INVITATION FOR BID

FAILURE TO MANUALLY SIGN BELOW WILL DISQUALIFY BID

Signature ___________________________ Date ______________

Printed Name ___________________________ PHONE/FAX ___________________________

Vendor ID Number ___________________________ Phone ___________________________

Name of Firm ___________________________ FAX ___________________________

Mailing Address ___________________________

City ___________________________ State Zip ___________________________

Check Below if Preference Claimed under Rule 1 TAC 113.8

☐ Supplies, materials or equipment produced in TX/offered by TX bidders*
☐ Agricultural products grown in TX
☐ Agricultural products offered by TX bidders*
☐ USA produced supplies, materials or equipment

* By signing this bid, bidder certifies that if a Texas address is shown as the address of the bidder, bidder qualifies as a Texas resident Bidder as defined in Rule 1 TAC111.2.

Bid No.: 753-5-63413809DJF

Due Date: 7-6-15 at: 10:00AM (CT)
Show bid opening date, time and bid invitation number in lower left hand corner of sealed bid envelope and return sealed bids to:
Sam Houston State University
Procurement and Business Services
P.O. Box 2028
1901 Avenue I, CHSS Bldg. Suite 452
Huntsville, TX 77340
Phone: (936) 294-1894
Fax: (936) 294-1997

IF QUOTING OTHER THAN THE REFERENCED ITEM(S) BELOW, BROCHURE AND/OR SPECIFICATIONS SHOULD BE ENCLOSED.
ALL BIDS WILL BE CONSIDERED F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED, UNLESS OTHERWISE NOTED.

AWARD NOTICE: Sam Houston State University (SHSU) reserves the right to make an award on the basis of low line item bid, low total of line items, or in any other combination that will serve the best interest of SHSU and to reject any and all bid items in the sole discretion of SHSU.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Qty. &amp; Unit</th>
<th>Unit Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bus Transportation for Bearkat Camps</td>
<td>1</td>
<td>18 Trips</td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td>Bearkat Camps (3ea) est.165 passengers</td>
<td>53-57 passenger coach, per trip. Pick up and Drop off.</td>
<td>4 Trips</td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td>Bus Transportation for Bearkat Camps</td>
<td>53-57 passenger coach, per trip. Pick up and Drop off.</td>
<td>6 Trips</td>
<td></td>
</tr>
</tbody>
</table>
SHSU contact is Dan Fry – Purchaser, 936-294-1941.

Faxed bids are acceptable at 936-294-1997.

See attachments: 1 Page of Specifications.
   1 Page - Pick up/Drop off Schedule.
   2 Pages–Directions to SHSU University Camp.
   1 Page - Insurance Requirements.
   4 Pages – Terms and Conditions.

Price bid per trip is to include any and all costs, fees, and charges.

Vendor must provide proof of insurance with bid and must meet the approval of the Risk Management Department.

This award will be made to the low bid that meets or exceeds specifications and how well the bidder followed instructions.

Any questions regarding this IFB must be submitted in writing and received by Dan Fry, no later than June 29, 2015 at 9:00AM C.T., submitted to:
Attn: Dan Fry
Fax: 936-294-1997
Email: pur_djf@shsu.edu

If it becomes necessary to revise any part of this IFB, notice of the revision will be given in the form of an addendum and will be posted on the Walker County Alliance web page www.shsu.edu/wca. All addenda shall become a part of this IFB and shall become part of the contract. All questions will be reviewed, consolidated where possible, and answered in one Addendum or as Responses to Questions for clarification to the bid. Addenda and/or Responses to Questions are usually posted within 2 business days unless the questions involve legal issues or complex subjects. It is the responsibility of the bidder to monitor the website for addendums or other written responses.

Cooperative Agreements: Please provide a bid offering your best pricing. If best pricing utilizes one of the cooperative contracts listed below, please include your cooperative contract number with your bid. Otherwise, provide open market pricing. The University is a member of several purchasing cooperatives:
Buyboard Texas Association of School Boards (TASB)
E&I Educational & Institutional Cooperative
1st Choice First Choice
Choice Partners Choice Partners–(formerly Harris
County Department of Education)
PSA Purchasing Solutions Alliance
TCPN The Cooperative Purchasing Network
TXMAS Texas Multiple Award System
U.S. Communities U.S. Communities
NIPA National Intergovernmental Purchasing Alliance
Bus transportation for 2015 Bearkat Camps

Specifications:

- The vendor will provide transportation for an estimated 100 to 165 passengers.
- The final numbers should be set by July 15, 2015.
- Bids should be priced by the coach, per one way trip.
- Vendor will provide modern motor coaches, with storage space for passenger luggage.
- All buses must have air conditioning that is in excellent working order and have a non-smoking environment.
- School buses are not acceptable.
- The charter bus company shall be reputable and known for superior skill and service. Please provide a minimum of 3 references, of similar work in the past 2 years.
- Driving staff are properly certified and licensed, have been drug tested in compliance with any applicable laws, rules, and regulations and conform to all applicable requirements for motor carrier drivers. SHSU reserves the right to request these records.
- All buses and equipment are clean, in working order, and conform to proper standards of the industry.
- Vendor will provide contact information for the lead driver 48 hours in advance of the day of travel and have a manned emergency contact available by phone during the scheduled service.
- Each trip is either from:
  - Bowers Stadium parking lot to 2245 FM 980 Huntsville Texas 77320.
  - 2245 FM 980 to Bowers Stadium
  - Approx. 15 miles each way
- Shuttle service with one coach is not acceptable the vendor must transport all passengers at the same time (i.e. 2-3 motor coaches).
- Restrooms are not required.
- Please include cancelation policy in bid.
- Meets or exceeds Insurance Requirements, see attached. The bidder should also warrant that it has comprehensive automobile liability insurance covering all owned, non-owned, or hired vehicles to be used by the vendor, with coverage for at least $5 million combined single bodily injury and property damage.
- SHSU is to be invoiced one (1) time and only when all of the services have been completed.
Bearkat Camp Transportation – 2015 Pick-up/Drop-off Schedule

**Bearkat Camp Sessions (3):** Estimated 165 passengers each session (3 coaches).

**August 9th, 14th, and 19th.**
Buses are to be parked and in place for pick up at Bowers Stadium North Parking lot, Sam Houston State University at 3:00pm.
Depart at 4:00pm, Drop off at SHSU University Camp: 2245 FM 980 Huntsville Texas 77320 (see map)

**August 12th, 17th, and 22nd.**
Buses are to be parked and in place for pick up at SHSU University Camp: 2245 FM 980 Huntsville Texas 77320 (see map) at 10:00am.
Depart at 10:30am, Drop off at SHSU Bowers Stadium North Parking lot, Sam Houston State University.

**Transfer Camp Session (1):** Estimated 100 to 150 Passengers (2-3 coaches).

**August 23**
Buses are to be parked and in place for pick up at Bowers Stadium North Parking lot, Sam Houston State University at 9:30am.
Depart at 10:30am, Drop off at SHSU University Camp: 2245 FM 980 Huntsville Texas 77320 (see map)

**August 24**
Buses are to be parked and in place for pick up at SHSU University Camp: 2245 FM 980 Huntsville Texas 77320 (see map) at 1:30pm.
Depart at 2:00pm, Drop off at SHSU Bowers Stadium North Parking lot, Sam Houston State University.
Directions to SHSU
University Camp

From SHSU:
- Take Bowers Blvd. (passing the stadium) to Sycamore Ave.
- Cross Sycamore (4 way stop) and continue to next stop sign.
- Turn right on Bearkat Blvd.
- Cross under Hwy 19 and turn left on feeder
- Cross Hwy 190 and merge onto 19 N.
- Follow Hwy 19 north for 11 miles into Riverside, TX.
- At the light in Riverside (there’s only one) turn left onto FM 980.
- Follow FM 980 a half mile and look for the entrance to the University Camp on your right.
- Follow the paved road to the parking area on left across from swimming pool.
Map of:
2245 Fm 980
Huntsville, TX 77320-1373
Insurance Requirements

The Contractor providing services shall purchase and maintain during the life of any project, in a company or companies licensed to do business in the State of Texas and acceptable to the Owner, such insurance which shall fully protect the Contractor, the Owner, Architect, Engineer, and any Subcontractor performing work covered by this Agreement from any and all claims, including bodily injury, property damage, or personal injury which may arise or result from the Contractor's operations under this Agreement.

1. As a minimum, such insurance must include, but not necessarily be limited to:
   a. Comprehensive General Liability.
   b. Automobile Liability Insurance, covering all motor vehicles, whether owned, non-owned, or hired.
   c. Worker's Compensation and Employer's Liability Insurance.
   d. Builders' Risk (if applicable).

2. Insurance, required by subparagraphs above, shall be written for not less than any limits of liability required by law or by those shown below, whichever is greater:
   a. Comprehensive General Liability*
      Bodily Injury / Personal & Advertising Injury:
      Each Occurrence ...........................................$1,000,000
      General Aggregate .............................................$2,000,000
      * Texas State University System Board of Regents/Sam Houston State University shall be named as Additional Insured.
   b. Automobile Liability*
      Any Auto, whether Owned, Non-Owned, or Hired:
      Combined Single Limits .............................................$5,000,000
      * Contact Risk Management for exceptions (936.294.2342).
   c. Workers' Compensation and Employers' Liability
      W.C. Statutory Limits:
      Applicable Federal and State ..................................Statutory
      E.L. Each Accident .............................................$500,000
      E.L. Disease – Each Employee ..................................$500,000
      E.L. Disease – Policy Limit ......................................$500,000
      * If waived, contractor, the employees and sub-contractors must sign a hold-harmless and indemnification agreement.

   d. Builder's Risk (if applicable)
   i. All-Risk full insurable value of work.
   ii. Insurance carrier must be rated as excellent or better A.M. Best Company.
   iii. Contractor shall be responsible for materials not installed as well as tools, equipment, and supplies to be used on the job and insurance for such property to be furnished by the Contractor.
      *Texas State University System Board of Regents/Sam Houston State University must be listed as a named insured.

3. Prior to commencement of the work, the Contractor shall furnish to the Owner certified copies of Certificates of Insurance, all policies including all endorsements thereto. Thirty (30) days' notice of cancellation must be provided. Such certificates, policies and endorsements shall specifically set forth evidence of all coverage required. During the term of this Agreement, the Contractor shall furnish to the Owner copies of any endorsements issued amending any such required insurance.

4. Description of Operations should read:
   Re: (List - job/location/project &/or performance, etc., if applicable)
   *Texas State University System Board of Regents/Sam Houston State University must be listed as a named insured.

5. Certificate Holder and Additional Insured Information:
   Texas State University System Board of Regents/Sam Houston State University
   C/O: Risk Management 2424 Sam Houston Ave  E-mail ADDRESS:  ses058@shsu.edu
   Box 2327
   Huntsville, TX 77341
SHSU TERMS AND CONDITIONS:
ITEMS BELOW APPLY TO AND BECOME A PART OF BID.
ANY EXCEPTIONS THERETO MUST BE IN WRITING AND SUBMITTED WITH BID.

1. BIDDING REQUIREMENTS:

1.1 Bidders must comply with all rules, regulations and statutes relating to purchasing in the State of Texas in addition to the requirements of this form.

1.2 Bids must be time/date stamped by Sam Houston State University (SHSU) Procurement and Business Services department on or before the hour and date specified for the bid opening. Bids should list the bid number, opening date and time in the lower left corner of the sealed envelope in which the bid is submitted and show the correct SHSU address as stated on the bid form.

1.3 Bids should be submitted on this Invitation For Bid form. Bidders must price per unit shown. Unit prices shall govern in the event of an extension error. If a price quotation is submitted as a part of the bid, the quotation should be referenced on the SHSU bid document and the SHSU Invitation For Bid form must be manually signed by the bidder to establish a formal linkage to the bid.

1.4 Late or unsigned bids will not be considered under any circumstances. Person signing the bid must have authority to bind the firm in a contract. The vendor (not the carrier/mail service/University) is solely responsible for ensuring the bid is received prior to the bid opening in the Procurement and Business Services Department as specified on the bid form. Late bids properly identified will be returned, unopened, to the bidder.

1.5 Quote F.O.B. destination, freight prepaid and allowed, unless otherwise noted in the bid specifications.

1.6 Bid prices are requested to be firm for SHSU acceptance for 30 calendar days from bid opening date. Discount from list bids are not acceptable, unless requested. Cash discounts are not considered in determining an award. Cash discounts offered will be taken if earned.

1.7 Bids should give the Vendor ID number (as issued by the Comptroller of Public Accounts of Texas), full firm name and address of bidder, phone, and fax on the face of this form. If the Vendor ID number is not known, enter the bidder's Federal Employer's Identification Number, or Social Security Number if a sole owner. (Disclosure of SSN, if applicable, is mandatory pursuant to Section 231.006, Texas Family Code, and will be used in determining whether any person having 25% or greater ownership interest in the bidder company is more than 30 days delinquent in paying child support. Bidders that have pre-registered this information with the Texas Comptroller of Public Accounts website on the Centralized Master Bidders List have satisfied this requirement. Additionally, the firm name should appear on all continuation pages of the bid form.)

1.8 Bid cannot be altered or amended after opening time. Alterations made before opening time should be initialed by bidder or his authorized agent. No bid can be withdrawn after opening time without approval by SHSU, based on an acceptable written reason.

1.9 Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in this bid.

1.10 The State reserves the right to accept or reject all or any part of any bid, waive minor technicalities and award the bid to best serve the interests of the State.

1.11 Consistent and continued tie bidding could cause rejection of bids by SHSU and/or investigation for antitrust violations.

1.12 SHSU offers facsimile service as a convenience only. The telephone number for FAX submission of bids is 936-294-1997. This is the only number that will be used for the receipt of bids. SHSU shall not be responsible for failure of electronic equipment or operator-error. All pages of a faxed bid must be totally received and date stamped by purchasing personnel by the specified bid opening time. Partially received fax bids will be considered late if still transmitting after the specified time of the bid opening. Late, illegible, incomplete, or otherwise non-responsive bids will not be considered. SHSU Procurement and Business Services holds the official time clock.

1.13 If a bidder takes exception to any specifications within this Invitation for Bid, they must notify the Procurement and Business Services department in writing prior to the scheduled bid opening date and time.

1.14 Texas Public Information Act: Information, documentation, and other material collected, assembled or maintained by the University in connection with this solicitation or any resulting contract may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). If a bidder believes any information contained in the bidder’s response package contains any proprietary or confidential information the bidder must clearly mark the verbiage claimed to be proprietary or confidential. If a Public Information Act request for documents is filed, the University will make best efforts to contact bidder prior to release of claimed proprietary information. If, at that time, the bidder still believes information provided is proprietary or confidential, the bidder shall timely notify the University. Upon receipt of such notice, the University will submit to the Attorney General’s Office the documents on which privilege is claimed, but will not be required to present any argument in support of the proposer’s claim of privilege. It shall be the responsibility of the proposer to make arguments directly to the Attorney General’s Office.
2. SPECIFICATIONS
2.1 Unless specifically stated otherwise, any catalog, brand name or manufacturer's reference in this Invitation For Bid is descriptive (not restrictive) and is used to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding other than referenced specifications, the bid MUST show manufacturer brand or trade name and description of product offered. Illustrations, product brochures, literature, etc. with complete descriptions of products offered should be made a part of the bid. If bidder does not identify exceptions to the specifications shown in this Invitation to Bid, bidder will be required to furnish brand names, numbers, etc. as shown in this Invitation to Bid.
2.2 Unless otherwise specified in this document, all items shall be new and unused and of current production.
2.3 All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from the UL, FMRC or NEMA.
2.4 Sample, when requested, must be furnished free of expense to the State. If not destroyed in examination they will be returned to the bidder, on request, at the bidder's expense. Each sample should be marked with bidder's name, address and requisition number. Do not enclose in or attach bid to sample.
2.5 SHSU will not be bound by any oral statement or representation contrary to the written specifications of this Invitation For Bid.
2.6 Manufacturer's standard warranty shall apply unless otherwise stated in the specifications in this Invitation For Bid.

3. DELIVERY
3.1 Bid should show the number of days required to place material/deliver items to the University's designated location under normal conditions. Delivery days means calendar days. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Unrealistically short or long delivery promises may cause the bid to be disregarded.
3.2 If delay is foreseen, vendor shall give written notice to SHSU. Vendor must keep SHSU advised at all times of status of order. Default promised delivery (without accepted reasons) or failure to meet specifications authorizes SHSU to purchase supplies elsewhere and charge full increase, if any, in cost and handling to defaulting vendor.
3.3 Delivery shall be made during normal working hours, 8:00 a.m.- 4:00 p.m. CST only, unless prior approval has been obtained from SHSU.
3.4 No substitutions permitted without the prior written approval of SHSU.

4. TIE BIDS
4.1 Tie Bids- Awards will be made in accordance with Rule 1 TAC Section 113.6 (b) and 113.8 (preferences).

5. INSPECTIONS AND TESTS
5.1 All goods will be subject to inspection and test by SHSU. Authorized SHSU personnel shall have access to supplier's place of business for the purpose of inspecting merchandise. Tests shall be performed on samples submitted with the bid or on samples taken from regular shipment. All costs shall be borne by the vendor in the event products tested fail to meet or exceed all conditions and requirements of the specification. Goods delivered and rejected in whole or in part may, at SHSU's option, be returned to the vendor or held for disposition at vendor's expense. Latent defects may result in revocation of acceptance.

6. AWARD OF CONTRACT
6.1 A response to this Invitation For Bid is an offer to contract based upon the lowest price that meets or exceeds specifications contained herein or the best value criteria if stated in the specifications contained herein. Bids do not become contracts until they are accepted through a SHSU purchase order. The contract shall be governed, construed and interpreted under the laws of the State of Texas, and SHSU policy as the same may be amended from time to time. Any legal actions must be filed in Walker County, Huntsville, Texas.

7. CANCELLATION OF CONTRACT
7.1 If contract is cancelled, for any reason, any prepaid fees shall be refunded on a pro-rated basis.

8. PAYMENT
8.1 Vendor shall submit an itemized invoice showing SHSU purchase order number. SHSU will incur no penalty for late payment, if payment is made in 30 or fewer days from receipt of goods/services on an uncontested invoice. The payment process will begin when SHSU Purchasing/Accounts Payable receives the authorized payment approval form from the department/end user. Sam Houston State University may pay vendors for any goods or services provided utilizing any one of the following methods of payment:
   a) Paper check
   b) ACH
   c) Wire
   d) WEX Inc. Financial Services’ AP Direct
   e) Procurement Card
9. FUNDING OUT CLAUSE
9.1 Sam Houston State University reserves the right to cancel, without penalty, if funds are not appropriated or otherwise made available at any time during the contract period.

10. PATENTS & COPYRIGHTS
10.1 The vendor agrees to protect SHSU from claims involving infringement of patents and copyrights.

11. VENDOR ASSIGNMENTS
11.1 Vendor hereby assigns to ordering agency any and all claims for overcharges associated with this contract arising under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973), and the antitrust laws of the State of Texas, TEX. Bus. & Comm. Code Ann. Sec. 15.01, et seq. (1967). Inquiries pertaining to Invitation For Bid forms must give the requisition number, codes and opening date.

12. BIDDER AFFIRMATION
Signing this bid with a false statement is a material breach of contract and shall void the submitted bid or any resulting contracts, and the bidder shall be removed from all bid lists. By signature hereon affixed:
12.1 The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted bid.
12.2 The bidder is not currently delinquent in the payment of any franchise tax owed to the State of Texas.
12.3 Neither the bidder nor the firm, corporation, partnership, or institution represented has violated any antitrust laws of this State or the Federal Antitrust Laws (see Section 9 above), nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business.
12.4 The bidder has not received compensation for participation in the preparation of the specifications for this Invitation For Bid.
12.5 If applicable, pursuant to Texas Family Code, Title 5, Subtitle D, Section 231.006(d), regarding child support, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Furthermore, any bidder subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% ownership of the business entity submitting the bid. This information must be provided prior to award.
12.6 Pursuant to Section 2155.004 Government Code re: collection of state and local sales and use taxes, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
12.7 The contractor shall defend, indemnify, and hold harmless the State of Texas, SHSU, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of contractor or any agent, employee, subcontractor, or supplier of contractor, in the execution or performance of this contract.
12.8 Bidder agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
12.9 Bidder certifies that they are in compliance with Texas Government Code, Title 6, Subtitle B, Section 669.003 of the Government Code, relating to contracting with executive head of a State agency. If section 669.003 applies, bidder will complete the following information in order for the bid to be evaluated:
Name of former executive: 
Name of State agency: 
Date of separation from State agency: 
Position with Bidder: 
Date of Employment with Bidder: 

13. TECHNOLOGY ACCESS CLAUSE
13.1 The Vendor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the Vendor represents and warrants to Sam Houston State University that the technology provided to Sam Houston State University for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:
- providing equivalent access for effective use by both visual and non-visual means;
- presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
- being integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology, either directly by features incorporated within the technology or by other reasonable means such as assistive devices or services which would constitute reasonable accommodations under the Federal Americans
with Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives.

14. NOTICE TO BIDDERS

14.1 Any terms and conditions attached to a bid will not be considered unless specifically referred to on this bid form and may result in disqualification of the bid.

14.2 The University considers all information, documentation, and other materials submitted in the response to this IFB to be of a non-confidential and non-proprietary nature unless otherwise indicated by the bidder in accordance with section 1.11 of the Terms and Conditions above. All information not clearly marked as proprietary or confidential may be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001) after all contracts associated with the award are executed. Bidder is hereby notified that the University strictly adheres to all statutes, court decisions, and the opinions of the Texas Attorney General with respect to disclosure of public information.

14.3 Equal opportunity – This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

14.4 In the event that Sam Houston State University is closed due to inclement weather and/or emergency situations at the time set aside for the published bid opening, the published due date will default to the next open business day at the same time.

01/18/2013