

CHARTER BUS SERVICES
QUOTE NO. 6740

1. SUPPLEMENTAL INSTRUCTIONS

- 1.1 The City of Lincoln, NE (hereinafter referred to as Owners) are requesting bids from qualified companies, hereinafter referred to as Vendor to provide Charter Bus Service from destination specified by the Owners.
- 1.2 Vendor must submit their bid and all attachments via the City of Lincoln/Lancaster County e-bid system.
- 1.3 The Owners will not pay a deposit fee for the buses or service.
- 1.4 The Owners will give the Vendor a minimum of one week notice of cancellation or change of schedule unless of an unforeseen weather-related issue.
 - 1.4.1 Every effort will be made to communicate changes as soon as they are made known to the Owners.

2. BUS REQUIREMENTS

- 2.1 Buses shall have ample storage for wheelchairs and walkers under the bus.
 - 2.1.1 Storage shall be inside the bus or underneath for a minimum of 7 full sized coolers, active games, totes containing play equipment such as balls or frisbees, and fishing poles.
- 2.2 Buses shall have working air conditioning.
- 2.3 All buses must be cleaned inside and out as necessary, including restrooms, all areas such as seats, storage areas, etc. and repairs to visible body damage, inside and out shall be made immediately after such damage occurs.
- 2.4 Regular preventive maintenance, as approved by the bus manufacturer, shall be practiced on all buses.
- 2.5 Vendor shall be responsible for furnishing all equipment fuels and lubricants for such buses and all maintenance repairs.
- 2.6 Buses should be fully fueled at the start of trip with minimal stops required along travel route.
- 2.7 All equipment in the buses and vans shall be fully operational, including heating, air conditioning and restrooms (where applicable).
- 2.8 Vendor shall have a CDL license with a passenger endorsement.
 - 2.8.1 License copies shall be submitted with the bid documents.
 - 2.8.2 Valid medical exam certificate.
 - 2.8.3 Failure to submit copies of the required licenses may deem the bid non-responsive.
- 2.9 All drivers must always be in good health when driving buses.
 - 2.9.1 Vendor shall provide a valid medical exam certification good for 2 years.
- 2.10 Pricing shall be from the pickup point and terminated at time of return of original pick up point.
- 2.11 Computation of charges will be on a trip basis for those not listed in line items.
 - 2.11.1 Time and miles will be figured separately, and charges will be the greater of the two.
 - 2.11.2 Other trips may be arranged that are not listed in the bid.
 - 2.11.2 The trips shall be calculated by time and miles.
- 2.12 The Vendor will be required to replace any inoperative equipment to prevent disruptions in service.
- 2.13 Vendor shall permit box lunches and snacks on excursions.
- 2.14 All drivers provided shall have been drug tested in compliance with any applicable Federal, State and Local laws, rules and regulations of any authority having jurisdiction.

- 2.15 Vendor and their drivers shall be held responsible for knowledge concerning directions to and from destination.
- 2.16 All drivers must be thoroughly professional in both conduct, attire and experience.
 - 2.16.1 All drivers shall have a minimum of one (1) year commercial bus driving experience.
- 2.17 The Owners may do random inspections of the buses and drivers.
 - 2.17.1 When an identified owner employee inspects the vehicle the driver will be required to produce a valid operator's license (Class O or CDL), Medical examiners certificate and a copy of their current First Aid card if applicable to maintain.

3. COACH BUS REQUIREMENTS/INFORMATION

- 3.1 All coach buses must be equipped with the following equipment at no additional charge:
 - Air Conditioning
 - Working Restroom
 - Step Stool/Kneeling Capabilities
 - PA System
 - Standard Luggage Compartments
 - Cell Phone and/or Radio Dispatch
- 3.2 If requested, a coach bus shall be equipped with audio/visual equipment (i.e. TV/DVD player).
 - 3.2.1 If applicable, Vendor must state additional charge(s).
 - 3.2.2 Additional charges will not be allowed if not stated.
- 3.3 If requested, Vendor shall provide an ADA (Americans with Disabilities Act) compliant wheelchair access coach bus.
 - 3.3.1 If applicable, Vendor must state additional charge(s).
 - 3.3.2 Additional charges will not be allowed if not stated.
- 3.4 Long distance, overnight, or out-of-state trips may be required.

4. ACCIDENT REPORTS

- 4.1 All accidents which involve the Vendors' personnel while in operation pursuant to this bid, shall be reported to the Owners immediately.
- 4.2 Accidents involving injuries to students or other persons shall be reported to the Owners immediately after the Vendor is notified of same. (the Owner's Representative who made the reservation shall be notified as soon as possible of the accident)
- 4.3 Accident reports may be delivered verbally; however, a written report which includes all pertinent information shall be provided by the Vendor as soon as reasonably possible after each occurrence, but in no event later than one (1) working day after the accident.

5. DESTINATIONS

- 5.1 The City of Lincoln Parks department utilizes motor coaches (Large or mini) and/or van services for kids' day camp trips.
- 5.2 In the past Owners have taken trips to Burwell, NE that is around 360 miles round trip which requires a 3-day 2 night stay.
- 5.3 The majority of Day Camp trips are 5- 8 hours in length.
- 5.4 Camps would leave around 9 – 9:30 a.m. and return by 4 -4:30
- 5.5 Day camps average 130 - 200 miles round trip.
- 5.6 Aging Partners utilizes motor/mini coach or van services for Adults averaging from 60- 80 years of age with destinations outside the Nebraska that may lead to Clarinda, IA; Pella, IA; and Abeline, KS .

- 5.7 Accommodation and meals for the bus driver shall meet the standards set forth by the bus company.

6. VENDOR RESPONSIBILITY

- 6.1 Vendor shall have appropriate license for business and employee drivers.
- 6.2 Vehicles must be properly signed and meet the Safety specifications of the U.S. and Nebraska Department of Transportation, Department of Motor Vehicles and the Highway Patrol at all times during the course of the contract period.
- 6.3 Non-compliance with bid specifications must be remedied by the Vendor within 24 hours.
- 6.4 It is the responsibility of the Vendor to notify the Owners if any problems occur before arriving to the pickup location.
- 6.5 It is the responsibility of the Vendor to supply alternate transportation if the original transportation is not available.
- 6.6 Vendor shall follow all State, Local and Federal regulations.
- 6.7 The bus and driver must remain at the sight where passengers are delivered for the duration of the event.
- 6.7.1 The bus and driver shall not leave the site without notifying and prior approval of the trip liaison, as designated by the Owners.
- 6.8 All vehicles must be equipped with two-way radios for emergency use.
- 6.9 If any bus or van is over 30 minutes late at scheduled pick-up or drop-off site or if bus leaves prior to scheduled time the Owners will **NOT BE CHARGED** for that bus for the day.
- 6.10 The Vendor shall be able to supply ADA compliant buses when requested by the Owners.
- 6.11 The Vendor shall allow changes to the bus quantity (more or fewer buses or smaller or larger bus).
- 6.12 The Vendor shall allow up to 24 hours prior to the scheduled departure of the bus trip, with standard bus rental rates charged and no penalties charged for reductions or cancellations of bus.

7. BUS CLASSIFICATIONS

- 7.1 Motor Coach Passenger Buses
- 7.2 Mini-Coach Buses
- 7.3 Air-Conditioned Van

8. EVALUATION CRITERIA

- 8.1 The lowest responsible, responsive Bidder whose bid will be most advantageous to the Owners, and as the Owners deems will best serve the requirements and interests of the Owners.
- 8.1.1 All bids are subject to a determination of "responsive" and "responsible" prior to award.
- 8.1.1.1 Owners are the sole judge as to "responsiveness" and "responsibility" of vendors.