



**JACKSON STATE UNIVERSITY  
Request for Proposals (RFP) 23-01  
Charter Bus Services**

**ISSUE DATE:** July 8, 2022

**ISSUING AGENCY:** Office of Purchasing and Travel  
Jackson State University  
1400 John R. Lynch Street  
Jackson, MS 39217

Sealed proposals, subject to the conditions made a part hereof, will be received until **Monday, August 15, 2022 at 11:30 a.m. in the JSU Office of Purchasing and Travel**, same address as above, for furnishing services as described herein.

**IMPORTANT NOTE:** Indicate firm name and RFP number on the front of each sealed proposal envelope or package.

All inquiries regarding this RFP should be directed to:

Emily Tschiffely  
Office of Purchasing and Travel (same address as above)  
601-979-0978  
[emily.c.tschiffely@jsums.edu](mailto:emily.c.tschiffely@jsums.edu)

Any addendum associated with this RFP will be posted at <https://www.jsums.edu/finance/bid-information/> located under RFP 23-01. It is the respondent's responsibility to assure that all addenda have been reviewed and, if applicable, signed and returned.

**Note:** Questions concerning the specifications in this RFP must be submitted in writing and will be accepted until August 1, 2022 at 5:00 p.m. A summary of all questions and answers will be posted at <https://www.jsums.edu/finance/bid-information/> as an addendum located under RFP 23-01 by August 5, 2022 at 5:00 p.m.

**RFP Response Checklist** – Include these items in your response to RFP 23-01.

\_\_\_\_\_ (1) One clearly marked original response, an electronic copy in PDF files on a flash drive, and six (6) identical copies of the complete proposal. Label with the Vendor name and RFP number. Include the items listed below.

\_\_\_\_\_ (2) Submission Cover Sheet APPENDIX A, signed and dated accompanied by a Cover Letter indicating the scope of the proposal. In addition, the letter should include a statement indicating the ability to comply with all requirements of agreement and acceptance of the standard contract. If needed, clearly identify any proposed changes to the standard contract. The letter should include a statement of exceptions to any of the terms and conditions outlined in this RFP, if needed. Cover letter should explain why your firm would be the best choice for JSU. Any Corporate-wide programs, performance standards and metrics, unique features, key initiatives, and the corporate support structures pertinent to the JSU program should be included.

\_\_\_\_\_ (3) Vendor Response to Management Requirements Questionnaire plus an overview of vendor qualifications, organizational profile (including operation under other Vendor names providing the same or similar services) and organizational chart. Describe how the organizational structure will ensure orderly communications, distribution of information, and effective coordination of activities, accountability, and decision-making authority.

\_\_\_\_\_ (4) **In a separately sealed envelope** – Technical Specifications Response – **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

\_\_\_\_\_ (5) **In the same separately sealed envelope** – Cost Specifications - **NO INFORMATION IDENTIFYING THE VENDOR SHALL BE INCLUDED.**

\_\_\_\_\_ (6) References: Provide three (3) similar or like clients as references, for which Respondent has performed (or is currently performing) work similar in nature and scope within the last five (5) years. Information should include:

- Institution
- Institution's Address
- Contact name, telephone number, and email
- Similarity with scope and size of the JSU
- Length of time services have been provided

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The proposal package must be received on or before 11:30 a.m. on August 15, 2022. It is the responsibility of the respondent to ensure that the proposal package arrives in the Office of Purchasing and Travel on-time. The proposal package should be delivered or mailed to:

OFFICE OF PURCHASING AND TRAVEL  
JACKSON STATE UNIVERSITY  
1400 John R. Lynch Street  
Jackson, MS 39217

When using a delivery service or hand delivering, the address is: H.P. Jacobs Administration Tower, 4<sup>th</sup> Floor, Office of Purchasing & Travel, Jackson State University, 1400 John R. Lynch Street, Jackson, MS 39217.

ALL QUESTIONS REGARDING THIS RFP SHOULD BE DIRECTED TO EMILY TSCHIFFELY AT [emily.c.tschiffely@jsums.edu](mailto:emily.c.tschiffely@jsums.edu).

**JSU reserves the right to reject any and all proposals and to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal or all items, if deemed in the best interest of the University to do so.**

Proposals received after the stated due date and time will not be accepted. Submission via facsimile or other electronic means will not be accepted.

## 1. UNIVERSITY OVERVIEW

Jackson State University, founded in 1877, is a historically black, high research activity university located in Jackson, the capital city of Mississippi. Jackson State's nurturing academic environment challenges individuals to change lives through teaching, research and service. Officially designated as Mississippi's Urban University, Jackson State continues to enhance the state, nation and world through comprehensive economic development, healthcare, technological and educational initiatives. The only public university in metropolitan Jackson, Jackson State is located near downtown, with five satellite locations throughout the area.

## 2. INVITATION TO SUBMIT PROPOSAL ON RFP

JSU desires to contract with at least one reputable and responsible firm which can efficiently and effectively provide Charter Bus Services to Athletics teams and other groups of students, faculty and staff. JSU is seeking comprehensive proposals to accommodate these specified travel needs for up to the next three (3) academic years, through June 30, 2025. The proposals shall clearly set forth the equipment, supplies, procedures, methods and services to be provided.

3. SCOPE OF SERVICES REQUIRED

It is the intent of this RFP to maintain at least one contract capable of providing charter bus services. Timely pick-up and delivery of students and other JSU personnel will be coordinated through JSU’s Transportation department.

The term of this RFP is one (1) year from approval with the option to renew for two (2) one (1) year terms at the discretion of the University. JSU is seeking multiple vendors for this service.

JSU requires that the proposer have knowledge and experience in charter bus services for universities. The proposal shall set forth the methods, cost and plans to provide services similar or better than the services set forth below:

<b>TECHNICAL SPECIFICATIONS:</b>
<b>A. Bus Requirements</b>
Buses are to meet the following requirements: <ul style="list-style-type: none"> <li>• Locking storage compartments underneath</li> <li>• Fully functioning TVE monitors, VCR/DVD systems and satellite TV (Direct TV/Cable)</li> <li>• Functioning wireless internet</li> <li>• Functioning electrical outlets</li> <li>• Charging Ports</li> <li>• Clean functioning restrooms</li> <li>• Fully functioning heat/AC</li> <li>• Reclining seats</li> <li>• Year <u>2018</u> or newer model, well maintained</li> </ul>
<b>B. Drivers</b>
<ul style="list-style-type: none"> <li>• Driver must be dressed appropriately and present themselves in a professional manner at all times. In addition, all drivers utilized by the bidder in the operation of this service must be capable of speaking, reading, writing and understanding English.</li> <li>• The proposer will provide documentation showing that all drivers are in possession of a valid driver’s license qualifying them to operate the vehicles outlined in this RFP.</li> <li>• The driver must be available for contact at any time during the trip and remain with the JSU group at all times. Driver skills and safety are crucial. All drivers shall be appropriately licensed, trained and regularly evaluated for compliance with safety regulations and skills in conformance with all applicable State laws and regulations.</li> </ul>
<b>C. Department of Transportation (DOT) Reporting Requirement</b>
A copy of proposer’s DOT report identifying the firm’s accident rating must be submitted.
<b>D. Meals</b>
Meals for bus driver will be the responsibility of the successful proposer.
<b>E. Lodging</b>
JSU will be responsible for booking and paying for the drivers’ hotel rooms. Hotel will be selected by JSU.
<b>F. Emergency Contact</b>

Bus company must provide a contact name and telephone number who is available 24/7.
<b>G. Sponsorship (Optional)</b>
Should the proposer choose to partner with JSU as a sponsor, displaying a JSU Athletics wrap on the exterior of the bus, an approved graphic file will be provided by JSU.

## **COST SPECIFICATIONS**

The pricing must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- All management fees (if any)
- Any and all other costs associated with performing the services

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### **RATE FOR FULLY CONTAINED CHARTER COACH:**

**1. Up to 24 passenger bus**

\$ \_\_\_\_\_ per mile  
\$ \_\_\_\_\_ for first eight (8) hours and \$ \_\_\_\_\_ per hour thereafter  
\$ \_\_\_\_\_ per 24-hour period and \$ \_\_\_\_\_ per hour thereafter

**2. Up to 40 passenger bus**

\$ \_\_\_\_\_ per mile  
\$ \_\_\_\_\_ for first eight (8) hours and \$ \_\_\_\_\_ per hour thereafter  
\$ \_\_\_\_\_ per 24-hour period and \$ \_\_\_\_\_ per hour thereafter

**3. Up to 56 passenger bus**

\$ \_\_\_\_\_ per mile  
\$ \_\_\_\_\_ for first eight (8) hours and \$ \_\_\_\_\_ per hour thereafter  
\$ \_\_\_\_\_ per 24-hour period and \$ \_\_\_\_\_ per hour thereafter

**Additional Requirements – INCLUDE WITH TECHNICAL & COST SPECIFICATIONS RESPONSE**

- Contractor shall agree to indemnify the University from any claims, actions, suits, causes of action, or demands, which may include, but is not limited to court costs and legal fees, arising from the implementation of the services to be provided.
- In event of default by contractor or termination of contract, contractor shall agree to provide service on a month-to-month basis at existing rates for up to six months.
- There shall be no cost increase during the initial term. A cost increase may be considered at the beginning of each renewal term. In this RFP's response, the proposer must provide the justification and methodology for applying the cost increase and indicate the proposed amount of cost increase.
- JSU reserves the right to reject any or all proposals received, to waive any informalities or irregularities in proposals received, or to accept any proposal which is deemed most favorable to the University.
- Terms and conditions that constitute grounds for termination will be specified in the contract. JSU reserves the right to terminate contract with sixty (60) days' notice or at the time of the contract renewal.
- Within 10 days of award, successful proposer shall provide a list of all certified drivers that shall be employed for this contract and shall include driver license numbers and expiration dates.

**Insurance Requirements**

Contractor, upon award, but prior to any work commencing, shall provide certificates of insurance coverage as outlined below.

- Contractor, as an independent contractor, shall provide proof of Comprehensive General Liability insurance, Workers' Compensation insurance and Commercial Auto Liability insurance. The Contractor shall provide a Certificate of Coverage mailed to the Board of Trustees of State Institutions of Higher Learning, Office of Insurance & Risk Management, 3825 Ridgewood Road, Suite 429, Jackson, MS, 39211 and JSU, Department of Facilities and Construction Management, Executive Director, 1400 J.R. Lynch St., Jackson, MS 39217 at least ten (10) working days prior to start of services. The Certificate of Coverage should, at a minimum, contain the name of the carrier, effective and expiration dates of coverage, a description of the covered perils, and amount of coverage by peril, the name and mailing address of the insurance company, and the name and mailing address of the insurance agent. The Certificate of Coverage must name the Board of Trustees of State Institutions of Higher Learning and JSU as additional insureds. The additional insured requirement shall be by an endorsement form, or an equivalent or broader form, or by blanket additional insured endorsement, and the general liability coverage shall be primary and noncontributory in respect to insurance maintained by JSU or IHL. Further, Contractor agrees to waive any rights of subrogation against IHL or JSU. The Comprehensive General Liability coverage and the Commercial Auto Liability coverage shall be a minimum amount of Five Million Dollars (\$5,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual

aggregate through an insurance company with a Best rating of A- or higher and a financial size Class X or higher approved by the Mississippi Department of Insurance. No material change in coverages may occur for JSU or IHL without 30 days advanced notice.

- Worker's Compensation and Employer's Liability: Standard limits as required by applicable Worker's Compensation Laws.
- Comprehensive General Liability:
  - i. General Aggregate - \$5,000,000
  - ii. Personal & Adv Injury - \$5,000,000
  - iii. Each Occurrence - \$5,000,000
  - iv. Fire Damage (any one fire) - \$1,000,000
  - v. Medical Expense (any one person) - \$5,000
  - vi. Automobile Bodily Injury and Property Damage Liability - \$1,000,000 Combined Single Limit
- Certificates of insurance with coverage described above shall be furnished by the proposer prior to the commencement of services under this agreement and such certificates shall provide that the coverages will not be canceled or reduced in amount prior to 30 days after notice of such cancellation has been mailed to the Purchaser. Certificates shall be endorsed to include a waiver of subrogation in favor of Jackson State University and that Vendor hereby waives all rights of recourse, including any right to which another may be subrogated, against Jackson State University for personal injury, including death, and property damage.

## **MANAGEMENT REQUIREMENTS**

What year was your company started? \_\_\_\_\_

How many years has your company been in the business of performing the services called for in this RFP?

\_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation.

\_\_\_\_\_

\_\_\_\_\_

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If your company is not physically located in the region, how will you supply professional services?

\_\_\_\_\_

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Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.

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List all licenses or permits your company possesses that are applicable to performing the services required in this RFP.

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For how many customers has your company provided fulfillment services in the past two (2) years? Please include the dates and the annual amount of the billing to each customer.

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What is the largest customer your company has provided fulfillment services for in the past two (2) years? Please include the annual amount of the billing.

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Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff.

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#### 4. INQUIRIES ABOUT RFP

Prospective respondents may make written inquiries concerning this request for proposal to obtain clarification of requirements. Responses to these inquiries may be by addendum to the Request for Proposal (RFP). The deadline for inquiries shall be August 1, 2022 at 5 p.m. Please send your inquiries to [emily.c.tschiffely@jsu.edu](mailto:emily.c.tschiffely@jsu.edu).

#### 5. SCHEDULE OF CRITICAL DATES

a) The following dates are for planning purposes only. Unless otherwise stated in this RFP, progress towards their completion is at the sole discretion of MSU.

I.	RFP Posted	JULY 8, 2022
II.	Prospective respondents written inquiries deadline	AUGUST 1, 2022
III.	Responses to inquiries posted	AUGUST 5, 2022
IV.	Proposal submission deadline – 11:30 A.M.	AUGUST 15, 2022
V.	Award determination date (estimated target)	SEPTEMBER 7, 2022
VI.	Contract signed (estimated target)	SEPTEMBER 26, 2022
VII.	Contract effective date	OCTOBER 1, 2022

#### WRITTEN OR ORAL DISCUSSIONS/PRESENTATIONS

After the opening of all Offers received by the closing time and date for accepting offers, Respondents may be required, at the request of JSU, to make a public oral presentation or provide written clarifications to their Offers. Oral presentations may be recorded. Any oral presentation or written clarification given by Respondent will be considered part of the RFP's response. Personnel in JSU Office of Purchasing and Travel will schedule any such presentations or address any needed written clarifications. JSU reserves the right to request a "best and final offer" at its discretion.

#### EVALUATION OF PROPOSALS

JSU reserves the right to conduct discussions with any or all respondents, or to make an award of a contract without such discussions based only on evaluation of the written proposals. JSU reserves the right to contact and interview any reference listed. JSU may make a written determination showing the basis upon which the award was made and such determination shall be included in the procurement file.

JSU reserves the right to award this contract in whole or in part depending on what is in the best interest of JSU with JSU being the sole judge thereof.

The evaluation factors set forth in this section are described as follows:

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- The vendor's ability to deliver a service meeting the overall objective and functions described in this RFP
- Competitive fees
- Availability and access to technical support
- Vendor's experience
- Compliance with applicable State and Federal laws and regulations
- The committee may invite finalists for interviews and/or presentations. Failure to participate may result in a proposal not being considered.

Proposals will be scored based on the following weights (100 points total):

- Corporate Structure/Years of Experience/References – 20 points
- Operation Plan/Ease of Use/Services Offered – 30 points
- Fees – 50 points

## **TWO-PHASE, BEST AND FINAL OFFER**

If the initial proposals do not provide JSU with a clear and convincing solution, or if JSU feels it is appropriate to offer the potential providers an opportunity to submit revised proposals, JSU reserves the right to use a two-phase approach and/or invite Best and Final Offers (BAFO). Based on the information obtained through the proposal submissions (Phase-One), JSU may choose a specific business model, and potential providers may be asked to submit revised proposals based upon that specific model.

The evaluation committee may develop, for distribution to the top-ranked firms, refined written terms with specific information on what is being requested as a result of information obtained through the initial RFP process. Proposers may be asked to reduce cost or provide additional clarification to specific sections of the RFP. Selected proposers are not required to submit a BAFO and may submit a written response notifying the solicitation evaluation committee that their response remains as originally submitted.

## **TERM OF CONTRACT**

It is JSU's intention to enter into a one (1) year contract with up to two (2) one (1) year extensions estimated to begin October 1, 2022.

JSU reserves the right to terminate this agreement with thirty (30) days' notice, by the Vice President for Business and Finance via certified mail to the address listed on the signature page of this RFP (Appendix A) if any of the terms of the proposal and/or contract are violated.

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In the event the contractor fails to carry out and comply with any of the conditions and agreements to be performed under the specification, JSU will notify the contractor, in writing, of such failure or default. In the event the necessary corrective action has not been completed within a ten (10) day period, the contractor must submit, in writing, why such corrective action has not been performed. The University reserves the right to determine whether or not such noncompliance may be construed as a failure of performance of the contractor.

Termination of contract by contractor without cause can only occur with at least one-hundred and twenty (120) days' notice prior to the proposed termination of the contract.

In the event JSU employs attorneys or incurs other expenses it considers necessary to protect or enforce its rights under this RFP's contract, the contractor agrees to pay the attorney's fees and expenses so incurred by JSU.

## **ACCEPTANCE TIME**

Proposal shall be valid for one-hundred eighty (180) days following the proposal due date.

## **RFP CANCELLATION**

This RFP in no manner obligates JSU to the eventual purchase of any services described, implied or which may be proposed until confirmed by a written contract. Progress towards this end is solely at the discretion of JSU and may be terminated without penalty or obligations at any time prior to the signing of a contract. JSU reserves the right to cancel this RFP at any time, for any reason, and to reject any or all proposals or any parts thereof.

## **OTHER CONTRACT REQUIREMENTS**

**Award Terms:** This contract shall be awarded at the discretion of the University based on the capabilities and overall reputation of the Contractor, as well as the cost. Acceptance shall be confirmed by the issuance of a contract from JSU.

**Standard Contract:** The awarded contractor(s) will be expected to enter into a contract that is in substantial compliance with [JSU's standard contract](#). Proposal should include any desired changes to the standard contract. It should be noted that there are many clauses which JSU can not change. Significant changes to the standard contract may be cause for rejection of a proposal.

**The Procurement Process:** The following is a general description of the process by which a firm will be selected to fulfill this Request for Proposal.

- Request for Proposals (RFP) is issued publicly.

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- A deadline for written questions is set.
- Proposals will be received as set forth in the Schedule of Critical Dates.
- Unsigned proposals will not be considered.
- All proposals must be received by JSU no later than the date and time specified on the cover sheet of this RFP.
- At that date and time, the package containing the proposals from each responding firm will be opened publicly and the name of each respondent will be announced.
- Proposal evaluation: JSU will evaluate all components of each proposal submitted.
- At their option, the evaluators may request oral presentations or discussions for the purpose of clarification or to amplify the materials presented in the proposal.
- Respondents are cautioned that this is a request for proposals, not a request to contract, and JSU reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the University.
- The proposals will be evaluated according to criteria set forth in the Technical and Cost Specifications and Management Requirements sections of this RFP.

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**APPENDIX A: SIGNATURE PAGE**

Provide information requested, affix signature and return this page with your proposal.

Name of Firm: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_