

REQUEST FOR QUOTATION	<p style="text-align: center;">TROY SCHOOL DISTRICT</p> <p style="text-align: center;">1140 RANKIN, TROY, MICHIGAN 48083</p> <p style="text-align: center;">248-823-4052</p> <p style="text-align: center;">FAX: 248-823-4077</p>	REQUISITION
No. 9394		
DUE DATE NO LATER THAN 2-15-07 3 p.m.		DATE 2-1-07

REQUEST FOR QUOTE – NOT AN ORDER

THIS FORM MUST BE UTILIZED WHEN RESPONDING TO THIS REQUEST
BID ENVELOPE ENCLOSED

THE RFQ NUMBER MUST APPEAR ON ALL QUOTATIONS AND RELATED CORRESPONDENCE, THIS IS NOT AN ORDER

Quantity	DESCRIPTION	UNIT PRICE	AMOUNT
	<p>Please supply us with your bid to furnish the Troy School District with Charter Bus Fees per the attached specifications.</p> <p style="text-align: center;">Copies of the bid are available at: www.troy.k12.mi.us/purchasing/items_out_for_bid.htm</p> <p style="text-align: center;">Bid recaps will be available at: troy.k12.mi.us/purchasing/index.htm</p> <p style="text-align: center;"><u>FACSIMILE BID IS NOT ACCEPTABLE</u></p> <p>Bids will not be accepted if submitted after the deadline specified (local time) in the advertisement to bid or in the information to bidders. The late submission of a bid makes the bid nonrepsonsive and is a material defect which shall not be waived by the Board of Education. Delays in the mail will not be considered. All Late bids in the mail will be returned to the bidder unopened.</p> <p>Proposal for the submission of alternatives by vendors will be accepted and reviewed. However, if any substitution or departure is not clearly noted and described, it will be understood that the bid intends to exactly meet the specifications.</p> <p>The Board of Education shall be the sole judge as to whether the proposed goods are "equal" or "approved". Quotations must be mailed or delivered to the Purchasing Office, 1140 Rankin, Troy, MI 48083 no later than 3 p.m. on the date shown above. Michigan State Sales and Use Taxes and Federal Excise Taxes do not apply unless otherwise indicated. Exemption certificates will be furnished when necessary. This request imposes no obligations on the buyer. The Board of Education reserves the right to accept or reject any or all bids or to split awards by items or to accept bids, which will best serve the Board of Education.</p>		

THIS AREA MUST BE FILLED IN

DELIVERY TIME	PRICES FIRM FOR	NAME OF COMPANY	TELEPHONE NO.
TERMS		NO. & STREET	FAX #
FOB DELIVERED	ALL DELIVERY CHARGES MUST BE INCLUDED IN PRICES SHOWN	CITY, STATE & ZIP CODE	E-MAIL
CONTACT PERSON (PLEASE PRINT)		SIGNATURE	DATE

TROY SCHOOL DISTRICT BID 9394 CHARTER BUS FEES

The Troy School District is seeking bids for chartering private bus transportation from Troy High School for 40 to 50 plus students and chaperones.

GENERAL INFORMATION

- Trips will be chaperoned by adults
- Pick-up (origination) of all trips will be from a Troy High School, 4777 Northfield Parkway, Troy, MI 48098. Final return trip will be same as initial pick-up point.
- Pick-up time indicated on following pages. Buses are requested on site a minimum of 15 minutes prior to scheduled pick-up.
- Return times (depending on location) will generally be from 5:00 p.m. to 9:00 p.m.

BID REQUIREMENTS

- Company must be able to provide specified buses on site as requested by individual school. Specific number of buses required for each trip will be determined prior to departure date in accordance with company's confirmation procedures.
- Buses must be equipped with:
 - ✓ Minimum (1) one on-board toilet facility.
 - ✓ Under carriage luggage compartment.
- Completion of the following forms **MUST** accompany bid response. Missing documentation may result in bid disqualification.
 - Request for quotation cover sheet
 - Company qualification check list
 - Cost quotation
 - Familiar relationship form
 - Proof of insurance certificates
 - Company contact information

COMPANY QUALIFICATION CHECKLIST

(SEPARATE PAGES MAY BE ATTACHED TO RESPOND)

NAME OF COMPANY: _____

NUMBER OF BUSES AVAILABLE FOR CHARTER: _____

SEATING CAPACITY (ADULT) PER BUS: _____

ON BOARD TOILET FACILITY AVAILABLE: _____

UNDER CARRIAGE LUGGAGE SPACE: _____

ARE ALL BUSES AIR CONDITIONED? _____

DRIVER QUALIFICATIONS: (Please provide detailed information for driver licensing requirements.)__

VEHICLE ACCIDENT INSURANCE: \$1,000,000 Minimum coverage required – certificate of insurance must accompany bid response.

DRIVER WORKER’S COMPENSATION INSURANCE: Must be maintained by company in accordance with State of Michigan guidelines – certificate of insurance must accompany bid response.

TRIP CONCESSION/DELAY INSURANCE BY OWNER: Please specify the financial remediation provided the district should company fail to:

- a) Arrive at designated pick-up point at scheduled time.
- b) Arrive at designated pick-up point up to one (1) hour after scheduled time.
- c) Non-arrival of bus more than one (1) hour after scheduled time.

TRIP CANCELLATION BY SCHOOL: Specify fees due should trip be cancelled by school. Please provide specific timeline utilized by your company (e. g. 0% of total if cancelled more than 30 days prior to departure, 75% of total if cancelled within 48 hours of departure, etc.).

DEPOSIT INFORMATION: Please specify schedule for required confirmation of each trip (e.g. 50% deposit required two weeks prior to departure, full fee due on date of departure, etc.).

Will your company accept a school purchase order? (complete billing **AFTER** trip completion). _____

What is the deadline for scheduling: _____

- a) Each trip? _____
- b) Number of buses required per trip? _____

COST QUOTATION

COMPANY: _____

Please specify how fees are set (cost per mile, cost per trip, cost per rider, cost per bus).

MINIMUM COST PER BUS: \$ _____

COST FOR ROUND TRIP FROM TROY HIGH SCHOOL - TROY, MICHIGAN TO:

<u>DATE</u>	<u>DEPART TIME</u>	<u>LOCATION</u>	<u>RETURN DEPART</u>	<u>COST</u>
March 9, 2007 – 6:30 a.m.		Eastern Michigan University Ypsilanti	5:00 p.m.	\$ _____
March 10, 2007 – 7:00 a.m.		Eastern Michigan University Ypsilanti	5:00 p.m.	\$ _____
March 30, 2007 – 5:00 a.m.		Grand Valley State University		\$ _____
March 31, 2007 – 5:00 p.m.		Depart - Grand Valley State University		\$ _____
April 12, 2007 – 6:00 a.m.		Atlanta, Georgia Convention Center		\$ _____
April 14, 2007 – 9:00 p.m.		Depart Atlanta, Georgia Convention Center		\$ _____

TROY SCHOOL DISTRICT Bid 9394 Charter Bus Fees	Co. Indian Trails, Inc. Terms: Net 30 Firm: 120 Days	Co. Blue Lakes Charter & Tours, Inc. Terms: full payment due 14 days prior to departure Firm: 30 Days	Co. National Trails Inc. Terms: Net 30 Days Firm: 90 Days	Co. Wilmac Tours, Inc. Terms: Net 30 Days Firm: 90 Days
Number of Buses Available for Charter:	36	50	11	9
Seating Capacity (adult) per bus	up to 56	50	56	52 + 55 + 56
Onboard toilet facility available	yes	yes	yes	yes
Under carriage luggage space	yes	yes	yes	yes
Are all buses air conditioned	yes	yes	yes	yes
Driver Qualifications	listed on checklist form	listed on checklist form	listed on checklist form	listed on checklist form
Vehicle accident insurance	included	\$5,000 coverage	included	Included
Driver workers compensation insurance	included	included		Included
Trip cancellation/delay insurance by owner			*	
Arrive at designated pick-up point at scheduled time	10% off total cost			-0-
Arrive at designated pick-up point up to one (1) our after scheduled time	10% - 20% off total			\$100.00
Non-arrival of bus more than on (1) hour after scheduled time.	10% - 25% if bus operates - full refund if bus does not operate			\$200.00
Trip cancellation by school	no charge for more than 30 days \$100/bus/day if cancelled less than 30 days	-0- if cancelled more than 14 days prior to departure; less 14 days, 10% per day prior to departure date.	**	see copy of contract no contract provided
Deposit Information	no deposit required	\$100.00 per bus or 10% of total which ever is greater.		10% deposit balance due 2 weeks prior to trip yes
Will your company accept a school purchase order	yes	It can be discussed.	yes	
What is the deadline for scheduling:				
a) Each trip	none	Based on availability, first come, first serve	24 hours based on availability	30 days
b) Number of buses required per trip	none		24 hours based on availability	1
Please specify how fees are set (cost per mile, cost per trip, cost per rider, cost per bus)	All fees based on the grater of time or miles charges.			
MINIMUM COST PER BUS:	672.00		380.00	650.00
COST FOR ROUND TRIP FROM TROY HIGH SCHOOL - TROY, MICHIGAN TO:				
<u>Date/Depart time</u>	<u>Location/Time</u>	<u>Cost</u>	<u>Cost</u>	<u>Cost</u>
March 9, 2007 – 6:30 a.m	Eastern Michigan Univer: 5:00 p.m. Ypsilanti	806.00	940.00	653.00 - per bus
March 10, 2007 – 7:00 a.m.	Eastern Michigan Univer: 5:00 p.m. Ypsilanti	806.00	870.00	653.00 - per bus
March 30, 2007 – 5:00 a.m.	Grand Valley State University	1,989.00	2,550.00	800.00
March 31, 2007 – 5:00 p.m.	Depart - Grand Valley State University			1,983.00 - per bus
April 12, 2007 – 6:00 a.m.	Atlanta, Georgia Convention Center	6,360.00		800.00
April 14, 2007 – 9:00 p.m.	Depart Atlanta, Georgia Convention Center		6,272.00	2,850.00
			4,994.00 - per bus	2,850.00

TROY SCHOOL DISTRICT Bid 9394 Charter Bus Fees	Co. Indian Trails, Inc. Terms: Net 30 Firm: 120 Days	Co. Blue Lakes Charter & Tours, Inc. Terms: full payment due 14 days prior to departure Firm: 30 Days	Co. National Trails Inc. Terms: Net 30 Days Firm: 90 Days	Co. Wilmac Tours, Inc. Terms: Net 30 Days Firm: 90 Days
			*National Trails will make every effort to secure replacement bus at no additional cost to the customer. National Trails will either send a replacement from the National Trails yard or from a facility closest to where the incident occurred.	

Trinity Coach - No Bid
 ServiCar of Michigan - No Bid
 Lakeland Tours - No Response
 Travel Adventures - No Response
 Bianco - No Response
 Senior Unlimited - No Response
 Commuter Transportation - No Response
 Garfield Hts. Coach Line - No Response

**All cancellation by school must be received 30 days prior to departure date. Any cancellations received after this date will incur a cancellation fee. Cancellation fees are subject to the date when the bus is cancelled and the ability to resell the bus. Cancellations based on weather conditions should be received no later than four hours prior to departure time. All cancellations less than 30 days prior to departure date will be charged an administrative fee of \$100 in addition to cancellation fee.