

THE UNIVERSITY OF MONTEVALLO
REQUEST FOR PRICE QUOTATION

Bid B2026-001

TO: «Contact»
«Company»
«Address1»
«Address2»

SPECIAL NOTICE TO VENDOR

We reserve the right to purchase all or part of material listed and to reject any and all bids or any portion thereof. Brand names, catalog numbers, etc., are used to indicate levels of quality only and are not intended to restrict bids or bidders. To receive consideration, the second copy of this inquiry with your bid filled in, must be signed and returned **7/16/2026**. Bids made out in pencil will not be accepted. Attach complete specifications for any substitutions offered or when amplification is desirable or necessary. Any attachments become a part of this inquiry and must be signed by the bidder. If you cannot furnish any of the items listed, please return this inquiry marked **NO BID** and give any information to update your listing in our records. Please furnish us with your quotation on the items enumerated.

THE UNIVERSITY OF MONTEVALLO IS AN INSTRUMENTALITY OF THE STATE AND IS FEDERAL, STATE, AND LOCAL TAX EXEMPT

<u>Quantity</u>	<u>DESCRIPTION OF ARTICLE</u>
	Charter Bus Services
	✓ See attached for schedules, specifications, and terms.
	✓ Please use attached schedule for your price quotation.
	If you have any questions regarding specifications, please contact Trey Felker at purchasing@montevallo.edu.
	NOTE: Bid must be notarized prior to submission in order to be considered valid.
	<u>Bid should be returned in duplicate.</u>

All bids must comply with the State Bid Law. The successful bidder may be required to furnish a performance bond in the amount of 100% and not less than 50% of the contract price.

The furnishing of materials, supplies, equipment, or services to the University of Montevallo under this purchase order, contract, solicitation for bids, or construction specification constitutes assurance by the vendor or contractor of his compliance with applicable provisions of and pertinent regulations promulgated under Executive Order 11246, issued by the President of the United States of America, and Public Law 88-352, 88th Congress, the "Civil Rights Act of 1964."

CERTIFICATION PURSUANT TO ACT

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

The University of Montevallo is an Affirmative Action - Equal Opportunity Institution.
Individuals with disabilities who require a reasonable accommodation in order to respond to this request for price quotation and/or attend the bid opening are encouraged to contact the Purchasing Office at (205) 626-0044 for assistance.

INSTRUCTIONS TO BIDDER:

All bids will be sealed with notation on front of envelope
Sealed Bid # **B2026-001** due **8/6/2026** and

Forward to: The University of Montevallo
Station 6070 Attn: Trey Felker
75 College Dr.
Montevallo, AL 35115

Keep this copy for your files.

Return the second copy as your quotation.

The University of Montevallo



DeAnna M Smith, DBA, CPA, CIA
Vice President of Business Affairs, Treasurer & CFO

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THIS BID MUST BE NOTARIZED BELOW
Bid should be returned in duplicate

If we receive your order, we agree to furnish the items listed hereon at the price and under the conditions and terms listed.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

Company: «Contact»
«Company»
«Address1»
«Address2»

Signed: _____
Name

Title

Company Phone Number

Sworn to and subscribed before me this _____ day

of _____, 20 _____.

(SEAL)

Notary Public

State of Alabama

Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM	
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER ()
STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD	
ADDRESS	
CITY, STATE, ZIP	TELEPHONE NUMBER ()

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of good or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature

Date

Notary's Signature

Date

Date Notary Expires

Act 2001-995 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.



**CERTIFICATION OF COMPLIANCE
WITH SECTION NINE OF ACT 2011-535**

The undersigned officer of _____ (Company) certifies to the University of Montevallo that the Company shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien and does attest to such by sworn affidavit signed before a notary. Furthermore, the Company certifies that it has provided its one-page E-Verify Company Profile Document to the University. During the performance of the contract, the Company shall participate in the E-Verify Program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. The Company also certifies that it will obtain sworn affidavits signed by a notary from any subcontractors furnishing goods/services under this contract attesting to the fact that they do not employ, hire for employment, or continue to employ an unauthorized alien and that they participate in the E-Verify Program and verify every employee that is required to be verified according to the applicable federal rules and regulations.

PRINT COMPANY NAME

SIGNATURE OF COMPANY OFFICER

PRINT TITLE OF COMPANY OFFICER

DATE

Sworn and subscribed to before me this _____ day of _____, 20____

NOTARY PUBLIC

My commission expires: _____

UNIVERSITY OF MONTEVALLO

CHARTER BUS SPECIFICATIONS

BID B2026-001

The University of Montevallo is soliciting bids for a three-year, renewable standing contract for the purchase of **all** charter bus service. **The University spent over \$641,000 for charter bus services in fiscal year 2025. Contracts signed prior to the award of this bid will not be subject to this bid.**

The University of Montevallo reserves the right to award this bid on a total low, group, or line item basis, and to choose, or make minor adjustments in departure dates and times.

Terms of billing must be balance due 30 days following the completion of the trip. Deposits will not be required. No cancellation fees will apply.

Vendors are to list any additional charges that are not already covered in this bid.

All trips are roundtrip unless otherwise indicated. All trips will leave from the University of Montevallo campus and return to the same location, unless otherwise specified.

Departure times will be determined and confirmed during booking. It is the vendor's responsibility to contact the department within 48 hours after receipt of confirmation. The vendor must also confirm again with the department within seven (7) days prior to the departure date. Contact person will be provided with the confirmation.

Vendor is required to arrive at least **ONE HOUR** prior to scheduled departure time at the location specified on the Purchase Order or other confirmed and designated point. It is the vendor's responsibility to notify the appropriate department of any changes at least **48 HOURS** in advance, such as sending another company to pick them up.

If overnight stays are required the University of Montevallo will pay for the driver's room at the same hotel that they are staying in. **The driver is responsible for his or her own meals.**

Absolutely no third party bidding. All vendors that respond to this bid must have their own fleet with a minimum of 5 buses. If a vendor has to sub-lease equipment in the event of failure, the University will not be responsible for additional expenses or costs related to the leased equipment.

The Vendor shall not at any time subcontract any work without prior written authorization from the University.

Change Fee: Quote any fee in the event if becomes necessary to change the departure time within a 24 hour difference, after the notice of award or receipt of the Purchase Order: \$ _____

In addition to the Change Fee, the University of Montevallo requests that the successful bidder be willing to adjust the price should event dates be shortened or lengthened.

Rain Date Allowance: In the event a trip must be cancelled due to inclement weather, the University of Montevallo requests that the successful bidder provide the same pricing for a rescheduled trip to the same location (provided there is a bus available at the time) with no additional fees.

BID EVALUATION

The University of Montevallo reserves the right to accept or reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of the University.

PERSONNEL

Drivers assigned to provide service to the University of Montevallo shall have a valid CDL with current health checks as required by the license

Drivers shall provide transportation to and from the airport, hotel, arena, recreational, or any other destination required by the University of Montevallo.

Drivers may not smoke while operating the vehicle.

Please state allowable hour's drivers may operate vehicles (i.e. once arrived at destination)

Additional travel upon arrival to a destination may be required

Drivers to have an established/direct approach for each trip and should obtain directions and route for all travel destinations prior to departure. It is the vendor's responsibility (not the University) to ensure that any questions related to directions or addresses of destinations are handled prior to departure.

Drivers are at no time to discuss or request gratuity from staff or students.

Vendor shall ensure that drivers have a fully functioning method of communication (i.e. Cell phone) at all times.

Vendor must maintain and enforce a drug policy and random testing program.

REQUIRED

Vendor shall provide competent and professional drivers with clean motor vehicle records who are fully licensed and able to operate vehicles used to provide the services required herein.

Vendor must be licensed and legally able to provide service within the U.S.

Tolls and Parking are the responsibility of the vendor

Buses must be fully functioning, in excellent working condition, and clean

All items listed below are required:

- Functioning Restrooms (Where applicable. Please indicate any bus that does not have a restroom)

- Central air-conditioning and heating with overhead controls

- TV/DVD Player

- Stereo system on-board throughout the cabin

- Secured storage equipped with locks

- Wi-Fi Satellite TV

- Wi-Fi

- Bus company must have a fleet minimum of 5 buses no more than 6 years old (please provide fleet inventory list)

- Compliance with ALDOT guidelines

- Service records and inspection available upon request

PERFORMANCE

If at any time during the duration of the trip, any of the "Required Specifications" listed above cease to function at a comfortable or acceptable level, the University of Montevallo will impose a penalty of up to twenty-five percent (25%) of the total trip. The University will be the sole judge of any penalties applied, based on circumstances.

If a bus is provided that does not meet bid specifications, the University may cancel the remainder of the contract.

The vendor to whom this charter bid is awarded understands and accepts responsibility for the safety of the passengers engaged in such transportation and agrees to hold the University of Montevallo, its trustees, employees, agents and assigns from any and

all claims, actions, judgments, and fees brought about or incurred in relation to the execution of this bid and or subsequent services related to this bid. Upon award of the bid, the successful vendor will be required to present a certificate of insurance from companies authorized to do business in the state of Alabama, naming the University of Montevallo and its employees, agents, and Board of Trustees, as an additional insured, with a limit of no less than \$2,000,000 by an insurance company holding an AM Best rating no less than A-VII.

By signing this Agreement, the Vendor certifies that each driver assigned to provide services under this Agreement maintains a current Commercial Driver’s License and valid Medical Card.

The University and individuals or agencies signing contracts with the University agree not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, gender, age, disability, or veteran status and agree to take affirmative action to ensure that applicants and employees are treated without regard to their race, color, national origin, religion, gender, age, disability, or veteran status.

The requirements and preferences will be provided as listed above.

Signature

for

Company

Vendor should submit bid response in duplicate

Description	Price
In-State (per day)	
Out-Of-State (per day)	
Airport Shuttle (each way)	
55 Passenger	
per mile	
per day	
48 Passenger or less	
per mile	
per day	
36 Passenger or less	
per mile	
per day	
33 Passenger or less	
per mile	
per day	
25 Passenger or less	
per mile	
per day	
21 Passenger or less	
per mile	
per day	
16 Passenger or less	
per mile	
per day	