

REQUEST FOR PROPOSAL NO 2017-ERB-0330

Athletic Team Bus Transportation Services for Western Connecticut State University

Section 1. Administrative Overview

1.1 Introduction

This is a Request for Proposal (RFP) issued by Western Connecticut State University (hereinafter referred to as the "University" or "WCSU") seeking proposals from vendors to furnish athletic team bus transportation services for the University's the Fall, Winter, and Spring Athletic seasons, running nominally from mid-August 2017 – mid-May 2018 with an option year through May of 2019. The buses are needed to transport University athletic teams to conference and non-conference games throughout New England and the New York City metropolitan area.

1.2 Authority

This RFP is issued by WCSU under the provisions of the Connecticut General Statutes 4a-52a and 10a-151b.

1.3 RFP Organization

This RFP is organized into the following sections:

Section 1, Administrative Overview -- Provides Contractors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2, Scope of Work -- Provides Contractors with a general description of the University, background, RFP objectives, the tasks to be performed, delineates University and Contractor's responsibilities, and defines deliverables.

Section 3, Proposal Requirements -- Describes the required format and content for the Contractor's proposal.

Section 4, Evaluation Criteria -- Describes how proposals will be evaluated by WCSU.

1.4 Submission of Questions

Contractors may submit questions to the attention of Mark Case, Director for Administrative Services, via e-mail to casem@wcsu.edu or via fax to 203-837-8659. The deadline for submission of questions is June 14, 2017. Any questions and their answers shall be published as an addendum as stipulated in section 1.7 not later than June 21, 2017.

1.5 Submission of Proposals

Contractors shall submit a clearly marked original of the proposal. Proposals must be received by the WCSU Purchasing Department no later than June 29, 2017 at 2:30PM. At that time, a representative of the Purchasing Department will announce publicly the names of those firms submitting proposals. Any proposal received after this date and time shall be rejected. No other public disclosure will be made until after award. Proposals shall be delivered to:

Mark Case
Director for Administrative Services
Western Connecticut State University
181 White St.
Danbury, CT 06810

The outside cover of the package containing the proposal shall be marked: "2017-ERB-0330 Athletic Team Bus Transportation Services" to allow for proper identification.

Note: Should the University be unexpectedly closed at the scheduled bid due date and time (ie; inclement weather closing), the bid due date shall default to 2:30PM on the next business day the University is open (a business day defined as Monday-Friday inclusive and not including Saturday or Sunday). Closing information can be obtained via the WCSU website www.wcsu.edu or via the University's weather closing line, phone 203-837-9377.

1.6 Costs for Proposal Preparation

Any costs incurred by Contractors in preparing or submitting a proposal or presentation shall be the Contractor's sole responsibility.

1.7 Disqualification of Proposals

The University reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.

A Contractor shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:

- The proposal shows noncompliance with applicable law.
- The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
- The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
- The Contractor is debarred or suspended.
- The Contractor is in default of any prior contract or for misrepresentation

1.8 Addenda to This RFP

WCSU may need to issue one or more addenda related to this RFP. Such addenda shall be added to the original RFP document and posted within the contracting portal of the State of Connecticut's Department of Administrative Services website (www.das.state.ct.us). It shall be the responsibility of prospective bidders and interested parties to familiarize themselves with the web site and visit it regularly during the RFP process for updated information or addenda related to this RFP.

1.9 Rights Reserved

WCSU reserves the right to award in part, to reject any and all proposals, in whole or in part, and to waive technical defects, irregularities and omissions if, in its judgment, the best interest of WCSU will be served. Should WCSU determine that only one Bidder is fully qualified, or that one Bidder is more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Bidder. The awarded document shall be a contract incorporating by reference all requirements, terms and conditions of the solicitation and the awarded contractor's proposal as negotiated.

1.10 Final Award

WCSU intends to use this RFP and the successful proposal as a basis for the final award. All provisions of this RFP shall be incorporated into the final award.

1.11 Inspection of Proposals and Confidential Information

Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties. Information marked as "confidential" in any proposal shall be honored as such, to the extent allowable under the Freedom of Information Act.

The University treats Proposals as confidential until after the award is issued. Subsequent to award, the proposals become subject to disclosure under the Freedom of Information Act. If a respondent wishes to supply any information, which it believes is exempt from disclosure under the Act that respondent should summarize such information in a separate envelope and each page submitted should clearly state "Confidential," but otherwise be presented in the same manner as the Proposal. However, any such information is provided entirely at the respondent's own risk and the University assumes no liability for any loss or damage which may result from the University's disclosure at any time of any information provided by the respondent in connection with its proposal.

1.12 Contract Invalidation

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

1.13 Term of the Service

The initial term of the service shall be from on or about August 25, 2017 through May 31, 2018. The University shall retain the option of renewing this agreement for one (1) additional year for services for the Fall 2018, Winter 2018/2019, and Spring 2019 Athletic seasons, through May 31, 2019. The extension of the agreement shall be at the sole discretion of the University and shall be made not later than May 31, 2018.

1.14 Fees

All fee and cost structures quoted herein for the athletic bus transportation service shall remain firm for the entire award term.

1.15 RFP Terms and Conditions

The terms and conditions should be reviewed carefully to ensure full responsiveness to the RFP. The anticipated bus operation services award will be, in form and substance, consistent with applicable University policy and regulations and State of Connecticut statutes and regulations regarding the creation and execution of such contract. The submission of a proposal shall be conclusive evidence and understanding of the University's intent to incorporate such terms and conditions into the bus operation services contract.

Section 2. Scope of Work

2.1 General Background of WCSU

Western Connecticut State University is part of the Connecticut State Colleges & Universities (CSCU) governed by the Board of Regents for Higher Education. CSCU consists of twelve (12) Community Colleges, four (4) comprehensive Universities, and the state's only public, on-line college. The Board of Regent's Office is located on Woodland St. in Hartford, CT.

For more information concerning Western Connecticut State University's athletic programs, teams, and schedules, please visit the University's website at www.wcsuathletics.com.

2.2 Objectives

WCSU is seeking a full service, high quality, cost effective company to become the select carrier for the University's athletic team transportation needs. The University currently has (6) Men's and (8) Women's NCAA Division III teams. (Note that as the Men's Tennis schedule is currently incomplete, the Men's Tennis team is not listed on this request for proposal. This schedule may be issued via an addendum to this request for proposal or considered under separate cover). The men's and women's teams both belong to the National Collegiate Athletic Association (NCAA) Division III. The football program is a member of the New Jersey Athletic Conference. The 13 other intercollegiate athletic programs are members of the Little East Conference. The University's athletic teams typically travel throughout New England and the New York City Metropolitan area, with bus needs varying from one-day to two-day requirements. It is the purpose of this RFP to obtain complete data from each bidder to enable the University to determine which bidder is best able to serve all of the criteria that are to be considered in the award of this contract. For more information regarding the University's Athletic Program, please visit the website www.wcsuathletics.com.

2.3 General Historical Background

In recent years, the University has bid and awarded athletic bus service needs on a season by season basis; specifically, Fall, Winter, and Spring athletic seasons. Values of recent awards by season are noted as follows:

Season	<u>Fall 2015</u>	<u>Winter 2015/2016</u>	<u>Spring 2016</u>	<u>Fall 2016</u>	<u>Winter 2016/2017</u>	<u>Spring 2017</u>
Award Value	\$71K	\$46K	\$61K	\$79K	\$33K	\$64K

2.4 Specifications and Scope

2.4.1 In terms of specification and scope, the awarded contractor shall:

- (a) Provide all labor, buses, supervision, permits, and fees needed to transport the athletic teams. Buses utilized shall be motor coach type buses with a minimum capacity of (49) or (28) passengers, depending upon the size of the teams. Buses shall operate in conformance and accord with all Federal and State of Connecticut Department of Motor Vehicle Regulations, with working heat, air conditioning, DVD players, and for the larger buses with a capacity of at least (49) passengers, a working restroom. The awarded company shall maintain vehicles and equipment in good working order and repair in compliance with the manufacturer's recommendations, perform all necessary maintenance and repairs to vehicles and equipment, and complete such work without interruption of scheduled service, and clean the buses prior to scheduled service to WCSU. Buses utilized shall be of a manufacture of January 1, 2012

or later. No school buses will be substituted for coach buses at any time. Please refer to Appendix VI "Vehicle List" to list the proposed buses to be used in support of the University's Athletic Travel.

- (b) Provide its own fleet to service WCSU. The awarded Contractor shall be expected to retain enough capacity to cover all regular and post season trips required by the University, with such needs often arising on short notice. However, WCSU recognizes that there may be an occasional need to supplement a company fleet by using a vehicle and/or driver from another company with which the Contractor has an agreement. All such substitutions shall require prior approval from WCSU, and such substitute service shall be provided within the same pricing, terms and parameters established within the awarded agreement.
- (c) Be properly licensed and registered with the State of Connecticut to provide bus services. Buses utilized shall carry active and proper registration. Upon request, the Contractor shall provide licenses/registrations to WCSU.
- (d) Provide drivers which have valid commercial driver licenses. Drivers will need to be able to speak and read English. Note that WCSU will reserve the right to request that certain drivers not be used for trips based on sufficient cause.
- (e) Maintain a minimum rating of "Satisfactory" through the Federal Motor Carrier Safety Administration (website: www.fmcsa.dot.gov). Any rating less than "Satisfactory" at the time of bid opening shall result in the bidding party not considered for an award. Should an awarded contractor fail to meet this minimum rating of satisfactory during the course of services, the University shall reserve the right to terminate for cause.
- (f) Provide at its expense all certificates of insurance not less than ten (10) days prior to the commencement of services. The certificate of insurances shall at a minimum provide for liability insurance of \$5,000,000.00, with the State of Connecticut and University named as additional insureds. Awarded Contractor shall notify WCSU in writing via certified mail 30 days prior to any insurance policy that will be suspended, voided, cancelled or reduced.
- (g) Ensure the buses and drivers have communication devices which allow for reliable real time communication between the bus company's dispatch center, and, in an emergency, 911.
- (h) Coordinate services with the University's Athletic Department, with the University providing points of contact and phone numbers.
- (i) Reserve buses for any post-season league tournaments. As the location of any post-season league games and tournaments are not identified until the conclusion of the regular season schedule, pricing for these trips will be based on a cost per mile, with all trips departing from the University's Westside Campus, Lake Avenue Extension, Danbury, CT 06810 from either the Athletic Complex (WAC) or the O'Neill Center (see Appendix V sections (4) and (5)). The proposer is asked to provide a cost per mile for bus services. Compensation and per trip final pricing will be calculated round trip from the Westside Campus to the location of the game. The cost per mile shall be firm fixed for the duration of the award and shall be inclusive of all costs associated with the operation of the bus, including but not limited to driver and fuel costs.
- (j) Comply with all Federal Regulations on the ADA Accessibility Specifications for Transportation Vehicles. Contractor shall operate vehicles which are handicapped accessible, able to accommodate wheelchair bound persons, and conform to federal and state motor vehicle laws and regulations regarding safe operation.
- (k) Provide bus drivers who are properly licensed and follow Federal and State of Connecticut motor vehicle laws and regulations. The University reserves the right to request a driver be

removed from the University's athletic bus transportation program.

- (l) Provide in the event of a breakdown a replacement bus within one (1) hour of the breakdown.
- (m) Emphasize passenger safety and observe and enforce a "no standee" policy.
- (n) Adhere to the State of Connecticut's terms and conditions noted in Appendix IV.
- (o) Allow for one (1) meal stop in each single day trip and multiple stops for overnight trips.
- (p) Be responsible for lodging payments for those trips requiring more than one-day service. The bus company would directly pay the hotel for the lodging, with the University reserving the room for the driver.
- (q) Maintain the buses, and provide clean buses at all times. Buses provided must be of a color other than yellow.
- (r) For departure purposes, while final departure and return will from the University's Westside Campus, 43 Lake Ave. Extension, Danbury, CT, on an as needed basis plan on having buses stopping first at a designated location on the University's Midtown Campus at 181 White St. to pick up any athletes on the Midtown Campus. Upon return, Contractor shall plan on having buses stop at the University's Midtown Campus to drop off athletes who reside on the Midtown Campus.
- (s) Sponsor the University's Athletic Program through providing and installing vehicle wrap which identifies the buses as being affiliated with the University's Athletic program. The wrap must be large enough to cover all surfaces of the vehicle except the bow of the trailer, trailer moldings, weather stripping, plastic/vinyl bumpers, roof, and all other non-display or safety elements. Two (2) of the motor coaches utilized should be promotionally wrapped with University marketing materials, with at least (1) of the buses being a larger motor coach.
- (t) Provide a contingency plan for breakdown services. The plan should include response times in the event of a breakdown and identification of partnerships and contracts with other bus companies which may assist in addressing an unexpected breakdown.
- (u) Maintain the bus on site at the hotel for any overnight games.

2.5 Bus Cancellation Policy

The University recognizes that unforeseen events (ie; weather conditions) may impact scheduled buses, often on short notice. To this end, the following cancellation policy would apply:

- (a) Should a scheduled bus arrive at the University at the prescribed time and the event is cancelled, with no reschedule, the University will compensate the Contractor 75% of the value of the scheduled trip.
- (b) Should a scheduled bus arrive at the University at the prescribed time and the event is rescheduled to a later date, the University will compensate the Contractor 25% of the value of the scheduled trip.
- (c) Should a scheduled trip be cancelled (24) hours or more prior to the scheduled event, with or without a reschedule, there will be no compensation provided to the Contractor.

- (d) Should a scheduled trip be cancelled within (24) hours of the prescribed time of arrival of the bus at the University, with a reschedule, the University and Contractor reserve the right to mutually reschedule the date and time of the trip at no charge to the University. Should the trip be cancelled with no reschedule date pending, there shall be no compensation provided by the University.

2.6 Commitment to Quality Service: In this effort, to afford the University's Athletes the best possible transportation program, the University expects the Contractor to provide the highest quality service. To that end, while the University anticipates that the awarded bus company will meet all of the criteria set forth in this request for proposal and in any subsequent contract, in the event of any service breakdowns (including but not limited to non-functioning restrooms and dvd players, lack of heat and air conditioning, and delayed arrival time at games due to bus breakdowns and mechanical problems), the University reserves the right to deduct up to 50% off of the value of the trip.

Section 3. Proposal Requirements

3.1 Proposer's response must include the following:

- Prices for trips reflected in Appendix V "Service Needs and Pricing Sheets". For the initial term encompassing the 2017/2018 athletic season, pricing for regular season games shall be based on trips identified for each of the Fall, Winter, and Spring seasons; for post-season games, Proposer's are requested to provide pricing by potential destination. For the option year extension encompassing the 2018/2019 athletic season, as the actual trips will not be identified until May of 2018, Proposers are requested to provide pricing by potential destination for conference games. For potential non-conference games proposers are requested to provide pricing through a combination of a daily rate, hourly rate, and mileage rate as noted. All pricing provided shall be firm for the identified periods; there will be no escalation/de-escalation factors for fuel for the duration of any subsequent award. Note that in all pricing, the University shall not pay any gratuity charges.
- Demonstration of evidence of insurance.
- Profile of buses to be used, including the age, capacity, and type of buses, along with the number of buses available for service with a manufacture of January 1, 2012 or later.
- Commitment to ADA compliance.
- Contact name, title and phone number for emergencies, weather delays and routine business.
- Notification to Bidders, Contract Compliance and EEO-1 forms. It is not sufficient to state that such forms are on file with the State of Connecticut.
- Form C "Non-Discrimination Certification".
- Form 5 "Consulting Agreement Affidavit".
- Completed Appendix I "References".
- Completed Appendix III "Proposal Certification".
- Completed Appendix V "Service Needs and Pricing Sheets".
- Completed Appendix VI "Vehicle List".

Awarded Contractor shall be expected to provide upon award:

- An insurance rider noting the University and State of Connecticut as additional insured's.
- Form 1 "Gift and Campaign Contribution Certification".

3.2 Instructions to Vendors:

- RFP responses must be in sealed envelopes upon which a clear indication has been made of the RFP reference title, as well as the date and time the bid is due.
- Vendor name and address must appear on the outside of the envelope, along with the sealed bid number 2017-ERB-0330 to ensure proper bid identification.
- Western Connecticut State University is exempt from the payment of excise, transportation, and sales taxes imposed by the Federal government and/or the State. Such taxes must not be included in prices.
- The proposal must be signed by an authorized official of your organization. The proposal must also provide the name, title, address and telephone number for individuals with authority to negotiate and contractually bind the company or individuals. Please provide the name and phone number of the person to contact

for the purpose of clarifying the proposal, and the name of a person to contact with authority to negotiate a contract.

- All proposals will be considered as binding upon the proposing vendor for 180 days after submission.

Section 4. Evaluation of Proposals

4.1 **Evaluation:** Each proposal will be evaluated against the following criteria to determine which vendor is most capable of implementing Western's requirements. The following criteria shall be considered in this evaluation:

- **Qualifications and Experience:**
 - Prior experience with college or university bus/motor coach services, particularly in athletic team transportation.
 - Registration status with the State of Connecticut Department of Transportation (copy of DOT Certificate).
 - Company safety record, including Federal DOT FMSCA rating.
 - References provided.
 - Emergency breakdown services, contingency plans, and response time.

- **Ability to Perform**
 - Make, model, profile, and age of buses proposed along with the number of buses which will be allocated to meet University needs.
 - Ability to meet service requirements while maintaining flexibility to adjust to changes in schedule.
 - Proposer's willingness to meet the needs of the University and accept general provisions and responsibilities as outlined throughout the request for proposal.
 - Number and experience of the drivers allocated to this program.

- **Proposed Pricing** based on service needs established in Appendix V.

- **Compliance** with the State's terms and conditions as outlined in Appendix IV of this document.

4.2 The University reserves the right to accept or reject any and all proposals and to order or to not order any and all goods or services in this solicitation.

4.3 The University reserves the right to request the proposing organizations make a formal, oral presentation regarding the submitted proposal. Each proposer should be prepared to discuss and substantiate all areas of its proposal. The proposer will be responsible for all costs associated with the presentation.

Appendix I. References

Proposals should include three institutions, of similar or the same size, where your organization provides bus services similar to the size and scope of the operation at WCSU. Please include name, title, telephone number and e-mail address of a contact person at each institution. **References may be checked electronically; the requirement for e-mail addresses is a mandatory requirement.**

References:	Institution	Contact	Telephone No.
Reference #1	_____	_____	_____
E-mail:	_____		
Reference #2	_____	_____	_____
E-mail:	_____		
Reference #3	_____	_____	_____
E-mail:	_____		

Appendix II. Instructions to Proposers – Summary

- A. Proposals must be addressed and delivered to the Purchasing Department, Western Connecticut State University, University Hall, 181 White Street, Danbury, CT 06810, on or before the time and date set for closing. Proposals should be in a sealed envelope marked:

Name of Proposer:
Title of Proposal: Athletic Bus Transportation Services
RFP Number: 2017-ERB-0330
Proposal Due Date: June 29, 2017 at 2:30PM

No telephone, telegraphic or facsimile proposals will be considered.

- B. Proposals should include one (1) original (signed in ink) and three (3) copies.
- C. Proposers may withdraw their proposals at any time prior to the time and date set for opening.
- D. No department, school, or office at the University has the authority to solicit or receive official proposals other than the Purchasing Department. All solicitation is performed under the direct supervision of the Purchasing Department and in complete accordance with University policies and procedures.
- E. The University reserves the right to conduct discussions with proposers. During this discussion period, the University will not disclose any information derived from the proposals or from discussions with other proposers. Once an award is made, the solicitation file, and the proposals contained therein, are in the public record and will be disclosed upon request.
- F. Submission of a proposal against this RFP is your acknowledgement that subjective criteria will be used in the evaluation of proposals. Award shall be made to the responsible proposer who is determined to be the most advantageous to the University. Price, although an important consideration, will not be the sole determining factor.
- G. Proposals must be confirmed on the Proposal Certification page. Proposals confirmed on any other form will be considered informal and will be rejected. Conditional proposals will not be considered. All proposals must be signed by an individual authorized to extend a formal proposal. Proposals that are not signed may be rejected.
- H. The University reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The University also reserves the right to hold all proposals for a period of 180 days after the opening date and the right to accept a proposal not withdrawn before the scheduled opening date.
- I. All proposals in response to this RFP are to be the sole property of the State and subject to the provisions of section 1-19 of the Connecticut General Statutes. (re: Freedom of Information).
- J. Any alleged oral agreement or arrangement made by a vendor with any agency or employee will be superseded by the written agreement.
- K. No additions or changes to the original proposal will be allowed after submittal. While changes are not permitted, clarification at the request of the agency may be required at the bidder's expense.
- L. Direct all inquiries relative to the conditions and specifications listed herein and any and all other communication related to this RFP to:

Mark Case
Director for Administrative Services
Western Connecticut State University
181 White St.
Danbury, CT 06810
Phone: (203)837-8657
Fax: (203)837-8659
Email: casem@wcsu.edu

Appendix III. Proposal Certification

Proposers – Please sign and submit this certification with your proposal.

Request for Proposal number 2017-ERB-0330

Description: Athletic Bus Transportation

I certify that:

- this proposal is a legal and binding offer and I have the authority to bind the proposer indicated below to the specific terms, conditions and technical specifications required in this RFP and offered in the proposer’s proposal. I understand that by submitting this proposal, the proposer indicated below agrees to provide the services described in the proposal.
- the contents of the proposal are true and accurate and that the proposer has not made any knowingly false statements in the proposal.
- the proposal has been developed independently, without consultation or communication with any employee or consultant of WCSU who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee, or with any other proposer or parties for the purpose of restricting competition.
- this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid; that the proposer has not solicited or induced any person, firm or corporation to refrain from bidding; and that the proposer has not sought by collusion to obtain any advantage over any other proposer or over the University.

(firm)

(phone no.)

(address)

(fax no.)

(address)

(federal ID number)

(signature)

(date)

(title)

Appendix IV
Standard Terms and Conditions

Professional Standards. In rendering services under this contract, the Contractor shall conform to high professional standards of work and business ethic. The Contractor warrants that the services shall be performed: 1) in a professional and workmanlike manner; and 2) in accordance with generally and currently accepted principles and practices. During the term of this contract, the Contractor agrees to provide to the University in a good and faithful manner, using its best efforts and in a manner that shall promote the interests of the University, such services as the University requests, provided in the contract.

Forum and Choice of Law. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

Contract Assignment: No right or duty, in whole or in part, of the Contractor under this Agreement may be assigned or delegated without the prior written consent of the University.

Claims Against the State: The Contractor agrees that the sole and exclusive means for the presentation of any claim against the State of Connecticut arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any state or federal court in addition to, or in lieu of, said Chapter 53 proceedings.

Non-Discrimination:

Non-Discrimination: References to “Contract” shall mean this “Agreement.”

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history,

care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such

disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

(c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

(g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts,

concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

Executive Orders Nos. 3, 17, 16, 7C and 14: This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Contract as if they had been fully set forth in it. The Contract may also be subject to the applicable parts of Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions. If Executive Orders 7C and 14 are applicable, they are deemed to be incorporated into and are made a part of the Contract as if they had been fully set forth in it. At the Contractor's request, University shall provide a copy of these orders to the Contractor.

Termination:

- (a) Notwithstanding any provisions in this contract, the University, through a duly authorized employee, may terminate the contract whenever the University makes a written determination that such termination is in the best interests of the State. The University shall notify the Contractor in writing of termination pursuant to this section, which notice shall specify the effective date of termination and the extent to which the Contractor must complete its performance under the contract prior to such date.
- (b) Notwithstanding any provisions in this contract, the University, through a duly authorized employee, may, after making a written determination that the Contractor has breached the contract, terminate the contract in accordance with the following breach provision.
- i. Breach. If either party breaches the contract in any respect, the non-breaching party shall provide written notice of the breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) days from the date that the breaching party receives the notice. In the case of a Contractor breach, any other time period which the University sets forth in the notice shall trump the ten (10) days. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure but the nature of the breach is such that it cannot be cured within the right to cure period. The notice may include an effective contract termination date if the breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the termination date, no further action shall be required of any party to effect the termination as of the stated date. If the notice does not set forth an effective contract termination date, then the non-breaching party may terminate the contract by giving the breaching party no less than

twenty four (24) hours' prior written notice. If the University believes that the Contractor has not performed according to the contract, the University may withhold payment in whole or in part pending resolution of the performance issue, provided that the University notifies the Contractor in writing prior to the date that the payment would have been due.

- (c) The University shall send the notice of termination via certified mail, return receipt requested, to the Contractor at the most current address which the Contractor has furnished to the University for purposes of correspondence, or by hand delivery. Upon receiving the notice from the University, the Contractor shall immediately discontinue all services affected in accordance with the notice, undertake all the University's records. The records are deemed to be the property of the University and the Contractor shall deliver them to the University no later than thirty (30) days after the termination of the contract or fifteen (15) days after the Contractor receives a written request from the University for the records. The Contractor shall deliver those records that exist in electronic, magnetic or other intangible form in a non-proprietary format, such as, but not limited to, ASCII or .TXT.
- (d) Upon receipt of a written notice of termination from the University, the Contractor shall cease operations as the University directs in the notice, and take all actions that are necessary or appropriate, or that the University may reasonably direct, for the protection, and preservation of the goods and any other property. Except for any work which the University directs the Contractor to perform in the notice prior to the effective date of termination, and except as otherwise provided in the notice, the Contractor shall terminate or conclude all existing subcontracts and purchase orders and shall not enter into any further subcontracts, purchase orders or commitments.
- (e) University shall, within forty-five (45) days of the effective date of termination, reimburse the Contractor for its performance rendered and accepted by the University in accordance with the terms of this contract, in addition to all actual and reasonable costs incurred after termination in completing those portions of the performance which the notice required the Contractor to complete. However, the Contractor is not entitled to receive and the University is not obligated to tender to the Contractor any payments for anticipated or lost profits. Upon request by the University, the Contractor shall assign to the University, or any replacement Contractor which the University designates, all subcontracts, purchase orders and other commitments, deliver to the University all records and other information pertaining to its performance, and remove from State premises, whether leased or owned, all of Contractor's property, equipment, waste material and rubbish related to its performance, all as the University may request.
- (f) For breach or violation of any of the provisions in the section concerning representations and warranties, the University may terminate the contract in accordance with its terms and revoke any consents to assignments given as if the assignments had never been requested or consented to, without liability to the Contractor or Contractor parties or any third party.
- (g) Upon termination of the contract, all rights and obligations shall be null and void, so that no party shall have any further rights or obligations to any other party, except with respect to the sections which survive termination. All representations, warranties, agreements and rights of the parties under the contract shall survive such termination to the extent not otherwise limited in the contract and without each one of them having to be specifically mentioned in the contract.
- (h) Termination of the contract pursuant to this section shall not be deemed to be a breach of contract by the University.

Indemnification:

- (a) The Contractor shall indemnify, defend and hold harmless the State and its officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) claims arising, directly or indirectly, in connection with the Contract, including the acts of commission or omission (collectively, the “Acts”) of the Contractor or contractor parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys’ and other professionals’ fees, arising, directly or indirectly, in connection with claims, Acts or the contract. The Contractor shall use counsel reasonably acceptable to the State in carrying out its obligations under this section. The Contractor’s obligations under this section to indemnify, defend and hold harmless against claims includes claims concerning confidentiality of any part of or all of the Contractor’s bid, proposal or any records, any intellectual property rights, other proprietary rights of any person or entity, copyrighted or uncopyrighted compositions, secret processes, patented or unpatented inventions, articles or appliances furnished or used in the performance.
- (b) The Contractor shall not be responsible for indemnifying or holding the State harmless from any liability arising due to the negligence of the State or any third party acting under the direct control or supervision of the State.
- (c) The Contractor shall reimburse the State for any and all damages to the real or personal property of the State caused by the Acts of the Contractor or any contractor parties. The State shall give the Contractor reasonable notice of any such claims.
- (d) The Contractor’s duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the claims and/or where the State is alleged or is found to have contributed to the Acts giving rise to the claims.
- (e) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any provisions survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the State as an additional insured on the policy and shall provide a copy of the policy to University prior to the effective date of the Contract. The Contractor shall not begin performance until the delivery of the policy to the University. The University shall be entitled to recover under the insurance policy even if a body of competent jurisdiction determines that the University or the State is contributorily negligent.
- (f) This section shall survive the termination of the contract and shall not be limited by reason of any insurance coverage.

Severability: If any one or more of the provisions contained herein shall for any reason be held to be unenforceable in any respect, such unenforceability shall not affect any other provision of this Agreement, but this Agreement shall then be construed as if such unenforceable provision or provisions had never been contained herein.

Waiver: A waiver of a breach or default under this Agreement shall not be waiver of any subsequent breach or default hereunder. Failure of either party to enforce compliance with any term or condition of this Agreement shall not constitute a waiver of such term or condition.

Excused Performance: No party shall be liable for failure to perform or delay in performing all or any part of its obligations under this Agreement (other than payment obligations) to the extent that they are unable to perform directly or indirectly due to any cause or circumstance beyond the reasonable control of such party, including without limitation an act of war, war, terrorism, strike or other labor dispute, an act of God, fire, flood, storms, earthquake, or similar event (“Force Majeure”). The party affected by an event of Force

Majeure shall promptly notify the other party in writing, and shall be given additional time to perform in a period equal to the delay caused directly by such event. The party so affected shall act diligently in attempting to remedy the cause by taking reasonable steps to resume performance with the least possible delay.

Sovereign Immunity: The parties acknowledge and agree that nothing in this Contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this Contract. To the extent that this section conflicts with any other section, this section shall govern.

Contractor's Standards of Conduct

- (a) In order to insure the orderly and efficient performance of duties and services at University and to protect the health, safety and welfare of all members of University community the Contractor agrees that the following items are strictly prohibited while performing services under this Agreement:
- i. Use or possession of drugs or alcohol;
 - ii. Possession of firearms or illegal weapons anywhere on campus property including vehicles;
 - iii. Smoking in buildings;
 - iv. Harassment (sexual, racial or otherwise) or intimidation of anyone on the premises of the campus;
 - v. Violation of applicable traffic or public safety regulations or of University rules and procedures;
 - vi. Unauthorized use of University vehicles, equipment or property;
 - vii. Use of University telephones for personal business;
 - viii. Removal or theft of University property;
 - ix. Unauthorized duplication or possession of University keys;
 - x. Transfer of personal identification card or of parking pass to unauthorized personnel;
 - xi. Conduct or behavior that endangers the health, safety and welfare of any member of the public or of the University community;
 - xii. Interference with the work of other employees;
 - xiii. Work attire other than the specified uniform; and
 - xiv. Loud, vulgar behavior or the use of profanity.

Violation of Standards: Contractor will require its employees to comply with the standards listed in Professional Standards above. The University may, at its discretion, recommend discharge of any employee of the Contractor found to be in violation of the standards noted herein, or in violation of any law or standards adopted by the University from time to time, as required, to protect the health, safety and welfare of the University community. Upon request of the University, Contractor shall remove any of its employees that violate said standards from assignments to be performed under this Agreement.

Entire Agreement: This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the University.

Appendix V
Service Needs and Pricing Sheets

Section 1: Fall 2017 Service Needs – Regular Season Schedule

Team: Football

Bus Size: Minimum of 54 passengers – Two buses are required for each trip. Price quoted shall be the total for both buses.

Bus Arrival at WCSU: 45 minutes prior to departure time from WCSU from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 54 Passenger Bus Quote (Total for both Buses)</u>
8/25/2017	William Paterson Wayne NJ 07470	2:15PM	6:00PM	8/25/17 9:00PM	
9/2/17	Hartwick Oneonta, NY	11:30AM	5:00PM	9/2/17 9:00PM	
9/30/17	UMASS- Dartmouth Dartmouth, MA	11:30AM	5:00PM	9/30/17 9:30PM	
10/21/17	Bridgewater St. Bridgewater, MA	10:30AM	4:00PM	10/21/17 8:30PM	
11/3 – 11/4/17 (Overnight Trip)	Framingham St. 3 Technology Dr, Westborough, MA 01581 (Hotel) Framingham, MA (Stadium)	4:30PM	12:00PM	11/4/17 4:30PM	
11/10/17	Westfield St Westfield, MA	2:30PM	7:00PM	11/10/17 11:30PM	

Team: Men's Soccer

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
9/1/17	Vassar College Poughkeepsie, NY	1:30 PM	4:30 PM	9/1/2017 9:00 PM	
9/8 - 9/9/17 (Overnight Trip)	MCLA West North Adams, MA	11:00 AM	4:00 PM (9/8) 12:00 PM (9/9)	9/9/2017 7:00 PM	
9/12/2017	Coast Guard New London, CT.	2:00 PM	6:00 PM	9/12/2017 11:30PM	
9/23/2017	Keene ST. Keene, NH	9:30 AM	2:30 PM	9/23/2017 9:00 PM	
10/5/2017	Elms Chicopee, MA.	3:00 PM	7:00 PM	10/5/2017 11:45 PM	
10/7/2017	Eastern CT. Willimantic, CT.	7:15 AM	11:00 AM	10/7/2017 4:30 PM	
10/12/2017	John Jay New York, NY	12:15 PM	4:00 PM	10/12/2017 9:30 PM	
10/20 – 10/21/17 (Overnight Trip)	Plymouth St. University Plymouth, NH.	12:00 PM	10/21/17 TBD	10/21/2017 TBD	
10/24/2017	Westfield ST. Westfield MA.	3:00 PM	7:00 PM	10/24/2017 11:45 PM	

Team: Women's Soccer

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
9/1-9/2/17 (Overnight Trip)	Rensselaer Polytechnic Institute Troy, NY	10:30AM	4:00PM	9/2/2017 5:00PM	
9/6/2017	Vassar College Poughkeepsie, NY	1:00PM	4:00PM	9/6/2017 7:30PM	
9/9/2017	University of Scranton Scranton, PA	9:00AM	1:00PM	9/9/2017 5:30PM	
9/15-9/16/17 (Overnight Trip)	University of Southern Maine Gorham, ME	12:00PM	TBD	9/16/2017 6:30PM	
9/19/2017	Manhattanville College Purchase, NY	1:00PM	4:00PM	9/19/2017 7:30PM	
9/25/2017	Wentworth Institute Tech Boston, MA	2:00PM	7:00PM	9/25/2017 12:00AM	
9/27/2017	Worcester State University Worcester, MA	2:45PM	7:00PM	9/27/2017 11:30PM	
9/30/2017	University Mass Dartmouth Dartmouth, MA	8:00AM	1:00PM	9/30/2017 6:30PM	
10/14/2017	Rhode Island College Providence, RI	8:30AM	1:00PM	10/14/2017 6:00PM	
10/18/2017	Farmingdale State College Melville, NY	3:15PM	7:00PM	10/18/2017 11:15PM	
10/28/2017	University Mass Boston Boston, MA	10:00AM	3:00PM	10/28/2017 8:30PM	

Team: Women's Field Hockey Schedule

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
9/1/2017	Regis College Weston, MA	11:00 AM	4:00 PM	9/1/17 9:00PM	
9/13/2017	Vassar College Poughkeepsie, NY	4:00 PM	7:00 PM	9/13/17 10:30PM	
9/16/2017	Worcester State Univ. Worcester, MA	10:00 AM	2:00 PM	9/16/17 6:30PM	
9/19/2017	Fitchburg State Fitchburg, MA	2:00 PM	7:00 PM	9/19/17 12:00AM	
9/21/2017	Ramapo College Mahwah, NJ	12:30 PM	4:00 PM	9/21/17 8:00PM	
9/23/2017	Keene State Keene, NH	9:30 AM	1:30 PM	9/23/17 6:00PM	
9/27/2017	Eastern Connecticut Willimantic, CT	12:30 PM	4:00 PM	9/27/17 8:00PM	
10/10/2017	Westfield State Westfield, MA	3:00 PM	7:00 PM	10/10/17 11:00PM	
10/21/2017	Framingham State Framingham, MA	12:00 PM	4:00 PM	10/21/17 8:00PM	

Team: Women's Tennis

Bus Size: Minimum of 28 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 28 Passenger Bus Quote</u>
9/16/2017	UMASS Dartmouth North Dartmouth, MA	8:15 AM	1:00 PM	9/16/17 6:00PM	
9/17/2017	Pratt Institute Brooklyn, NY	9:00 AM	12:00 PM	9/17/17 7:00PM	
9/19/2017	UMASS Boston Boston, MA	11:30 AM	3:30 PM	9/19/17 8:30PM	
9/28/2017	St. Joseph's University West Hartford, CT	1:30 PM	3:30 PM	9/28/17 7:00PM	
10/3/2017	Bridgewater State Bridgewater, MA	10:30 AM	3:00 PM	10/3/17 8:30PM	
10/6 – 10/7/17 (Overnight Trip)	Southern Maine Gorham, ME	TBD	1:00 PM	10/7/17 TBD	

Team: Women's Volleyball

Bus Size: Minimum of 28 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from O'Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 28 Passenger Bus Quote</u>
9/8 – 9/9/17 (Overnight Trip)	Connecticut College/Coast Guard Tournament New London, CT	2:30PM	9/8: 6:00PM and 8:00PM 9/9: 10:00AM and 2:00PM	9/9/17 6:00PM	
9/12/2017	Trinity College Hartford, CT	3:30PM	7:00PM	9/12/17 10:30PM	
9/27/2017	SUNY New Paltz New Paltz, NY	4:00PM	7:00PM	9/27/17 10:30PM	
9/29 – 9/30/17 (Overnight Trip)	Vassar Tournament Poughkeepsie, NY	TBD	TBD	9/30/17 TBD	
10/7/2017	Keene State Keene, NH	7:00AM	12:00PM and 2:00PM	10/7/17 7:00PM	
10/10/2017	Rhode Island College Providence, RI	2:00PM	7:00PM	10/10/17 12:30AM	
10/14/2017	St Joseph, LI Patchogue, NY	TBD	TBD	10/14/17 TBD	
10/20 - 10/21/17 (Overnight Trip)	Plymouth State University Plymouth, NH	12:30PM	TBD on 10/21/17	10/21/17 TBD	
10/28/2017	UMass Dartmouth Dartmouth, MA	8:00AM	1:00PM	10/28/17 9:00PM	

Section 2: Winter 2017/2018 Service Needs – Regular Season Schedule

Teams: Men’s Basketball

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the O’Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
11/10/17	Merchant Marine Kings Point, NY	TBD	TBD	11/10/17 TBD	
11/17/17	Manhattanville College Purchase, NY	1:30PM	6:00 PM	11/17/17 11:00PM	
11/18/17	Manhattanville College Purchase, NY	10:30AM	TBD	11/18/17 TBD	
11/26/17	Pine Manor Chestnut Hill, Mass	8:30AM	2:00 PM	11/26/17 9:00PM	
12/5/17	Mitchell College New London, CT	1:00PM	6:00 PM	12/5/17 11:00PM	
12/12/17	SUNY New Paltz New Paltz, NY	2:30PM	7:00 PM	12/12/17 11:00PM	

Teams: Women's Basketball

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the O'Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
10/28/17	Elms College Chicopee, MA	2:00PM	5:00 PM	10/28/2017 11:00PM	
11/4/17	Coast Guard Academy New London, CT	10:30 AM	2:00 PM	11/4/2017 7:00PM	
11/17 – 11/18/18	Brandeis University Waltham, MA	12:30 PM	5:00/7:00 PM	11/18/2017 12:00AM	
1/8/18	Sage College Albany, NY	1:00 PM	5:00 PM	1/8/2018 11:00PM	

Teams: Men's and Women's Basketball Combined Trips (Teams Travelling Together)

Bus Size: Minimum of 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the O'Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
12/9/17	UMass Dartmouth N. Dartmouth, NH	8:00 AM	1:00PM and 3:00 PM	12/9/2017 9:00PM	
1/17/18	Rhode Island College Providence, RI	12:30PM	5:30 PM and 7:30PM	1/17/18 1:00AM	
1/19 – 1/20/18 (Overnight Trip)	University of Southern Maine Gorham, ME	4:00PM	1:00PM and 3:00PM	1/20/18 10:00PM	
1/24/18	Eastern CT State University Willimantic, CT	1:45PM	5:30PM and 7:30PM	1/24/18 11:30PM	
2/2 – 2/3/18 (Overnight Trip)	Plymouth State Plymouth, NH	4:00PM	1:00PM and 3:00PM on 2/3/18	2/3/18 10:00PM	
2/10/18	Keene State Keene, NH	8:00AM	1:00PM and 3:00PM	2/10/18 9:00PM	
2/17/18	UMass Boston Boston, MA	8:00AM	1:00PM and 3:00PM	2/17/18 9:00PM	

Team: Women's Swimming and Diving

Bus Size: Minimum of 28 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the O'Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 28 Passenger Bus Quote</u>
11/10/17	Eastern Connecticut State University	2:00PM	6:00PM	11/10/17 9:30PM	
12/2/17	Wesleyan University	6:45AM	6:00PM	12/2/17 6:00PM	
1/25/18	College of New Rochelle New Rochelle, NY	4:15 PM	6:45 PM	1/2/2018 9:30PM	
1/27/18	Westfield State University Westfield, MA	9:45 AM	1:00 PM	1/27/2018 6:00PM	
2/2/18	UMass Dartmouth North Dartmouth, MA	12:30 PM	11:00 AM	2/3/2018 8:00PM	
2/15/18	University of Rhode Island Kingston, RI	1:00 PM	TBD	2/18/2018 11:30PM	

Section 3: Spring 2018 Service Needs – Regular Season Schedule

Team: Men’s Baseball

Bus Size: Minimum 54 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU from the O’Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 54 Passenger Bus Quote</u>
3/27/18	Ramapo Mahwah, NJ	12:45PM	3:30PM	3/27/18 8:45PM	
3/31/18	Keene State Keene, NH	6:45AM	12:00PM	3/31/2018 10:00PM	
4/3/18	Manhattanville Purchase, NY	1:30PM	4:00PM	4/3/18 8:45PM	
4/5/18	New Rochelle New Rochelle, NY	1:00PM	3:30PM	4/5/2018 8:45PM	
4/7/18	UMASS Boston Boston, Mass	6:45AM	12:00PM	4/7/2018 11:00PM	
4/8/18	CCNY NYC, NY	9:15AM	12:00PM	4/8/2018 5:00PM	
4/12/18	Purchase Purchase, NY	1:45PM	4:00PM	4/12/2017 7:30PM	
4/13-4/14/18 (Overnight Trip)	South Maine Gorham, ME	3:45PM	12:00PM	4/14/2018 12:00AM	
4/16/18	Trinity College Hartford, CT	2:00PM	5:00PM	4/16/2018 10:00PM	
4/17/2018	Eastern CT State University Willimantic CT	12:00PM	3:30PM	4/17/2018 8:45PM	
4/19/2018	John Jay NYC, NY	12:45PM	3:30PM	4/19/2018 8:45PM	
4/22/2018	UMASS Dartmouth North Dartmouth, MA	6:45AM	12:00PM	4/22/2018 11:00PM	

4/24/18	Eastern CT State University Willimantic CT	12:00PM	3:30PM	4/24/2018 8:45PM	
4/25/18	Albertus Magnus New Haven, CT	1:30PM	4:00PM	4/25/2018 11:00PM	
4/26/18	Lehman NYC, NY	2:30PM	5:00PM	4/26/2018 10:00PM	
4/28/18	Rhode Island Providence, RI	7:15AM	12:00PM	4/28/2018 10:00PM	
4/29/18	Mt. St. Vincent NYC, NY	10:00AM	1:00PM	4/29/2018 6:00PM	
5/1/18	FDU Florham, NJ	12:00PM	3:30PM	5/1/2018 9:00PM	
5/2/18	Wesleyan Middletown, CT	1:30PM	3:30PM	5/2/2018 8:00PM	
5/3-5/4/18 (Overnight Trip)	Plymouth State Plymouth, NH	3:45PM	12:00PM	5/4/2018 12:00AM	

Team: Women's Softball

Bus Size: Minimum 54 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure time shall be from the O'Neill Center Gate 6.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 54 Passenger Bus Quote</u>
3/9/2018	JFK Airport – NYC, NY	5:15AM			
3/18/2018	Western CT State University	8:00AM (Pick Up at JFK Airport)			
3/24/2018	NYU Bronx, NY	1:00pm	4:00pm & 6:00 pm	3/24/18 10:30pm	
3/28/2018	Purchase Purchase, NY	1:00pm	3:30PM - DH	3/28/18 8:30pm	
3/31/2018	UMass Boston Boston, MA	8:15am	1:00PM - DH	3/31/18 8:00pm	
4/4/2018	Springfield College Springfield, MA	12:30pm	3:30PM - DH	4/4/18 9:00pm	
4/5/2018	Mt. St. Mary's Newburgh, NY	12:15pm	3:00PM - DH	4/5/18 9:00pm	
4/7/2018	UMass Dartmouth North Dartmouth, MA	8:00am	1:00PM - DH	4/7/18 9:00pm	
4/11/2018	SUNY New Paltz New Paltz, NY	12:30pm	3:00PM - DH	4/11/18 8:30pm	
4/14/2018	Keene State Keene, NH	8:15am	1:00PM - DH	4/14/18 9:00pm	
4/17/2018	Eastern CT State Willimantic, CT	12:30pm	4:00PM	4/17/18 11:00pm	
4/18/2018	Trinity Hartford, CT	12:30pm	3:00pm - DH	4/18/18 9:00pm	

4/20 – 4/21/18 (Overnight Trip)	New England College Henniker, NH Southern Maine Gorham, ME	10:00AM	3:00PM	Proceed to Gorham ME from 9:30AM departure from Hotel Return to WCSU Approximately 10:30PM on 4/21/18	
4/22/2018	Manhattanville Purchase, NY	10:15AM	1:00pm	4/22/18 at 6:30PM	
4/24/2018	Rhode Island College Providence, RI	12:00PM	4:00PM	4/24/18 at 11:00PM	
4/27 – 4/28/18 (Overnight Trip)	Plymouth State Plymouth, NH	12:15PM	12:00PM on 4/28/18	4/28/18 at 9:30PM	

Team: Men's Lacrosse

Bus Size: Minimum 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure shall be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
2/28/2018	Mt. St. Mary (NY) Newburgh, NY	3:00PM	6:00PM	2/28/18 11:00PM	
3/6/2018	Manhattanville College Purchase, NY	TBD	TBD	3/6/18 TBD	
3/15 – 3/17/18 (Overnight Trip)	Boston, MA (Spring Break Trip)	8:30AM	TBD	3/17/18 6:00PM	
3/17/2018	Regis College Weston, MA	8:00AM	1:00PM	3/17/18 6:00PM	
3/20/2018	Merchant Marine King's Point, NY	3:00PM	7:30PM	3/20/18 12:00AM	
3/30/2018 (Overnight Trip)	Plymouth State Plymouth, NH	TBD	TBD	3/31/18 TBD	
4/4/2018	Mitchell College New London, CT	12:30PM	4:00PM	4/4/18 11:00PM	
4/14/2018 (Overnight Trip)	Southern Maine	TBD	TBD	4/15/18 TBD	
4/24/2018	Keene State Keene, NH	TBD	TBD	4/24/18 TBD	

Team: Women's Lacrosse

Bus Size: Minimum 48 passengers

Bus Arrival at WCSU: 30 minutes prior to departure time from WCSU. Departure will be from the WAC.

<u>Date</u>	<u>School/Destination</u>	<u>Departure Time from WCSU</u>	<u>Game Time</u>	<u>Return Date and Approx. Arrival at WCSU</u>	<u>Minimum 48 Passenger Bus Quote</u>
2/22/2018	Springfield College Springfield, MA	TBD	TBD	2/22/18 TBD	
2/28/2018	Salem State / Salem, MA	11:30AM	5:00PM	2/28/18 9:00PM	
3/11/18 – 3/16/18	(Transportation to and from airport)	TBD	TBD	3/16/18 TBD	
3/21/2018	Bard College Annandale on Hudson, NY	TBD	TBD	3/21/18 TBD	
3/24/2018	Worcester State Worcester, MA	7:00AM	TBD	3/24/18 TBD	
3/28/2018	Manhattanville College Purchase, NY	12:30PM	TBD	3/28/18 TBD	
4/14/2018 (Overnight Trip)	Univ. Southern Maine Gorham Maine	TBD	TBD	4/15/18 TBD	
4/17/2018	Eastern CT State Univ. Willimantic, CT	4/17/18	TBD	TBD	
4/28/2018	Rhode Island College Providence, RI	TBD	TBD	4/28/18 TBD	

Section 4: Athletic Team Needs – Post Season Games and Tournaments – Fall 2017, Winter 2017/2018, and Spring 2018.

While post season games and locations will vary from team to team, to accommodate potential trips to each location, please provide firm, fixed prices as requested for passenger size motor coaches presuming (1) driver per coach. The prices provided to each destination shall encompass post season play and may involve an overnight stay. The point of departure for these trips shall be from the University’s Westside Campus (43 Lake Avenue Extension, Danbury, CT 06810) with occasional pick-ups and drop-off’s of athletes on the University’s Midtown Campus (181 White St., Danbury, CT 06810). Post season games commence upon the conclusion of the regular season and generally conclude within two weeks of the end of the regular season play.

<u>Round Trip Miles</u>	<u>Destination</u>	<u>Pricing – Minimum 28 Passenger Bus</u>	<u>Pricing – Minimum 48 Passenger Bus</u>	<u>Pricing – Minimum 54 Passenger Bus</u>
168	Westfield State University Westfield, MA			
180	Eastern CT State University – Willimantic, CT			
276	Worcester State University Worcester, MA			
294	Rhode Island College Providence, RI			
324	Keene State College Keene NH			
324	UMASS Boston Boston, MA			
336	Massachusetts Maritime Academy Buzzards Bay, MA			
340	UMASS Dartmouth North Dartmouth, MA			
348	Bridgewater State University – Bridgewater, MA			
384	Castleton University Castleton, VT			
398	Salem State University Salem, MA			
516	Plymouth State University Plymouth, NH			

In the event an extra driver is required for an extended trip, please provide a firm, fixed price per day for an extra driver. \$ _____ per day for an extra driver, per motor coach.

In the event an overnight stay is involved, please note the percentage above and beyond the quoted bus pricing to maintain the bus overnight at the hotel the team is staying at. _____%

Section 5: Athletic Team Needs - Fall 2018, Winter 2018/2019, and Spring 2019 – Conference Game Locations

While conference game schedules will vary from team to team, to accommodate potential trips to each location, please provide firm, fixed prices as requested for passenger size motor coaches presuming (1) driver per coach. The prices provided to each destination shall encompass both regular and post season play and may involve an overnight stay. The point of departure for these trips shall be from the University’s Westside Campus (43 Lake Avenue Extension, Danbury, CT 06810) with occasional pick-ups and drop-off’s of athletes on the University’s Midtown Campus (181 White St., Danbury, CT 06810).

<u>Round Trip Miles</u>	<u>Destination</u>	<u>Pricing – Minimum 28 Passenger Bus</u>	<u>Pricing – Minimum 48 Passenger Bus</u>	<u>Pricing – Minimum 54 Passenger Bus</u>
168	Westfield State University Westfield, MA			
180	Eastern CT State University – Willimantic, CT			
276	Worcester State University Worcester, MA			
294	Rhode Island College Providence, RI			
324	Keene State College Keene NH			
324	UMASS Boston Boston, MA			
336	Massachusetts Maritime Academy Buzzards Bay, MA			
340	UMASS Dartmouth North Dartmouth, MA			
348	Bridgewater State University – Bridgewater, MA			
384	Castleton University Castleton, VT			
398	Salem State University Salem, MA			
516	Plymouth State University Plymouth, NH			

In the event an extra driver is required for an extended trip, please provide a firm, fixed price per day for an extra driver.

\$_____per day for an extra driver, per motor coach.

In the event an overnight stay is involved, please note the percentage above and beyond the quoted bus pricing to maintain the bus overnight at the hotel the team is staying at. _____%

Section 6: Athletic Team Needs - Fall 2018, Winter 2018/2019, and Spring 2019 – Non-Conference Games

While non-conference game schedules will vary from team to team, to accommodate potential trips, please provide pricing as requested for passenger size motor coaches presuming (1) driver per coach. The point of departure for these trips shall be from the University’s Westside Campus (43 Lake Avenue Extension, Danbury, CT 06810) with occasional pick-ups and drop-off’s of athletes on the University’s Midtown Campus (181 White St., Danbury, CT 06810).

<u>Applicable Rate</u>	<u>Units</u>	<u>Minimum 28 Passenger Bus</u>	<u>Minimum 48 Passenger Bus</u>	<u>Minimum 54 Passenger Bus</u>
Minimum Daily Rate	Single Day	_____/Bus	_____/Bus	_____/Bus
	Multi Day	_____/Bus	_____/Bus	_____/Bus
Hourly Rate	Initial (12) Hours	_____/Hour	_____/Hour	_____/Hour
Hourly Rate	Beyond Initial (12) Hours	_____/Hour	_____/Hour	_____/Hour
Mileage Rate	All Miles	_____/Mile	_____/Mile	_____/Mile

Section 7: Bus Wrapping Pricing

Provide firm, fixed prices for the wrapping of the buses.

<u>Passenger Capacity of Bus</u>	<u>Price for Wrapping</u>
____ Passenger Motor Coach	\$ _____
____ Passenger Motor Coach	\$ _____

Appendix VI
Vehicle List

The following motor coach buses are proposed for this program:

<u>Vehicle ID Number</u>	<u>Make/Model of Bus and Year of Manufacture</u>	<u>Mileage at the Time of RFP</u>	<u>Capacity</u>