



**SUNY SULLIVAN COMMUNITY COLLEGE**  
**112 College Road, Loch Sheldrake, NY 12759**  
**(845) 434-5750**

November 6, 2019

To Whom It May Concern:

You are invited to submit a proposal on specifications for:  
RFP: CHARTER BUS SERVICES FOR ATHLETIC TEAMS.11.06.19 to be opened on Monday, Nov 25, 2019. At 10:00am.

No proposal will be considered unless the Bid Form attached to our Proposal and Specifications Document is properly completed, signed, sealed and returned to the College no later than 4 p.m. on Friday, Nov 22, 2019.

Please mail your SEALED PROPOSAL RFP: CHARTER BUS SERVICES FOR ATHLETIC TEAMS.11.06.19 to 112 College Rd Loch Sheldrake NY 12759

Questions regarding this request for proposal may be directed to Stephen Samuel, at 845-434-5750, ext. 4267.

Very truly yours,

Stephen Samuel  
Coordinator of Purchasing

## LEGAL NOTICE

### SULLIVAN COUNTY COMMUNITY COLLEGE

Sealed proposals for the following will be received by the Coordinator of Purchasing in the Office of the Purchasing Department at Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759 (845) 434-5750, extension 4267 until Friday, 4 p.m. on Nov 22, 2019.

RFP: CHARTER BUS SERVICES FOR ATHLETIC TEAMS.11.06.19

Information regarding this proposal may be obtained from the Faculty Student Association at the above address or online at: <http://www.sunysullivan.edu/purchasing/>. All proposals are subject to terms and conditions therein set forth.

Stephen Samuel  
Coordinator of Purchasing

**REQUEST FOR PROPOSALS  
FOR  
CHARTER BUS SERVICES FOR ATHLETIC TEAMS  
BY THE  
SULLIVAN COUNTY COMMUNITY COLLEGE  
FACULTY STUDENT ASSOCIATION  
112 College Rd., Loch Sheldrake, NY 12759**

Sullivan County Community College Faculty Student Association is seeking qualified vendors to provide charter bus services for the Colleges Athletic Teams. Sullivan County Community College Faculty Student Association invites you to submit a response to its Request for Proposals ("RFP") for Charter Bus Services for Athletic Teams. Please carefully read all instructions and information in this RFP. Responses must be received at the above address no later than the time and date specified below. Responses should be in a sealed envelope and must be clearly marked.

**PUBLISHED IN THE FOLLOWING NEWSPAPERS :**

**THE TIMES HERALD RECORD, ONE TIME ONLY.**

**THE SULLIVAN COUNTY DEMOCRAT ONE TIME ONLY.**

**Proposals Due: No later than Friday, 4 p.m. on Nov 22, 2019.**

For additional information, contact:

Georgia Lyons

Sullivan County Community College Faculty Student Association

Phone 845-434-5750 ext. 4294

E-mail: [glyons@sullivan.suny.edu](mailto:glyons@sullivan.suny.edu)

**Late Proposals Will Be Rejected**

FACULTY STUDENT ASSOCIATION OF  
SULLIVAN COUNTY COMMUNITY COLLEGE  
112 COLLEGE ROAD  
LOCH SHELDRAKE, NEW YORK 12759

PROPOSAL, SPECIFICATIONS AND RFP FORM  
FOR THE SALE TO THE FACULTY STUDENT ASSOCIATION OF  
SULLIVAN COUNTY COMMUNITY COLLEGE

OF

**CHARTER BUS SERVICES FOR ATHLETIC TEAMS**

1. Pursuant to the provisions of County Law, sealed RFPs for the sale to Sullivan County Community College:

WILL BE RECEIVED BY THE Coordinator of Purchasing Community College, 112 College Road, Loch Sheldrake, New York 12759

**Monday, 10 a.m. on Nov 25, 2019** at which time they will be publicly opened.

All RFPs must be on the official RFP form and enclosed in an envelope which must be sealed and addressed as follows:

Coordinator of Purchasing  
Sullivan County Community College  
Attn: Stephen Samuel  
112 College Road  
Loch Sheldrake, New York 12759

**RFP: CHARTER BUS SERVICES FOR ATHLETIC TEAMS.11.06.19**

RFPs shall hold firm for Spring Semester from the date of the RFP opening, during which time the proposer may not withdraw his RFP. The successful proposer, upon award, will be required to enter into a written contract to comply with all of the specifications and conditions herein.

The Faculty Student Association of Sullivan County Community College, being tax exempt, will furnish the successful proposer with a Tax Exemption Certificate, wherever required.

In determining the qualification of a proposer, the President for SUNY Sullivan will consider the record in the performance of any contract in which he may have entered with other Public

Bodies, and reserves the right to reject the RFP of such proposer if the record discloses that such proposer, in the opinion of the said President for SUNY Sullivan, has not properly performed such contracts pursuant to specifications and/or contracts. The President may make such investigation as he/she deems necessary to determine the ability of the proposer to perform the terms of the specifications and contract, and the proposer shall furnish the President such information for this purpose as the President may request.

Should the proposer find discrepancies or omissions in the specifications, he shall at once notify the President, who will send out written instructions to all proposers. NO oral interpretation of the specifications or other contract documents will be given to any proposer. Every request for such interpretation shall be addressed in writing to the President and to be given consideration, it should be received at least five days prior to the date set for the opening of the RFPs. All such interpretation and supplemental instructions will be in the form of written addenda to the specifications, and become a part of the contract documents. Failure to receive any such addenda shall not relieve any proposer from any obligation under his RFP as submitted.

Definition of apparatus, articles or materials by name or such specific description is intended only to convey to the contractor or proposer the understanding of the degree of performance, excellence or quality required. Any article or material which will conform substantially to the standards of excellence established in the specifications and is of equal merit, operation, strength, durability, appearance, and ability to perform the required functions, will be deemed eligible for offer. The President for and in behalf of the Faculty Student Association of Sullivan County Community College, shall be the sole judge as to determine whether equivalents are equal to the items specifically identified.

The proposer agrees to comply with all provisions of the Labor Law applicable to this Contract, and, according to the provisions of the General Municipal Law, may not assign said contract or subcontract without written consent of the President of the Sullivan County Community College.

In accordance with the provisions of Section 103-A of the General Municipal Law, the following clause is hereby inserted to provide:

“That upon the refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or contract,

(A) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer shall be disqualified from thereafter selling to or submitting RFPs to or receiving awards from or entering into any contracts with any

municipal corporation or any corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide that

(B) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, be such person, and by any firm, partnership or corporation of which he is a member, partner, director, or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

(C) The proposer states that the RFP was arrived at independently and submitted without collusion with any other proposer or vendor; and further, that the contents of the RFP have not been communicated to any person, other than an employee of the proposer or its surety when a bond is furnished, and that no attempt has been made to induce another person or proposer to submit or not submit a RFP or proposal; and that the statements herein are accurate and true.”

If the proposer herein is a corporate proposer, there must be attached hereto a resolution indicating that the submission of this RFP was authorized by the corporation.

The President, for and in behalf of the Sullivan County Community College, reserves the right to waive all formalities, to reject any or all RFPs, or to accept any RFP or RFPs which he/she deems for the best interest of the College.

Should a RFP be awarded, oral acceptance will not be honored. A written notice, such as a purchase order and/or written contract signed by an authorized agent of the College issued within thirty days of the opening will be necessary.

The pages following showing detailed specifications and/or requirements together with the RFP form are made a part and parcel of the “PROPOSAL, SPECIFICATIONS, AND RFP FORM.”

**SULLIVAN COUNTY COMMUNITY COLLEGE  
FACULTY STUDENT ASSOCIATION  
CHARTER BUS SERVICES FOR ATHLETIC TEAMS  
REQUEST FOR PROPOSALS**

**GENERAL CONTRACTUAL REQUIREMENTS**

The Sullivan County Community College Faculty Student Association is seeking quotations for a Spring Semester (2020) for bus transportation involving athletic teams of Sullivan County Community College for their sports schedule. The Sullivan County Community College Faculty Student Association would like to contract with one firm that would provide, operate and maintain buses for the safe, comfortable and dependable transportation of our athletic programs.

**1. SCOPE OF WORK:**

The contractor will provide bus transportation and qualified driver/s to transport designated teams for the Sullivan County Community College, athletes, coaches and personnel from a specified campus building/location to indicated destination and return in accordance with the terms and conditions contained herein. The contractor understands and agrees that local transportation may be required while at the trip destination. Local transportation may include, but may not be limited to, trip to and from meals, practices, games or other trip-related events, while at the trip destination. A Projected Trip Schedule for each team is contained in Exhibit 1, which includes the date and campus departure location.

- 1.1. Buses must be either, a minimum 21-seat coach or a minimum 55-seat coach.
- 1.2. The contractor should provide a descriptive inventory of equipment it intends to use for providing this service including year, make, condition and attributes.
- 1.3. Proposers must use only their company owned or leased buses. Please confirm your acknowledgement of this requirement. Please provide lease expiration dates where applicable.
- 1.4. Bus trips are not permitted to be subcontracted to another bus company or individual.
- 1.5. The contractor should provide a description of its excess vehicle inventory and capacity to provide replacement vehicles in case of failure.
- 1.6. Pricing must include all equipment, drivers, services, insurance, fuel, and any other expense necessary to fulfill the requirements of each trip. The college will not incur any additional cost above the vendor's stated quotation price. The college will provide lodging for overnight trips for bus drivers, if and when necessary.
- 1.7. In case of emergency, the vendor should provide a list of primary and a secondary point of contact names and phone numbers as well as the company's accident emergency plan.

- 1.8. The proposers should submit three References for the provision of charter bus service of the same size and scope stated in this RFP within the past three years. A name, address, and telephone number of a contact person must be supplied for each reference listed.
- 1.9. All buses must have storage/baggage compartments with locks.
- 1.10. All charter buses provided for the scheduled trip MUST be in good condition and meet all Safety Ratings by Federal DOT and Federal Highway Administration (FHWA) <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>. All maintenance records for buses to be provided must be available to the college for inspection.
- 1.11. Drivers are to be professional, courteous, and perform good customer service. In addition, all drivers utilized by the vendor in the operation of this service must be capable of speaking, reading, writing and understanding the English language.
- 1.12. The vendor will certify that all its drivers are in possession of a valid driver's license qualifying them to operate the vehicles outlined in this Request for Proposal.
- 1.13. Driver service is critical to this proposal. The drivers must stay with the buses and transport Sullivan County Community College students and staff only. The driver must be available for contact at any time during the trip. Driver skills and safety are crucial to this bid. All drivers shall be appropriately licensed, trained and regularly evaluated for conformance with safety regulations and skills in conformance with all applicable Local, State and Federal regulations.
- 1.14. A cell phone with each driver is required at all times and the cell phone number must be made available to college staff upon each trip.
- 1.15. In the event of mechanical malfunctions or breakdowns, the vendor will be responsible for providing replacement transportation for Sullivan County Community College personnel so that they arrive at the scheduled event with all services of this proposal provided. The cost of the replacement transportation, mechanical repairs, or towing service will be borne solely on the contractor.
- 1.16. The College will pay only the original proposal price for the scheduled charter.
- 1.17. The Contractor will be responsible for obtaining directions to and from all destinations for each trip listed in Exhibit 1.
- 1.18. If more than one (1) driver per bus is needed based on the proposal itinerary, it is the contractor's vendor's responsibility to indicate this accordingly in your RFP response.
- 1.19. Any backup or replacement buses used must meet the same criteria as originally required in the RFP specifications.
- 1.20. Service should be flexible, including the ability to change itinerary if necessary



## **2. CHARTER BUS SPECIFICATION:**

The contractor must provide buses that meet or exceed the following minimum requirements. All systems must be in good working order.

- 2.1. Speaker/intercom system (optional).
- 2.2. Heating/Air conditioning system.
- 2.3. Luggage compartments for equipment storage.
- 2.4. Reading lights.
- 2.5. Bathroom (mandatory on coaches over 35 passengers).
- 2.6. A television and DVD player/recorder for each bus (optional).

## **3. TRIP SCHEDULE/S:**

The contractor's driver/s and vehicle/s must report to the designated campus location at least thirty (30) minutes prior to the scheduled time of departure. Please be aware that while Sullivan County Community College Faculty Student Association considers these schedules to be accurate, unforeseen changes may occur. Cancellations may occur and additions may be required to accommodate for inclement weather or post-season games, such as NJCAA tournaments or play-off games. Therefore, these schedules are not to be considered firm, but rather a projected schedule for obtaining quotes for our anticipated athletic trips. (Some T.B.A. dates are listed in the attached schedules. Firm departure dates and/or times will be shared with the selected company as soon as they are available.) The Sullivan County Community College Athletics Department will work closely with the selected contractor to confirm and schedule, with as much advance notice as possible (all anticipated trips) to ensure a positive working relationship. Since the dates and destinations for some events may change due to circumstances beyond the Sullivan County Community College Athletics' Department control, Sullivan County Community College Athletics Department reserves the right to change dates and destinations, with mutual agreement from the contractor.

- 3.1. The bus shall report no less than thirty (30) minutes prior to scheduled departure time. The contractor must notify the College if it is unable to arrive by the scheduled departure time.
- 3.2. The contractor shall agree and understand that Sullivan County Community College Athletics Department shall make every attempt to provide the contractor with one week advance notification of the exact departure time for bus transportation. The departure dates specified on the Projected Team Schedules are estimates and are subject to change.

3.3. Sullivan County Community College Athletics Department reserves the right to request pricing from the contractor for additional dates and locations in the event sports team must make additional trips.

3.4. No additional charges will be allowed by Sullivan County Community College Faculty Student Association other than those provided for in the contract.

#### **4. TARDINESS:**

Should the contracted firm arrive more than one (1) hour late, all charges connected with alternate arrangements, either made by Sullivan County Community College or the contracted firm will be the responsibility of the contracted firm.

#### **5. TRIP CANCELLATION:**

In such cases where cancellation of a trip is necessary due to unforeseen circumstances, Sullivan County Community College Athletics Department will strive to notify the selected firm as soon as possible. In cases where cancellation of a trip occurs at least two (2) hours before embarkation or before the driver has been dispatched, there will be no trip and/or penalty charges assessed. For less than two (2) hours notification, any penalty charges assessed will not equal the full cost of the planned trip. Such charge should be no larger than is needed to defray the selected firm's expenses.

#### **6. DAMAGE TO EQUIPMENT:**

Sullivan County Community College Faculty Student Association will be responsible for damages caused by Sullivan County Community College Athletic passengers that are willful or malicious and cause destruction or require excessive or other than normal cleaning service.

6.1. The contractor must report all damages no later than the first business day following such incident.

6.2. Sullivan County Community College Athletics will not be responsible for damage caused by normal wear and tear.

#### **7. CONTRACTOR'S LIABILITY INSURANCE:**

The Contractor shall purchase from and maintain with a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Contractor and Sullivan County Community College, Sullivan County Community College Faculty Student Association and its members, from claims set forth below. These may arise out of or as a result of the Contractor's operations under the Contract and for which the Contractor may be legally liable. This holds whether such operations by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable.

- 7.1. Comprehensive General Liability Insurance providing coverage for Sullivan County Community College Athletics and Contractor in the form as herein above required including Contractor's Protective Liability Insurance, Completed Operations Insurance, Products Liability and Contractual Liability Insurance, Broad Form Property Damage, Blanket XCU, and Employees as Insured's.

Limit of Liability:   \$1,000,000 Per Occurrence  
                              \$2,000,000 Aggregate Per Location

- 7.2. Comprehensive Automobile Liability insurance providing coverage for Sullivan County Community College Athletics and Contractor including Hired and Non-Owned vehicles either rented or borrowed by Contractor or employees of the Contractor.

Limit of Liability:   \$1,000,000 Bodily Injury and Property Damage  
                              Combined Single Limit Per Occurrence

- 7.3. Statutory Workers' Compensation, Employers' Liability and Disability Benefits, policies to afford coverage in state where work is performed.

Employers Liability Limit - \$1,000,000 Per Occurrence

- 7.4. Umbrella Liability - \$2,000,000 Per Occurrence

- 7.5. Other requirements:

Additional Insured Coverage to be afforded Sullivan County Community College, Sullivan County Community College Faculty Student Association, Sullivan County, and The State of New York on all policies except Workers' Compensation and Disability Benefits.

Each policy shall be endorsed stating that the Contractors, Subcontractors and Sub-subcontractors insurers agree to waive any rights of subrogation against Sullivan County Community College Faculty Student Association and Sullivan County Community College because of payments for any injury or damages arising out of work performed under this contract. This waiver shall apply to General Liability, Workers' Compensation, Business Auto, and any other coverage as noted in this contract.

Each policy shall be endorsed as primary with respect to any other insurance.

Any other special insurance as required by Sullivan County Community College Faculty Student Association to fully protect Sullivan County Community College and Sullivan County Community College Faculty Student Association against loss or damage throughout the period of work performed by said Contractor and each Subcontractor and Sub-subcontractor. The insurance required shall be written for not less than limits of

liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverage shall be maintained without interruption from date of commencement of the Work until date of final payment and termination of any coverage required to be maintained after final payment.

Certificates of Insurance and Certified Copies of all insurance policies required shall be submitted to Sullivan County Community College Faculty Student Association. These certificates and the insurance policies required shall contain a provision that coverage afforded under the policies will not be cancelled or allowed to expire until at least 60 days' prior written notice has been given to Sullivan County Community College Faculty Student Association. If any of the foregoing insurance coverages are required to remain in force after final payment and are reasonably available, an additional certificate evidencing continuation of such coverage shall be submitted with the final Application for Payment as required. Information concerning reduction of coverage shall be furnished by the Contractor with reasonable promptness in accordance with the Contractor's information and belief.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates shall not relieve the Contractor and each Sub-Subcontractor from Liability under any provision of this contract. This provision shall survive the contract.

## **8. INVOICING REQUIREMENTS:**

- 8.1. The contractor must submit an itemized invoice to Sullivan County Community College Faculty Student Association upon completion of each trip. The Sullivan County Community College Faculty Student Association will communicate the appropriate mailing address for invoices when the contract is awarded. Each invoice must identify the trip destination, the campus, the athletic team or group that was transported, the date/s of the trip, an itemization of all applicable charges and the total amount due the contractor for the trip. All prices shall be as indicated on the Projected Trip Schedules and Pricing Page of this document, or as specifically provided for by this document. Sullivan County Community College Faculty Student Association shall not pay nor be liable for any other costs. The contractor will provide Sullivan County Community College Faculty Student Association with payment terms and discounts (example 2% 10, net 30 etc. Payment terms and discounts should be listed on the RFP Form.

## **9. CONTRACTOR CONTACT:**

- 9.1. The contractor shall, within ten (10) business days after the award of the contract, submit a written identification and notification to Sullivan County Community College Faculty Student Association of the name, title, address, and telephone number of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices and requests related to the contractor's performance under the contract shall be addressed.

- 9.2. The contractor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that Sullivan County Community College Faculty Student Association is notified immediately.
- 9.3. The contractor shall fully coordinate its activities in the performance of the contract with those of each campus. The contractor and the Athletic Departments will discuss scheduling and other matters covered by the contract throughout the contract period.

#### **10. GENERAL:**

- 10.1. The contractor must provide charter bus service as outlined in this contract. Refusal to provide this service will constitute cause for cancellation of this contract. If the cancellation is accomplished, the contractor shall understand and agree that Sullivan County Community College Faculty Student Association shall assess and recover liquidated damages from the contractor. The contractor shall pay liquidated damages in the amount of 10% of the cost of each remaining trip as listed on the Pricing Page. Such must be paid to Sullivan County Community College Faculty Student Association at the time of the cancellation.
- 10.2. The intent of this agreement is to have all transportation conducted by the primary company. If and when it may be absolutely necessary to use a subcontractor(s), prior approval must be obtained from Sullivan County Community College Faculty Student Association, confirmed in writing, and all terms of the contract apply.
- 10.3. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be employed by Sullivan County Community College Faculty Student Association or Sullivan County Community College. The sole relationship between Sullivan County Community College Faculty Student Association and the contractor is as established by this contract. The contractor acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements herein, and agrees to indemnify, save, and hold Sullivan County Community College Faculty Student Association and Sullivan County Community College, its officers, agents, and employees, harmless from and against, any and all losses, costs, attorney fees, and damage of any kind related to such matters. Upon request, the contractor will provide to Sullivan County Community College Faculty Student Association evidence of compliance with these requirements.
- 10.4. The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement for other Sullivan County Community College departments and further agrees that Sullivan County Community College may secure similar services from other sources for such teams and/or departments.
- 10.5. The contractor shall indemnify, defend and hold harmless Sullivan County Community College Faculty Student Association and Sullivan County Community

College, its officers, agents, and employees, from and against all claims, loss or expenses from any cause of action arising from or incidental to the contractor's performance of the contractual requirements herein. The contractor agrees to reimburse Sullivan County Community College Faculty Student Association for any such loss, damage or claim, including its attorney's fees. The contractor agrees to have in effect, throughout the duration of the contract, liability insurance coverage of the contractor for its acts, failure to act, or negligence, arising out of or caused by the activity which is the subject of the contract. Evidence of insurance coverage must be submitted upon request.

- 10.6. This agreement shall be governed by the laws of the State of New York. Sullivan County Community College Faculty Student Association endorses all federal and State legislation and regulations (including the 1964 Civil Rights act, Executive Order 11246, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the IRS anti-Bias regulation and Part 53, Section 607 of the N.Y. State Education Law) regarding discrimination on the basis of race, color, sex, religion, age, physical handicap, sexual orientation, or national or ethnic origin in its programs and activities. Sullivan County Community College Faculty Student Association and Sullivan County Community College are committed to fostering multicultural diversity in our faculty, staff, student body and programs of instruction and is an equal opportunity/affirmative action employer.
- 10.7. The term of this agreement will be from January 1<sup>st</sup>, 2020 through June 31<sup>st</sup>, 2020. Prices for the spring semester of 2020 will be quoted using the attached Projected Team Schedules found in Exhibit 1.
- 10.8. Sullivan County Community College Faculty Student Association may without prejudice to any right or remedy, and after giving the Contractor written notice, terminate the Contract forthwith if any of the following conditions exist: If the Contractor should be adjudged bankrupt; If work under this Contract shall be abandoned or for deficiencies not corrected within a reasonable time; and if the Contract or any part hereof shall be subcontracted without previous written consent of Sullivan County Community College Faculty Student Association. Sullivan County Community College Faculty Student Association may also cancel this contract for breach, as determined by Sullivan County Community College Faculty Student Association for such items as, but not limited to, insufficient insurance coverage, failure to provide safe and sanitary equipment, or if the quality of services is unsatisfactory to the personnel of Sullivan County Community College Faculty Student Association. Either party may without prejudice to any right or remedy, and after giving the other party thirty (30) calendar day's written notice terminate the contract.

***SULLIVAN COUNTY COMMUNITY COLLEGE  
FACULTY STUDENT ASSOCIATION***

**REQUEST FOR PROPOSALS**

**CHARTER BUS SERVICES FOR ATHLETIC TEAMS**

THE SULLIVAN COUNTY COMMUNITY COLLEGE FACULTY STUDENT ASSOCIATION IS REQUESTING OFFERS FOR THE FOLLOWING GOODS OR SERVICES:

OPENING DATE: Monday, November 25, 2019 AT 10:00 A.M.

FOR ADDITIONAL INFORMATION CONTACT:

Georgia Lyons (845) 434-5750 EXT. 4294  
SULLIVAN COUNTY COMMUNITY COLLEGE  
112 COLLEGE RD.  
LOCH SHELDRAKE, NY 12759

HAND CARRIED OFFERS WILL BE RECEIVED BY THE SULLIVAN COUNTY COMMUNITY COLLEGE PURCHASING DEPARTMENT IN H047E BUILDING OF SULLIVAN COUNTY COMMUNITY COLLEGE,  
112 COLLEGE ROAD, LOCH SHELDRAKE, NY

OFFERS WILL BE RECEIVED UNTIL 4:00 P.M. ON FRIDAY November 22<sup>nd</sup>, 2019

**NOTE: UPS AND FEDEX WILL NOT GUARANTEE DELIVERY BEFORE 3:30 P.M. IN THIS AREA. USE OF UPS, FEDEX, USPS OR ANY OTHER DELIVERY SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.**

**OFFERS WILL BE OPENED PROMPTLY AT 10:00AM. AT:**

SULLIVAN COUNTY COMMUNITY COLLEGE  
CONFERENCE ROOM H048  
112 COLLEGE ROAD  
LOCH SHELDRAKE, NY 12759

## RFP FORM

TO: Sullivan County Community College  
Coordinator of Purchasing  
Attn: Stephen Samuel  
112 College Road  
Loch Sheldrake, New York 12759

In accordance with the proposal and specifications, the undersigned submits the following RFP or RFPs:

**RFP: CHARTER BUS SERVICES FOR ATHLETIC TEAMS. 11.06.19**

**RFP OPENING: November 25<sup>th</sup> 2019. 10:00am.**

DELIVERY COSTS, FREIGHT AND ANY OTHER APPLICABLE COSTS SHALL BE INCLUDED IN THE RFP PRICES. ITEM SHOULD BE SHIPPED FOB DESTINATION.

TOTAL AMOUNT RFP: **SEE EXHIBIT 1**\_(Pages 17 to 22)

OUR NORMAL TERMS ARE NET 30 DAYS. PLEASE LIST ANY DISCOUNTED TERMS:

\_\_\_\_\_  
NAME OF PROPOSER (PRINT OR TYPE)

\_\_\_\_\_  
SIGNATURE & TITLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TELEPHONE NUMBER

IF THE PROPOSER IS A CORPORATION,  
THE FOLLOWING CERTIFICATION MUST BE COMPLETED:

I, \_\_\_\_\_, the Secretary of the aforementioned corporation, do hereby certify that the RFP and/or RFPs submitted above are duly authorized by a Resolution of the Corporation.

\_\_\_\_\_  
SIGNATURE



### NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this RFP, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint RFP, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

The prices in this RFP have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

Unless otherwise required by law, the prices which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and

No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a RFP for the purpose of restricting competition.

The person signing this RFP or proposal, under the penalties of perjury, affirms the truth thereof.

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DATED

(Corporate Seal)

---

SIGNATURE OF PROPOSER, IF  
INDIVIDUAL

---

NAME OF CORPORATION

---

ADDRESS

---

CITY, STATE, ZIP

---

AUTHORIZED SIGNATURE

EXHIBIT 1  
SCHEDULE AND PRICING

The dates would be 1/1/2020 to 7/31/2020 Spring Semester Transportation for Athletic Team

EXHIBIT 1  
SCHEDULE AND PRICING

The dates would be 1/1/2020 to 7/31/2020 Spring Semester Transportation for Athletic Team

**SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
WOMEN'S VARSITY BASKETBALL**

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Tues	Jan. 14	Monroe College	New Rochelle, NY	3:30 PM	6:00 PM	11:30 PM		
2	Fri-Sun	Jan. 17-19	Jamestown CC/Mercyhurst	Jamestown, NY/ North East, PA	1/17/20 @ 1:00 PM	1/18/20 1:00 PM 1/19/20 1:00 PM	1/19/20 @ 11:00 PM	(Overnight 2 nights)	
3	Sat	Jan. 25	Monroe College	New Rochelle, NY	1:00 PM	11:00 AM	9:30 PM		
4	Sat	Feb. 22	Mercer County CC	Trenton, NJ					
5	Sat, Sun	Feb 29, Mar 1	Region XV Tournament	TBA	TBA	TBA	TBA		
6	Fri-Sun	Feb 6,7,8	District Tournament	Region 19	TBA	TBA	TBA		
7	Sat-Sun	Mar 14-22	National Championship	Port Huron, MI	3/14/20	TBA	3/22/20	(Overnight 8 nights)	

**\*\*Return is approximate arrival back at SCCC**

**Dates and times may be subject to change.**

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
WOMEN'S JV BASKETBALL

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Sat	Jan. 25	Sage College	Albany, NY	10:00 AM	2:00 PM	10:00 PM		
2	Fri	Jan. 31	Putnam Science Acad	Putnam, CT	2:00 PM	5:00 PM	10:00 PM		
3	Sun	Feb. 2	Monroe College	New Rochelle	8:00 AM	1:00 PM	7:00 PM		

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

\*\*Return is approximate arrival back at SCCC

Dates and times may be subject to change.

**SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
MEN'S VARSITY BASKETBALL**

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Fri-Sun	Jan 10-12	Herkimer CC	Herkimer, NY	1/10/20 @ 3:00 PM		TBA 1/12/20 @ 10:00 PM	(Overnight 2 nights)	
2	Fri-Sun	Jan. 17-19	Monroe CC	Rochester, NY	1/17/20 @ 1:00 PM		TBA 1/19/20 @ 10:00 PM	(Overnight 2 nights)	
3	Tues	Jan. 21	Lackawanna College	Scranton, PA	2:00 PM	7:00 PM	11:00 PM		
4	Tues	Jan. 28	Dutchess CC	Poughkeepsie, NY	3:30 PM	5:00 PM/7:00 PM	10:00 PM		
5	Thurs	Jan. 30	Raritan Valley CC	North Branch, NJ	2:00 PM	7:00 PM	11:00 PM		
6	Tues	Feb. 4	Ulster CC	Stone Ridge, NY	3:00 PM	5:00 PM/7:00 PM	10:00 PM		
7	Thurs	Feb. 13	Orange CC	Middletown, NY	3:00 PM	5:00 PM/7:00 PM	10:00 PM		
8	Sat	Feb. 15	Essex County College	Newark, NJ	8:00 AM	1:00 PM	9:00 PM		
9	Sat	Feb. 22	Mercer County CC	Trenton, NJ	8:00 AM	TBA	10:00 PM		
10	Sat, Sun	Feb 29, Mar 1	Region XV Tournament	TBA	TBA	TBA	TBA		
11	Sat-Sun	Mar 14-22	National Championship	Danville, IL	3/14/20	TBA	3/22/20 (Overnight 8 nights)		

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
MEN'S JV BASKETBALL

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Fri	Feb. 7	Gauchos Gym	Bronx, NY	4:00 PM	8:00 PM	12:00 AM		
2	Sat	Feb. 15	Herkimer CC	Herkimer, NY	7:00 AM	11:00 AM	5:00 PM		
3	Tues	Feb. 18	Prestige Prep	Elizabeth, NJ	3:00 PM	7:00 PM	11:00 PM		
4	Thurs	Feb. 20	Betances Prep	Bronx, NY	3:00 PM	7:00 PM	11:00 PM		
5	Sat	Feb. 22	Monroe College	New Rochelle, NY	11:00 AM	2:00 PM	9:00 PM		

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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Dates and times may be subject to change.

SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
MEN'S WRESTLING

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Tues	Jan. 21	Middlesex College	Edison, NJ	1:00 PM	6:00 PM	11:00 PM		
2	Sat	Feb. 15	Nassau CC	Garden City, NY	5:00 AM	TBA	11:00 PM		

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**\*\*Return is approximate arrival back at SCCC**

**Dates and times may be subject to change.**



**SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
MEN'S VARSITY BASEBALL**

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Sat	March 7	Kingsborough CC	Brooklyn, NY	7:00 AM	12:00 PM	10:00 PM		
2	Tues	March 10	Monroe College	New Rochelle, NY	12:00 PM	3:30 PM	10:00 PM		
3	Sat	March 28	Bryant & Stratton	Binghamton, NY	9:00 AM	12:00 PM	9:00 PM		
4	Sun	March 29	Sussex CC	Newton, NJ	8:00 AM	12:00 PM	9:00 PM		
5	Thurs	April 2	Westchester CC	Valhalla, NY	12:00 PM	3:30 PM	10:00 PM		
6	Fri	April 3	Westchester CC	Valhalla, NY	12:00 PM	3:30 PM	10:00 PM		
7	Sat	April 11	Ulster CC	Stone Ridge, NY	9:00 AM	12:00 PM	9:00 PM		
8	Tues	April 14	Sussex CC	Newton, NJ	1:00 PM	4:00 PM	10:00 PM		
9	Thurs	April 16	Rockland CC	Suffern, NY	1:00 PM	4:00 PM	10:00 PM		
10	Fri	April 17	Rockland CC	Suffern, NY	1:00 PM	4:00 PM	10:00 PM		
11	Sun	April 19	Keystone College	La Plume, PA	8:00 AM	12:00 PM	9:00 PM		
12	Sat	April 25	Dutchess CC	Poughkeepsie, NY	9:00 AM	12:00 PM	9:00 PM		
13	Sun	April 26	Bergen CC	Paramus, NJ	8:00 AM	12:00 PM	10:00 PM		
14	Sat	May 2	Orange CC	Middletown, NY	9:00 AM	12:00 PM	9:00 PM		
15	Thurs-Sun	May 7-10	Region XV Tournament	TBA	TBA	TBA	TBA		
16	Sat-Sun	May 21-Jun 1	World Series	Enid, OK	5/21/2020	TBA	6/1/2020 (Overnight 11 nights)		

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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SULLIVAN COUNTY COMMUNITY COLLEGE  
2020 SPRING SEMESTER TRANSPORTATION BID  
MEN'S JV BASEBALL

Item #	Day	Date	School/Site	Location	Depart	Game Time	**Return	Quote/Coach Bus 21-35 passengers	Quote/Coach Bus 50 passenger max.
1	Mon	April 6	Western Connecticut	Danbury, CT	12:00 PM	4:00 PM	10:00 PM		
2	Mon	April 20	St Thomas Aquinas	Sparkill, NY	1:00 PM	4:00 PM	9:00 PM		
3	Tues	April 21	Mt. St. Vincent	Bronx, NY	1:00 PM	4:00 PM	9:00 PM		

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

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