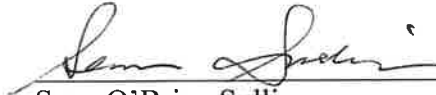


TRITON COLLEGE
DISTRICT #504
SUBJECT: REQUEST FOR PROPOSAL

SCHEDULE 2.5
May 20, 2025

The Board of Trustees invites you to submit a proposal on the item(s) listed below. All prices are to be F.O.B. Triton College. We reserve the right to accept or reject any or all parts of this bid.


Sean O'Brien Sullivan
Vice President - Business Services

QUANTITY	ARTICLE, DESCRIPTION
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Charter Transportation Services

SEE ATTACHED SPECIFICATIONS

PROPOSAL OPENING: 1:00 P.M., LOCAL TIME, Tuesday, June 17, 2025
IN ROOM A 300 (Learning Resource Center).

QUESTIONS, PLEASE CONTACT THE PURCHASING DEPARTMENT, 708-456-0300 EXT. 3467, OR 3542.

Return proposal in the enclosed business reply envelope. This proposal is to be received by TRITON COLLEGE - BUSINESS OFFICE, ROOM A 306 (Learning Resource Building), located at 2000 Fifth Avenue, River Grove, IL, 60171 on Tuesday, June 17, 2025 before 1:00 PM., local time. Facsimile copies are not permissible. We agree to furnish the above described goods at the price(s) above, and further, that this quotation will remain firm for sixty (60) days.

FIRM: _____

SIGNATURE: _____
(IN INK) OFFICER OF COMPANY

ADDRESS: _____

CONTACT: _____
REPRESENTATIVE

CITY & STATE: _____

TELEPHONE: _____

Triton College

Request for Proposals

Charter Transportation Services

May 20, 2025

I. GENERAL INFORMATION

1. INTRODUCTION:

Triton College is requesting proposals for Charter Transportation Services for campus related trips on an exclusive basis. This will include intra-state transportation of athletic teams, classes and special activities, some with extended stays or layovers. Triton College requires motor coaches that are safe and modern, with effective climate control, comfort, DVD/TV capabilities along with WIFI accessibility. Punctuality and motor coach availability are vitally important, as athletic teams must not be late or absent from scheduled events.

2. INTENT:

The intent of this Request for Proposal (herein "RFP") is to establish a contract for Charter Transportation Services. Contract term shall be for a 3-year period with an option to renew for up to two additional 1-year periods. All bus rentals must include a licensed driver.

In the event the awarded contractor does not have a bus available when it is needed, the College reserves the right to contract with others.

Triton College reserves the right to cancel this contract for cause, upon 30 days' notice in the event the services requested are not delivered in a manner desired by the College. The safety record/operation of the vendor is a vital consideration.

3. EXPECTED TOTAL DAYS & TRIPS. WE EXPECT FUTURE YEARS TO BE SIMILAR

Total trips 32-38

Overnight trips 15-20

4. QUALIFICATIONS:

- A. Indicate who is responsible for tolls, parking, and other fees.**
- B. Indicate number of advance days' notice for reservations.**
- C. Indicate number of advance days' notice required for cancellations, without fees being assessed.**
- D. Maximum number of hours a driver may drive during a 24-hour period**
- E. Number of rest hours required between driving periods.**
- F. Indicate the location from which all hourly/daily charges would start.**
- G. If overnight stay is required, who is responsible for the driver's hotel room?**
- H. Indicate if bathrooms are available on larger busses when trip exceeds 100 miles.**
- I. Explain your company's policy on cancellations and fees that would be applicable.**
- J. What is the size of your company's fleet? List number of each size.**
- K. Provide a sample copy of our company's rental agreement.**
- L. Provide information on your driver certification/drug testing program.**

- M. Provide an after-hours contact number for cases of emergency.
- N. Provide your company emergency procedures for disabled bus, i.e. accident, breakdown, etc.
- O. Indicate your company experience with athletic team travel.
- P. Provide any other information regarding your company, services, awards etc., which will assist in review of your proposal.

5. **REQUESTS FOR INFORMATION**

All questions regarding this RFP must be submitted in writing to the Purchasing Manager, Danielle Stephens at daniellestephens@triton.edu or faxed to (708) 583-3112. The preferred method to submit questions is via e-mail with the questions attached in a Microsoft Word document. Written questions may be submitted (either e-mail or fax) until **Monday June 9, 2025**. The Purchasing Manager will not respond to questions posed in any other manner or format (i.e. via telephone).

Specifications and ANY and ALL addendums will be posted to the following website:

www.triton.edu/rfp

Bidder is responsible for checking website for any issued addendums.

Vendors may only contact the Purchasing Manager regarding this RFP. Award will be made to the vendor whose proposal provides the greatest value to the college from the standpoint of qualifications, cost/pricing, references, experience, age of equipment and dependability/reliability/safety record or for any other reason deemed by Purchasing to be in the best interest of the College. Thus, the result will not be determined by price alone. The college will be seeking the least costly outcome that meets the College's needs as interpreted by the College.

6. **CONTRACT EXECUTION**

This RFP and the Vendor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS**

Vendor agrees to be bound by the college's standard terms and conditions for Contracts. **Attachment A** details those terms.

8. **SCHEDULE OF EVENTS:**

<u>Event</u>	<u>Date</u>
a. RFP Issued	May 20, 2025
b. Deadline for RFP Written Questions	June 9, 2025
c. RFP Due Date 1:00 p.m. Central Standard Time	June 17, 2025

9. **RFP DUE DATE, TIME AND LOCATION:**

One (1) hard copy marked as original of vendor's proposal are due Tuesday, **June 17, 2025** by 1:00 p.m., and must be received at the following location:

Triton College
Purchasing Department – Learning Resource Center A306
2000 Fifth Avenue
River Grove, Illinois 60171

Late RFP'S will not be considered. RFP'S will not be accepted via fax. RFP must be sealed and labeled on the outside of the package to clearly indicate that it is in response to RFP Charter Transportation Services. Failure to provide pricing in the formats specified may be grounds for finding your RFP non-responsive.

Vendors may submit their RFP any time prior to the above stated deadline. The formal RFP opening will be held in the Boardroom beginning at 1:00 p.m. All Vendors are invited to attend, but attendance is not mandatory. Only the names of the Vendors submitting proposals will be announced. Details about proposals submitted will not be disclosed.

II. VENDOR REQUIREMENTS

1. AUTHORIZED:

The College requires that the vendor be D. O. T. certified and licensed to provide the types of services requested. All carriers are asked to provide copies of all certifications and licenses with their RFP response.

2. REFERENCES:

Submit three (3) references for current customers of comparable size and type to be used in the evaluation of the proposal.

Each reference must include the following:

- a) Company Name
- b) Address, city state
- c) Contact person, phone number and email
- d) Length of business relationship with your agency
- e) Engagement Start Date of Service and End Date of Services

III. PROPOSAL EVALUATION AND SELECTION PROCESS

The College will appoint an Evaluation Committee whose responsibility will be to review all responses to this RFP. The College will consider information provided in the response and the quality of that information when evaluating the Proposal. During the evaluation process, Proposer may be requested to provide additional information and/or clarify contents of their Proposal.

All proposals will be reviewed to determine if they contain all the required submittals specified in this RFP. Those not submitting all the required information in the prescribed format may be rejected.

The Committee will review all responsive and responsible proposals based upon the criteria detailed herein. Those proposals deemed "acceptable" or "potentially acceptable" would be evaluated against the following proposal evaluation criteria. The following criteria will be used in the evaluation of all proposals, not necessarily in level of importance:

- **Qualifications**
- **Cost/Pricing**
- **References**

- Experience
- Age of Equipment
- Dependability/Reliability/Safety Record

After the evaluation, The College may choose to invite a subset of responders to participate in on-site demonstrations or online Webinar format activities. The purpose of these activities would be to clarify information presented in the written RFP response. These demonstrations/webinars will be of no cost to the College.

IV. PROPOSAL CONTENT, FORMAT AND ORGANIZATION

Vendors must organize their proposal into the following sections:

- SECTION 1: REQUEST FOR PROPOSAL FORM COVER PAGE
All requested information completed. Use **Attachment B**.
- SECTION 2: LETTER OF TRANSMITTAL
The letter of transmittal should include an introduction of the vendor's company, the name, address, telephone number and fax number of the person to be contacted along with others who are authorized to represent the company in dealing with this RFP.
- SECTION 3: SIZE OF FLEET

NUMBER OF BUSES IN FLEET			
12 Passenger Buses	29 Passenger Buses	44 Passenger Buses	56 Passenger Buses
Quantity in fleet:	Quantity in fleet:	Quantity in fleet:	Quantity in fleet:

SECTION 4: CHARTER BUS RATES

For Buses up to 12 passengers			
	Year 1	Year 2	Year 3
Daily rate for bus	\$	\$	\$
Number of hours included in daily rate	Hours:	Hours:	Hours:
Hourly rate for hours exceeding daily minimum	\$ /Hour	\$ /Hour	\$ /Hour
Amount of local mileage allowed per day once bus reached destination			
Cost per mile over and above allowance	\$ /Mile	\$ /Mile	\$ /Mile
Cost per 24-hour period for extended trip (i.e., weekend trip)	\$ /day	\$ /day	\$ /day
Driver's daily fee (if any)	\$	\$	\$
OR Driver's hourly fee (if any)	\$	\$	\$
Per diem (meals) for driver (if any)	\$	\$	\$
Gratuuity (if any)	\$	\$	\$
Fuel Surcharge (if any)	\$ /Mile	\$ /Mile	\$ /Mile
Charge per relay driver (if any)	\$	\$	\$
Indicate any Surcharges for interstate travel (if any)	\$	\$	\$
Indicate any other additional fees: (if any)	\$	\$	\$

For Buses up to 29 passengers			
	Year 1	Year 2	Year 3
Daily rate for bus	\$	\$	\$
Number of hours included in daily rate	Hours:	Hours:	Hours:
Hourly rate for hours exceeding daily minimum	\$ /Hour	\$ /Hour	\$ /Hour
Amount of local mileage allowed per day once bus reached destination			
Cost per mile over and above allowance	\$ /Mile	\$ /Mile	\$ /Mile
Cost per 24-hour period for extended trip (i.e., weekend trip)	\$ /day	\$ /day	\$ /day
Driver's daily fee (if any)	\$	\$	\$
OR Driver's hourly fee (if any)	\$	\$	\$
Per diem (meals) for driver (if any)	\$	\$	\$
Gratuuity (if any)	\$	\$	\$
Fuel Surcharge (if any)	\$ /Mile	\$ /Mile	\$ /Mile
Charge per relay driver (if any)	\$	\$	\$
Indicate any Surcharges for interstate travel (if any)	\$	\$	\$
Indicate any other additional fees: (if any)	\$	\$	\$

For Buses up to 44 passengers			
	Year 1	Year 2	Year 3
Daily rate for bus	\$	\$	\$
Number of hours included in daily rate	Hours:	Hours:	Hours:
Hourly rate for hours exceeding daily minimum	\$ /Hour	\$ /Hour	\$ /Hour
Amount of local mileage allowed per day once bus reached destination			
Cost per mile over and above allowance	\$ /Mile	\$ /Mile	\$ /Mile
Cost per 24-hour period for extended trip (i.e., weekend trip)	\$ /day	\$ /day	\$ /day
Driver's daily fee (if any)	\$	\$	\$
OR Driver's hourly fee (if any)	\$	\$	\$
Per diem (meals) for driver (if any)	\$	\$	\$
Gratuuity (if any)	\$	\$	\$
Fuel Surcharge (if any)	\$ /Mile	\$ /Mile	\$ /Mile
Charge per relay driver (if any)	\$	\$	\$
Indicate any Surcharges for interstate travel (if any)	\$	\$	\$
Indicate any other additional fees: (if any)	\$	\$	\$

For Buses up to 56 passengers			
	Year 1	Year 2	Year 3
Daily rate for bus	\$	\$	\$
Number of hours included in daily rate	Hours:	Hours:	Hours:
Hourly rate for hours exceeding daily minimum	\$ /Hour	\$ /Hour	\$ /Hour
Amount of local mileage allowed per day once bus reached destination			
Cost per mile over and above allowance	\$ /Mile	\$ /Mile	\$ /Mile
Cost per 24-hour period for extended trip (i.e., weekend trip)	\$ /day	\$ /day	\$ /day
Driver's daily fee (if any)	\$	\$	\$
OR Driver's hourly fee (if any)	\$	\$	\$
Per diem (meals) for driver (if any)	\$	\$	\$
Gratuuity (if any)	\$	\$	\$
Fuel Surcharge (if any)	\$ /Mile	\$ /Mile	\$ /Mile
Charge per relay driver (if any)	\$	\$	\$
Indicate any Surcharges for interstate travel (if any)	\$	\$	\$
Indicate any other additional fees: (if any)	\$	\$	\$

Attachment A

Standard Contract Terms and Conditions

- 1. CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** This agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, shall be resolved in the Circuit Court of Cook County, Illinois.
- 2. LAWS AND REGULATIONS:** Any and all supplies, services and equipment proposed and furnished will comply fully with all applicable Federal and State laws and regulations.
- 3. INDEPENDENT CONTRACTOR:** Vendor shall be deemed an independent contractor and shall not act as, or be Triton's agent or employee. Vendor will provide for and pay the compensation of vendor personnel and be responsible for payment of all taxes which an employer is required to pay relating to the employment of employees, including worker's compensation. Triton College will not be liable to vendor, or to any vendor personnel, for vendors failure to meet vendors compensation or tax obligations. Vendor will indemnify, defend and hold Triton college harmless from and against all such obligations and will comply with all associated government regulations, including the filing of all necessary reports and returns.
- 4. HOLD HARMLESS:** Vendor agrees to hold harmless and indemnify Triton College, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against Triton College, its officers, agents, trustees or employees including reasonable attorney's fees and expenses arising out of the acts or omissions of vendor, its officers, agents or employees under this Agreement.
- 5. EQUAL OPPORTUNITY CLAUSE:** Vendor does not discriminate on the basis of race, color, religion, creed, sex, national origin, ancestry, age, marital status, physical or mental handicap or an unfavorable discharge from military service or any other basis prohibited by law in the hiring, employment, promotion or training of personnel. Vendor certifies that it is an equal opportunity employer.
- 6. SEVERABILITY:** The failure by either party to insist upon strict performance of any of the terms and conditions in the Agreement, or to exercise any rights or remedies shall not be construed as a waiver of its rights to assert any of the same or to rely on any such terms or conditions at any time thereafter. The unenforceability in whole or in part of any term of condition of this Agreement shall not affect the enforceability of any other parts of this agreement.
- 7. CANCELLATION:** Unless otherwise stated in the special terms and conditions, any contract entered into as a result of this proposal may be canceled without cause by the college upon 60 days' notice, in writing, prior to the effective date of the cancellation. Cancellation may be in whole or in part. Cancellation of the contract due to VENDOR default may be immediate.
- 8. TAXES:** Proposal prices will be exclusive of state sales, use and federal excise taxes. The college will provide a tax-exempt letter to the selected vendor.
- 9. FIRM PRICES:** Unless otherwise stated in the special terms and conditions, for the purpose of award, offers made in accordance with this solicitation must be good and firm for a period of ninety (90) days from the date of proposal opening.
- 10. PROPOSAL PREPARATION COSTS:** The college is not liable for any costs incurred by the offeror in proposal preparation.
- 11. ASSIGNMENT/SUBCONTRACT:** VENDOR will not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this contract, in whole or in part, without the prior written approval of the college.
- 12. FORCE MAJEURE:** Neither party shall be liable to the other for its failure to perform any of its obligations hereunder or under any purchase order or acknowledgement thereof during any period in which such performance is delayed by circumstances beyond its reasonable control.

13. Vendor shall perform its obligations under this Agreement as a vendor and shall not be considered an employee of Triton College for any purpose.

14. Vendor represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations hereunder in accordance with accepted industry standards and agrees to perform in accordance with accepted industry standards.

15. Vendor, pursuant to 720 ILCS 5/33E-11 as amended, hereby certifies that neither it nor any of its partners, officers or owners has been convicted in the past five years of the offense of bid rigging under 720 ILCS 5/33E-3 as amended; that neither it nor any of its partners, officers or owners has ever been convicted of the offense of bid rotating under Section 720 ILCS 5/33E-4 as amended; and that neither it nor any of its partners, officers or owners have ever been convicted of bribing or attempting to bribe an officer or employee of the State of Illinois.

16. Vendor certifies that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105.

17. If vendor has more than 25 employees, vendor certifies that it provides a drug free workplace in compliance with the Drug Free Workplace Act, 30 ILCS 580/1 et.seq.

18. Vendor shall maintain liability insurance in minimum limits of \$2,000,000 per occurrence and \$5,000,000 in the aggregate and shall name Triton College, its officers, agents, trustees and employees as additional insureds.

Attachment B

REQUEST FOR PROPOSAL FORM COVER PAGE

The undersigned acknowledges receipt of:

Request for Proposal: **Triton College/Charter Transportation Services**

ADDRESS: 2000 Fifth Avenue, River Grove, IL 60171

Company Name	
Address	
City/Zip	
Phone Number	
Fax Number	

ADDENDA

The undersigned hereby acknowledges receipt of the following. Addenda and has included the provisions of same in this response. (List by number and date appearing on each addendum)

Addendum No.

Dated

The Vendor Acknowledges:

1. That he/she understands the specifications
2. That he/she has the equipment, technical ability, personnel and facilities to accommodate the RFP in accordance with the specifications
3. That the specifications are, in his/her opinion, appropriate and adequate for said project.
4. That he/she will conform to and abide by the decision of the college as to selection of Vendor.
5. That he/she shall meet the installation schedule noted in this RFP.

Legal Name of person, corporation, partnership
or joint venture

If Corporation, affix Corporate Seal

Dated _____, 20____.

Signature and Title

If a Corporation

NAME

ADDRESS

_____	President _____
_____	Secretary _____
_____	Treasurer _____

Corporation, State of _____

If a Partnership

NAME OF PARTNERS

ADDRESS

_____	_____
_____	_____
_____	_____

If a Joint Venture

NAME OF MEMBERS

ADDRESS

_____	_____
_____	_____
_____	_____

Envelopes containing RFP and other required documents must be sealed, marked and addressed as follows:

Mark in lower left-hand corner:

REQUEST FOR PROPOSAL – CHARTER TRANSPORTATION SERVICES

ADDRESS

TRITON COLLEGE
ROOM A 306/PURCHASING DEPARTMENT
BUSINESS OFFICE
2000 FIFTH AVENUE
RIVER GROVE, IL 60171