will need to pay a deposit for all trips scheduled, and/or pay in full before or after the trip has been taken.

8. **Qualifications:** It is expected at a minimum that the successful proposer:
   a. Has sufficient financial capacity, working capital, technical and management resources to perform the requirements of this contract.
   b. Has provided services similar in size and scope to this contract for a minimum of three years.

   Proposal shall include a detailed description of your company’s ability to meet each requirement listed in this request for proposal. This will include but not be limited to: size of the company, number of staff, fleet, and location of administrative office.

9. **Contract:** This proposal will result in the award of a one (1) year contract.
D. GENERAL INFORMATION
Selection of the Vendor will be at the discretion of Muskegon Community College and the College reserves the right to reject any or all proposals. All proposers will be notified whether or not they have been chosen as finalists for an interview. After the interview, the selected firm will be recommended to the Board of Trustees for approval.

1. Interview: The proposer will be required to make a presentation of their proposal. This will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any fee amount originally proposed. If your company has been chosen as finalists, Muskegon Community College will schedule and notify the Proposer(s) of the time and location of their presentation.

2. Modifications: Muskegon Community College reserves the right to request that the proposer modify the proposal to more fully meet the needs of the college.

3. Request for Additional Information: The proposer shall furnish such additional information if Muskegon Community College may require.

4. Acceptance/Rejection/Modification to Proposals: Muskegon Community College reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.

5. Questions: Should be addressed to Amy James at amy.james@muskegoncc.edu. All technical questions will be forwarded by Amy to the appropriate staff.

E. GENERAL TERMS AND CONDITIONS
By submitting a response to this RFP, Bidder agrees to the following terms and conditions:

1. Legal Compliance: Work performed and plans produced shall comply with all state, federal and local laws, including but not limited to those related to building, environmental, statutory, legal process, OSHA and the Fair Labor Standards Act.

2. Termination: The contract may be terminated by mutual consent of both parties or by Muskegon Community College at its discretion. This contract, if awarded, may be cancelled in whole or in part by Muskegon Community College upon giving at least sixty (60) days written notice prior to cancellation; except that nonperformance on the part of the contractor(s) will be grounds for termination upon fifteen (15) days written notice.

3. Manner of Performance: The firm will abide by all State and Federal Regulations on wages and hours of any employee. The firm shall be responsible for all of its employees, subcontractors and their actions during their term of the contract with Muskegon Community College.
4. **Freedom of Information Act:** The content of all proposals, correspondence, addenda, memoranda, working papers and other medium which discloses any aspect of the RFP process shall be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal(s) and the proposal(s) not selected, and the information in those proposals that a Bidder may consider proprietary in nature. Therefore, MCC makes no representation it can or will maintain the confidentiality of such information. The act of submitting a proposal to MCC shall be construed as understanding and acceptance of this public information disclosure requirement.

F. **PROPOSAL FORMAT**

In order to insure a uniform review process and obtain the maximum degree of compatibility, it is required that the proposals be organized in the manner specified below.

1. **Title Page:** The proposer should identify the RFP subject, the name of the firm, local address, telephone number, name and title of contact person with email address and date of submission.

2. **Introductory Letter:** Prepare an executive summary stating your understanding of the project and why your firm should be chosen and any general information the proposer wishes MCC to consider about the proposal.

3. **Table of Contents:** Provide clear identification of the material by section and by page number.

4. **References:** List at least three (3) client references. (See attachment)

5. **Required Forms:** Complete and sign all required forms that are included in this RFP and include a copy of your state of Michigan license.

G. **EQUAL OPPORTUNITY NOTICE**

It is the policy of MCC to provide equal opportunities and not discriminate in enrollment, education, employment, public accommodations, activities or services on the basis of race, color, religion, sex, national origin, marital status, sexual orientation, political persuasion, disability, height, weight, age, or other prohibitive matters.

It is the policy of MCC to patronize only those firms and Providers that demonstrate a commitment to equal opportunity within their own enterprises and who abide by Federal and State laws.

H. **INSURANCE**

**Commercial General and Umbrella Liability Insurance.** Successful bidder shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than $1,000,000 each occurrence.
Automobile and Umbrella Liability Insurance. Successful bidder shall maintain automobile liability and, if necessary, commercial umbrella liability insurance with a limit of not less than $1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and nonowned autos).

Workers Compensation Insurance. Successful bidder shall maintain workers compensation and employers liability insurance.

Evidence of Insurance. Successful bidder shall furnish MCC with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

No Representation of Coverage Adequacy. By requiring insurance herein, MCC does not represent that coverage and limits will necessarily be adequate to protect successful bidder, and such coverage and limits shall not be deemed as a limitation on successful bidder’s liability under the indemnities granted to MCC in this contract.
MUSKEGON COMMUNITY COLLEGE
REQUEST FOR PROPOSAL (RFP)
CHARTER MOTOR-COACH SERVICES

PROPOSAL FORMS

LIST OF REFERENCES

IMPORTANT: This form must be returned with the bid proposal form.

1. Name of Company__________________________________________
   Address____________________________________________________
   Contact Person/Title_________________________________________
   Telephone Number___________________________________________

2. Name of Company__________________________________________
   Address____________________________________________________
   Contact Person/Title_________________________________________
   Telephone Number___________________________________________

3. Name of Company__________________________________________
   Address____________________________________________________
   Contact Person/Title_________________________________________
   Telephone Number___________________________________________

Authorized Signature________________________________________
   Printed Name and Title

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PROPOSER’S CERTIFICATION

I have carefully examined the Request for Proposal, Instructions, Terms and Conditions, Scope of Services, Bid forms and all other documents accompanying this proposal.

I propose to furnish the services specified in the Request for Proposal at the prices or rates quoted in my proposal. I agree that my proposal will remain firm for a period of ninety (90) days in order to allow Muskegon Community College adequate time to evaluate the proposals.

I certify that all information contained in this Request for Proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit this proposal on behalf of the vendor/contractor and that the vendor/contractor is ready, willing and able to perform if awarded this Bid/Proposal.

I further certify that this bid/proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, firm or corporation submitting a bid/proposal for the same commodity or service; no officer, employee or agent of Muskegon Community College or of any other bidder/proposer interested in bid/proposal; and the undersigned executed this bidders/proposers certification with full knowledge and understanding of the matters contained and was duly authorized to do so.

Name of Business

Signature

Name & Title

Mailing Address

Telephone Number