

# KEENE STATE COLLEGE

Purchasing Office  
Keene State College  
229 Main Street  
Keene, NH 03431-1601  
Phone: (603)358-2493; 358-2494  
Fax: (603)358-2495  
Web Site: [www.keene.edu/purchasing](http://www.keene.edu/purchasing)

---

**This page MUST be faxed to the KSC Purchasing Office IMMEDIATELY!**

## BIDDER INFORMATION FORM

4/8/16

Bid Number: 13513-0001

Due Date: 5/9/16 at Noon

Project Description: CAMPUS CONTRACT- ATHLETIC TRANSPORTATION SERVICES

Returning this form will indicate your intention on bidding and ensure we have correct information for future correspondence regarding this project.

Will Bid \_\_\_\_\_ Will Not Bid \_\_\_\_\_

The Information below applies to:

This bid only \_\_\_\_\_ all bids \_\_\_\_\_

(Please type)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Please fax this page to: (603) 358-2495.

# KEENE STATE COLLEGE

Purchasing Office  
Keene State College  
229 Main Street  
Keene, NH 03431-1601  
Phone: (603)358-2493; 358-2494  
Fax: (603)358-2495  
Web Site: [www.keene.edu/purchasing](http://www.keene.edu/purchasing)

Today's Date: 5/9/16

Bid Number: 13513-0001

Due Date: 5/9/16 at Noon

Project Description: CAMPUS CONTRACT- ATHLETIC TRANSPORTATION SERVICES

**Request for Bid (RFB). This is not an order.** Keene State College reserves the right to reject any or all bids and to waive any formalities in the bidding.

## **KSC Inclement Weather Policy:**

It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. Before coming to a bid opening during inclement weather, you may call the KSC purchasing office at 603/358-2493 to learn if the College is open or if curtailed operations are in effect. Any bid openings scheduled for a day when curtailed operations have been declared will be postponed until the next business day. All delayed bid openings will be at the same time as originally scheduled.

**Renee Harlow**

Renee Harlow

Keene State College  
KSC Purchasing Office  
229 Main Street  
Keene, NH 03431-1601  
Telephone Number: (603)358-2493/358-2494  
Fax Number: (603)358-2495  
Web Site: [www.keene.edu /purchasing](http://www.keene.edu/purchasing)

Today's Date: 4/8/16

Bid Number: 13513-0001

Due Date: 5/9/16 at Noon

**STATEMENT OF WORK**  
**for**  
**Keene State College**

**Project Description:** CAMPUS CONTRACT- ATHLETIC TRANSPORTATION SERVICES

**I. INTRODUCTION**

**A. Purpose**

The Keene State College (hereafter referred to as KSC) is requesting bids for ATHLETIC TRANSPORTATION SERVICES.

**B. Contract Period**

This agreement shall have an overall three, (3) year term, with the first contract period commencing on 7/1/16 and ending 6/30/19. Renewals are not automatic but the result of annual mandatory and mutually agreeable negotiated terms, conditions and prices. Prices must be firm for the first year of this agreement.

The College reserves the right to bid this contract out annually.

**C. Contact(s)**

Questions concerning this request for bid are to be directed to Renee Harlow.

- D. Definition of Terms** The University System of New Hampshire, Appendix A- General Terms and Conditions, the University System of New Hampshire. All bidders are responsible to read, review and apply them to this project. All can be seen at: <http://www.keene.edu/purchasing/> Click on the Bid Information button on the right side of the page.

**E. Background:**

Keene State College strives to conduct business in a sustainable manner. This is an effort to balance economic priorities with environmental health and human health. KSC will, when economically feasible, do business with companies that can further our sustainable objectives. We are interested in receiving environmental mission statements or any programs or policies that have to do with sustainable issues. These programs or policies can be, but are not limited to, reducing, reusing and recycling resources, disposal of organic and other solid waste, conservation efforts in regards to transportation, energy and water, disposal of hazardous waste, giving back to the community. Please include as part of your bid any pertinent information in reference to any sustainable practices of your company, if applicable.

## **II. SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

### **A. Specific Tasks & Deliverables**

#### SCOPE OF WORK- BID SPECIFICATIONS

Keene State College seeks to enter into a contractual agreement with a qualified firm to provide the College with a variety of ATHLETIC TRANSPORTATION SERVICES. Advanced reservation made by KSC representatives are to take precedence over other reservations. Should sub-contractors need to be used, original quoted contract prices are to be honored at all times. KSC will not be obligated to pay difference between awarded vendor quoted rates and subcontractor rates.

All costs associated with performing the duties as prescribed are the responsibility of the contractor and should be included in the pricing data submitted to the College. Additional costs, not previously approved by Keene State College will not be paid to the contractor.

The attached price and fall sports pages must be completed and submitted for bid award consideration. Please detail any/all other terms and conditions the College should consider for bid award. This contract will involve mini-coach, small coach and full coach travel only.

#### KSC Definitions:

- i) Mini: Able to seat 27 people- must have lavatory facility in vehicle
- ii) Small Coach: minimum 38 seats - must have lavatory facility in vehicle
- iii) Full Coach: able to seat 48 plus people- must have lavatory facility in vehicle

Please provide a description of the vehicle(s) you propose to use for this agreement

- 1) The contractor shall provide vehicles that are properly inspected, registered and deemed safe. The vendor shall provide fully qualified and properly licensed drivers, (i.e. I.C.C. and D.O.T. certified).
- 2) All Drivers expenses shall be the responsibility of the vendor.
- 3) Coaches must be at the College, 1/2 hour before scheduled departure time. Coaches must provide for at least 30 pounds of storage space per person.
- 4) Contractor supplied drivers must have directions to destination before scheduled departure from the College.
- 5) Keene State College understands that the contract prices are based upon:
  - A) Site to site miles only. Meaning that any side trips or substantial mileage additions to the scheduled trip will be charged to that head coach's department.
  - B) Mealtimes are not to be figured into the pricing, but the contractor must be willing to have the athletes eat on the road at no charge, provided that the meal stops are, a) on the scheduled route and b) the time spent eating is kept to a minimum.
  - C) The vehicles provided must be left as clean as they arrived. Any and all vandalism, damage, negligence and disregard for normal custodial duties, will reflect in a billing from the contractor to that specific Athletic team budget.

- D) All attached team schedules have not been finalized. Additions to the schedules will be provided when known. Contract pricing shall be applied to all additions.
- 6) Anticipated wait time per sport is as follows:  
Soccer: 4 hours  
Basketball: 4 hours  
Lacrosse: 3-4 hours  
Volleyball single school match: 3.5 hours  
Multiple school match: 5 hours  
Baseball/Softball: normal games 3.5 hours; double-headers 6 hours
- 7) Keene State College reserves the right to alter schedules based upon weather conditions, addition of events, deletion of events, and any other conditions not anticipated at this time. Please provide your cancellation policies with your bid submittal.
- 8) Please provide pricing per event. Please provide pricing for:  
A) Regular hourly rates      B) On-call rates      C) Emergency rates
- 9) Keene State College reserves the right to award this bid per trip or as a package whichever is in the best interests of the Institution.

Information Required for Bid Submission:

- Historical and background information about the company and executive officers.
- A listing of college and university customers and the nature of your contracted ATHLETIC TRANSPORTATION SERVICES.
- Bid documents contained herein completed and submitted with bid.

### III. REQUEST FOR BID (RFB) INSTRUCTIONS/INFORMATION

#### A. Overview of RFB Process/Timeline

1. Bid packages shall be mailed by 4/6/16.
2. Bids are due no later than 5/9/16 at Noon. Bids will be opened and read aloud at that time. Bidders and the general public are welcome to attend the opening. Late bids will not be considered.
3. All bids will be read, reviewed and evaluated by the evaluation committee which will consist of members from KSC Purchasing and the Athletic Departments.
4. Finalists may be asked to come to campus to discuss their bids further with the evaluation committee. The evaluation committee will decide if such presentations are necessary.
5. The evaluation committee shall make its selection by June 30, 2016.
6. It is expected that a contract will be signed and become effective 7/1/16 or another mutually agreeable date.

## **B. General Instructions**

1. Contact with or visitation to personnel at any campus regarding this RFB may not be made by bidder's personnel without the prior approval of the KSC Agent/Manager or his/her designee.
2. Any oral information received from the evaluation committee or any other KSC personnel will not alter or change this RFB.
3. Bids must be sealed and can be hand delivered or mailed.
4. Submit one original and one electronic copy in a sealed package(s) by 5/9/16- Noon. Package(s) should be clearly marked "Bid# 13513-0001 ".One package must be marked "Official Bid" and the rest should be marked "Copy".
5. By responding to this RFB the bidder acknowledges that she/he has read and understands the information contained within this RFB and has taken the contents into account in the preparation of the bid amount(s).
6. The cost for developing the bids shall be absorbed by the bidder.
7. KSC considers all terms and conditions to be accepted unconditionally by a contractor unless written exceptions are made to specific clauses of this specification. Such exceptions may, however, be used as a basis for rejection of the bid.
8. Failure of a bidder to follow the instructions of the RFB may result in rejection of the bid.

## **C. Format & Contents of Bid**

- Provide clear, concise plan detailing how Proposer will perform the Scope of Work
- Proposing firm capabilities/work history with this type of project.
- Support information and total costs -' please submit on attached price pages
- Requirements of the Contractor for KSC

## **D. Evaluation Committee Rights/Rules of Conduct**

1. The evaluation committee expressly reserves the right to reject any and all bids without penalty, to waive all technicalities and irregularities and deviations of bids from this RFB, to decide whether a bid does or does not substantially comply with the requirements of this RFB, to be the final judge as to which is the best overall bid, and to award a contract to the contractor whose bid it considers to be in the best interest KSC.
2. The evaluation committee reserves the right to award a contract without discussion or negotiation if it determines that such an award will result in fair and reasonable prices and would be the most advantageous to KSC.
3. In the event that the awarded bidder refuses to enter into a contract, his/her bid will be rejected.
4. The evaluation committee will treat all bids received prior to the opening date as confidential. The committee may disseminate information to others whom the committee deems in its sole discretion to have an interest in the bid. In no event shall the committee be liable for any breach of confidentiality. All materials submitted in response to this RFB, with the exception of any

materials that both the bidder and committee deem as confidential (and so marked by the bidder) will become the property of the committee and will become part of the public record. Pricing may not be considered confidential information.

5. The content of the evaluation committee's working papers and discussions relating to the bids will be considered confidential.
6. The evaluation committee will evaluate all bids against the evaluation criteria listed in this RFB and determine which contractor will best meet the needs of KSC.
7. In the event that a contract acceptable to the committee cannot be executed with the top bidder, the committee may eliminate that bidder from further consideration. The committee may then proceed to conduct negotiations and planning sessions with the bidder next preferred among the bidders who have not been eliminated. Such processes will be continued until either an acceptable contract is executed or all bids have been eliminated.
8. KSC reserves the right to negotiate simultaneously with more than one bidder.

E. Evaluation Factors

1. Bid

Each bid should address all sections of this request for bid. The submission must be in sufficient detail to allow the evaluation committee the ability to evaluate the bid.

2. The following criteria shall be employed in the evaluation of bids and the concurrent decision to award the contract to the successful bidders.
  1. Overall suitability of the bid for current and future needs of KSC.
  2. Competitiveness and stability of pricing
  4. Financial stability and ability of supplier to fulfill the contract.
  5. References from other companies/ institutions (particularly those in higher education) for which your company has provided similar programs.
  6. Comprehensiveness of bid
  7. Conformance of bid to instructions for format and contents of bid.

Negative findings or judgments on the basis of any one of the above criteria may result in elimination of a given bid from further consideration.

#### IV. INSTRUCTIONS TO SUCCESSFUL BIDDER(S) FOR EXECUTION OF A CONTRACT

A. Contract

1. The Owner's agent (or the USNH agent) listed will work with the selected bidder representative(s) to develop a mutually agreeable contract.
2. All terms and conditions listed in <http://www.keene.edu/purchasing/> will be taken into

consideration when developing the contract as will the specific tasks and deliverables outlined.

**B. Contract Terms and Conditions**

1. Bidder shall guarantee their pricing structure for a specific period of time. If pricing changes, contractor must request increase in writing and all increases must be documented.

2. Extensions

The intent to renew or not to renew the contract by either party shall be filed in writing with the owner's agent by April of the current contract year for the succeeding contract year.

The owner's agent is to be advised if that is not possible.

3. It is KSC's intent that the required negotiation and approvals for any extension will be completed by June of the current contract year for the succeeding contract year. The Owner's Agent will represent KSC during negotiations.

**C. Contract Termination**

1. The Owner may without prejudice to any right or remedy, and after giving the contractor and his sureties written notice, terminate the contract forthwith if any of the following conditions (a.-d.) exist:

- a. If the contractor should be adjudged bankrupt;

- b. If the contractor shall make a general assignment for the benefit of his creditors, or a receiver should be appointed over the property;

- c. If the work under this contract shall be abandoned or for deficiencies not corrected within a reasonable time; and,

- d. If this contract or any part hereof shall be subcontracted without previous written consent of KSC and the Owner.

2. The Owner reserves the right to cancel the contract awarded to the contractor, if in KSC's judgment, performance under the contract is unsatisfactory. It is understood, however, that if at any time during the term of the contract performance thereunder is deemed to be unsatisfactory, KSC shall so notify the contractor and demand that the contractor shall correct such unsatisfactory conditions immediately but not more than ten (10) days from such notification. If such corrections are not made within the allotted time period, KSC may terminate the contract within thirty (30) days of the initial notification date.

3. The contract will automatically terminate at the end of the initial contract period unless both parties agree to a renegotiated optional extension.

4. Either party may without prejudice to any right or remedy, and after giving the other party 60 calendar days written notice, terminate the contract.

**D. KSC's Rights and Responsibilities**

1. KSC reserves the right to audit those financial records of the contractor which pertain to contractor operations.

2. KSC reserves the right not to enter into a contract if, after reviewing all bids received, it is determined such a contract would not be in the best interest of the KSC.
3. KSC intends to meet its contract obligations and to treat all bidders fairly.

**E. Contractor's Rights and Responsibilities**

1. The contractor agrees to maintain records arising from the operation of this contract for a period of two (2) years following its termination or expiration date, unless permission to the contrary is given by the KSC in writing. The contractor agrees to provide access to its accounting information pertaining to this KSC contract in the event an audit is requested.
2. Keith Boucher or Kemal Atkins will be the designated representatives for this contract and shall be the official operational contacts for the contractor. Questions of conduct, methods, quantity, quality, scheduling, etc. are to be directed to these individuals during the term of the contract.
3. The contractor will be responsible for purchasing merchandise and services and executing contracts in its own name and at its own cost and expense and on its own credit.

**F. Rights Afforded To Both Parties**

1. Each party shall indemnify and hold the other party and its affiliates and their trustees, officers, directors, employees and agents harmless from and against any and all liabilities, claims, damages, awards, judgments, costs and expenses (including reasonable attorneys' fees) arising out of its negligent acts or omissions of the negligent acts or omissions of its employees, agents, contractors or affiliates. This section shall survive termination of the contract.
2. If, because of riots, war, public emergency or calamity, fire, earthquake, Acts of God, government restriction, labor disturbance or strike, business operations at the University/ College shall be interrupted or stopped, performance of this contract, with the exception of moneys already due and owing shall be suspended and excused to the extent commensurate with such interfering occurrence, and the expiration date of the contract may be extended for a period of time equal to the time that such default in performance is excused.
3. Choice of law and legal remedies: The contract shall be governed by and construed in accordance with the laws of the State of New Hampshire. In the event any provision of these terms and conditions shall be declared illegal or unenforceable by a competent court within this jurisdiction the remaining provisions shall remain in full force and effect.
4. This contract is one of specialized service. Neither party may assign this contract without the written consent of the other party; and any assignment attempted without such consent shall give the other party the immediate right to cancel this contract except that the contractor may assign this contract with the consent of Owner to any subsidiary or affiliate of the contractor or any corporation into which the contractor or its successor may be merged, converted or consolidated, or which may otherwise succeed to substantially all of its assets; but the contractor shall during the term hereof remain liable for its obligation hereunder.

KEENE STATE COLLEGE  
KSC Purchasing Office  
229 Main Street  
Keene, NH 03431-1601  
Phone: 603 / 358-2493// 358-2494  
Fax: 603/358-2495

Bid Number: 13513-0001

Due Date & Time: 13513-0001 at Noon

### BIDDER STATEMENT OF QUALIFICATIONS

\*\*\*FAILURE TO REPLY MAY RESULT IN DISQUALIFICATION OF BID\*\*\*

1. Business Name : \_\_\_\_\_
2. Addresses, Telephone Numbers and Fax Numbers (800/888 if available) for:
  - a. Principal Place of Business:  
\_\_\_\_\_
  - b. Principal Mgr. or Sales Rep:  
\_\_\_\_\_
  - c. Bids:  
\_\_\_\_\_
  - d. Order Placement:  
\_\_\_\_\_
  - e. Accounts Receivable:  
\_\_\_\_\_
3. Federal ID/SSN Number \_\_\_\_\_
4. Are you registered with the NH Secretary of State? Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_  
Do you have a current Certificate of Authority? Yes \_\_\_\_ No \_\_\_\_ Date \_\_\_\_\_
5. General Classification of Business or Character of Work Performed: \_\_\_\_\_  
\_\_\_\_\_
6. Doing Business as:

Contractor:	Manufacturer:	Wholesaler:	Distributor:
Dealer:	Individual:	Partners:	Corporation:

in State of: \_\_\_\_\_
7. Year Organized: \_\_\_\_\_
8. Number of years engaged in this business under present business name  
If another name, supply details \_\_\_\_\_  
\_\_\_\_\_

9. Standard Conditions of Order: a. Minimum \$ Amount, if any:  
b. Terms:\_\_\_\_\_ c. F.O.B. \_\_\_\_\_

10. If a contractor, what categories of work do you perform with your own forces?

\_\_\_\_\_  
\_\_\_\_\_

11. Major current projects (Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

12. List any projects completed for the University System within the last five years. (Include name, gross amount, completion date, and owner representative.

\_\_\_\_\_  
\_\_\_\_\_

13. Has this business ever defaulted on a contract? \_\_\_\_\_ If "yes", state circumstances.

\_\_\_\_\_  
\_\_\_\_\_

14. Has this business ever failed to complete any project awarded to it? \_\_\_\_\_ If "yes", state circumstances.

\_\_\_\_\_  
\_\_\_\_\_

15. List your major equipment available.

\_\_\_\_\_  
\_\_\_\_\_

16. List and provide brief resume of key personnel available to manage and supervise.

\_\_\_\_\_  
\_\_\_\_\_

17. Trade References.

\_\_\_\_\_  
\_\_\_\_\_

18. List banks with which your firm does business

\_\_\_\_\_  
\_\_\_\_\_

19. Name of bonding company and address of agent.

\_\_\_\_\_  
\_\_\_\_\_

20. If submitted with a bid, list projects that are similar to this project and/or the major projects completed by this business in the past five years. (Include name of project, owner, contract amount, and completion date. Attach separate sheet if necessary.)

---

---

21. Number of full-time employees \_\_\_\_\_ EEO Employer? \_\_\_\_\_

22. Does your Concern meet any of the following US Government criteria?

- \_\_\_\_\_ Minority Enterprise Concern. A minority enterprise is one that is at least fifty percent owned by minority group members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by minority group members. (If checked, indicate ethnic group below)  
\_\_\_\_\_ Black American (not of Hispanic origin)  
\_\_\_\_\_ Asian American  
\_\_\_\_\_ Hispanic American  
\_\_\_\_\_ American Indian/Alaskan Native
- \_\_\_\_\_ Women Owned and Operated Concern. A business that, regardless of ethnic background is at least fifty percent owned by women members, or in the case of publicly owned businesses at least fifty-one percent of the stock is owned by women.
- \_\_\_\_\_ Small Business Concern. A business independently owned and operated, not dominant in its field and meets employment and/or sales standards developed by the Small Business Administration.
- \_\_\_\_\_ Labor Surplus Area Concern. A business located in an area (designated by the US Government Department of Labor) in which unemployment exceeds the national average.

23. While furnishing goods and services to any unit of the University System of New Hampshire pursuant to any purchase order, contract, or agreement, whether written or oral, the undersigned certifies that his/her firm or organization will comply with the provisions of Executive Order 11246, as amended, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 and Section 503 of the Rehabilitation Act of 1973, as well as all regulations and orders of the Secretary of Labor pursuant to these provisions. Further, the undersigned certifies that his/her firm or organization will incorporate by reference in each contract, purchase order or agreement with the University System meeting the appropriate jurisdictional limits the equal employment and affirmative action clauses contained in 41 CFR 60-1.4, 41 CFR 60-250.4, and 41 CFR 60-741.4. The undersigned also certifies that employees of the firm or organization have been instructed not to engage in any acts of sexual harassment against students or employees of the University System.

24. No financial statements are required to be submitted with your proposals. However, prior to an award, the University/College may, but is not obliged to request financial statements from your firm, credit reports, and letters from your bank and suppliers. If this information is requested and your firm does not comply with the request, this may be grounds for the rejection of your proposal/RFP.

Will this organization act as guarantor of the contract? \_\_\_\_\_

I certify the above information to be correct and authorize the University System of New Hampshire to investigate all facts contained herein, including facility visitation.

Name of Organization: \_\_\_\_\_

BY: \_\_\_\_\_ Dated \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **INSURANCE REQUIREMENTS**

1. The contractor shall purchase and maintain for the life of the contract the insurance indicated below:
  - a. Workers' Compensation and Employer's Liability Insurance for all his employees to be engaged on Work in the project under the Contract.
  - b. Commercial General Liability, including all coverages outlined in paragraph four (4).
  - c. Comprehensive Auto Liability including all coverages outlined in paragraph four (4).
  - d. Professional Liability as outlined in paragraph four (4).
  - e. Umbrella/Excess Liability as outlined in paragraph four (4).

2. Owner's Protective Liability Insurance

When required by Section 4, the Contractor shall obtain Owner's Protective Liability Insurance. Evidence of this policy covered under this paragraph shall be delivered to the Owner prior to starting any operations. The policy is to cover the interests of engineers and all authorized personnel of the Owner.

3. Property Insurance

- a. Builders Risk coverage or comparable coverage, if required in Section 4, shall insure all parts of the Work comprising new buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like, and all additions to or extensions of existing buildings, structures and systems. If the Contract Work also includes renovation within an existing structure, then this portion of the Work shall also be insured and so described and endorsed to the policy. Coverage shall be written on an "All Risk" basis. The amount of coverage shall be the full value of the Work. The policy or policies shall be in the names of the Owner and Contractor, as their interest may appear, shall provide for inclusion as insured of the names of all other contractors, Subcontractors, Sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place, stored on the Site, stored off the Site as provide in Section 4, or in transit. Contractor shall provide a complete copy of this insurance policy to Owner prior to beginning the Work.
- b. Renovation Risk coverage, if required by Section 4, shall insure all parts of existing buildings, structures, paths, roadways, utility and landscape structures, utility distribution systems and the like within or in connection with which the Work is performed, on a flat or no coinsurance basis.

In addition, the "other insurance" clause shall be deleted. Coverage shall be written on an "All Risk" basis. The amount of such coverage shall be as required in Section 4. The policy or policies shall be in the names of the Owner and Contractor, as their interests may appear, shall provide for the inclusion as insureds the names of all other contractors, Subcontractors, Sub-subcontractors and others employed on the premises, and shall stipulate that the insurance company or companies shall have no right of subrogation against any of the insureds for any portion of the Work. Coverage shall be on all Work in place, stored on the Site, stored off the Site for which the Owner holds title, and in transit if title is held by the Owner. Contractor shall provide a complete copy of the insurance policy to Owner prior to beginning the Work.

#### 4. Coverage

The Contractor shall purchase those coverages identified below by the column titled required.

Required	Category	Limits of Liability in Thousands (000)	
X	a. Commercial General Liability		
X	Premises-Operations	General Aggregate	2,000
	Products/ Completed Operations	Products-Comp. Ogs Agg.	1,000
	Explosion, Collapse and Underground Hazard	Personal & Advertising Injury	1,000
X	Contractual Insurance	Each Occurrence	1,000
X	Broad Form Property Damage	Fire Damage (any one fire)	50
X	Independent Contractors	Medical Expense (any one person)	5
	Personal Injury with Advertising Injury		
X	b. Automobile Liability		
X	Owned	Bodily Injury and Property Damage	
X	Hired	Combined Single Limit	1,000
X	Non-owned		
	c. Professional Liability_		
	Each Claim		1,000
X	Aggregate		1,000
	d. Excess Liability	This coverage can supplement limits in item a, b, and e to satisfy required Emits	
X	Umbrella Form	Bodily Injury and Property Damage	
	Other than Umbrella	Combined Single Limit and Aggregate	
X	e. Workers' Compensation		
X	Workers' Compensation	Statutory	
X	Employer's Liability	\$100 (each accident)	
		\$500 Disease, Policy Limit	
		\$100 Disease, Each Employee	
	f. Other		
	Owner's Protective Liability	Bodily Injury and Property Damage	
	Builder's Risk/Or	Combined Single Limit	1,000
	Comparable Coverage in an Installation Floater		

## 5. Conditions

- a. The University System of New Hampshire, its trustees, officers and employees will be listed as additional insured on all policies, where applicable.
- b. Subcontractors and sub-subcontractors must carry all insurance specified in Section 3 and 4 or Prime Contractor must insure activities of subcontractors and sub-subcontractors in his own policy.
- c. Contractor shall not commence the Work under this Contract until insurance required hereunder has been obtained and such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor or sub-subcontractor to commence Work on subcontract or sub-subcontract until all required insurance has been obtained and approved. Insurance required under this article shall be carried during the life of the Contract and for not less than one year thereafter.
- d. A Certificate of Insurance, Acord 25 form, or other comparable form, shall be filed with Owner. Any Certificate filed with Owner and found incomplete or not according to form will be returned as unsatisfactory. Rejected certificates of insurance and copies of policies shall be corrected as necessary and resubmitted until approved.
- e. Every policy shall contain an endorsement stating that insurance company will not, prior to completion of the Project or any policy expiration date shown on the Policy or Certificate, whichever occurs first, terminate the Policy or change any coverage therein without first mailing, by registered mail, written notice of such action at least thirty (30) days prior to termination or change, to the Owner at whose request the Policy and Certificate are issued.
- f. The Contractor agrees to assist in every manner possible, in reporting and investigation of any accident, and to cooperate with all interested insurance carriers in handling any claim, by securing, giving evidence, and obtaining attendance of witnesses, as required for any claim, or suit.
- g. The required insurance shall be written by a company licensed to do business in the State of New Hampshire or on the New Hampshire Insurance Department's approved list of Non-Admitted Carriers.
- h. The title of the buildings and equipment shall remain with the University and property insurance will be the responsibility of the University. The Contractor assumes responsibility for loss or damage to all personal property brought on the University premises.
- i. The contractor assumes full responsibility and liability for losses, expenses, damages, demands and claims in connection with any injury, including death, or alleged injury, or damage, or alleged damage, to property sustained or alleged to have been sustained in connection with or to have arisen out of the performance of work by the contractor, its agents, servants and employees or subcontractors, including losses, expenses or damages sustained by the University and shall indemnify and hold harmless the University, its trustees, officers, and employees, and the agents, servants, and employees of the foregoing, from any and all such losses, expenses, damages, demand and claims, and shall, to the extent permitted by law, defend any suit or action brought against them, or any of them, based upon any such alleged injury or damage, and shall pay all damage's costs, and litigation, judgments, losses, or expense, including reasonable attorney's fees which the University, its trustees, officers, and employees, and its successors and assignees, may incur or sustain by reason of the failure of the selected management company to fully perform and comply with the terms and obligations of any Contract resulting from this Request for Bid (RFB) or Request for Proposal (RFP).

- J. To the fullest extent permitted by law the Contractor agrees to indemnify, defend and save harmless the Owner and its agents and employees from and against any and all claims, damages, losses or expenses (including but not limited to court costs and attorney fees) by reason of liability imposed by law, Contract or otherwise because of (1) bodily injury, including death, at any time resulting therefrom, sustained by any person or persons or (2) damage to property, including loss of use thereof, arising out of or resulting from Work performed by the subcontractors, sub-subcontractors, suppliers, or materialmen. Should the project specifications and resulting Contract be based on A.I.A. documents AIOI and A201 and its Supplements, this indemnification agreement shall be in addition to and cumulative with the indemnification undertaking contained in Section 3.18.1 and 3.18.2 of the General Conditions.
- k. Should the project specifications and resulting Contract be based on A.I.A. documents A101 and A201, the insurance provisions of Article 11 of A201 shall apply to this Contract, except to the extent that such provisions are inconsistent with this document, in which event the provisions of this document shall govern. To the extent that they are consistent with or are not displaced by this document, the provisions of Article II of A201 shall apply to this Contract.

APPENDIX B – PRICE TABLE

Project Description: Campus Contract – Athletic Transportation Services

Bid Number: 13513-0001

Due Date & Time: 5/9/16 at Noon.

**All to be total costs per category to KSC:**

Standard per mile rate:

Mini-Bus \_\_\_\_\_

Small Coach: \_\_\_\_\_

Full Coach: \_\_\_\_\_

Standard wait time rate/hour: \_\_\_\_\_

Total Costs to campus before event and from campus after event per bus:

Mini-Bus \_\_\_\_\_

Small Coach: \_\_\_\_\_

Full Coach: \_\_\_\_\_

Please submit your cancellation policies and ALL associated costs.

Please also price out the attached known Athletic Schedules. We anticipate similar athletic scheduling for the next Winter and Spring but will confirm with bid winner. Contract rates shall apply to these events. Advanced reservation made by KSC representatives are to take precedence over other reservations. Should sub-contractors need to be used, original quoted contract prices are to be honored at all times. KSC will not be obligated to pay difference between awarded vendor quoted rates and subcontractor rates.

Fuel surcharge rates are not to be altered without written consent from Keene State College and must not be more than current national price averages.

Any and all requests from non-athletic groups of the College shall have your contract rates applied if bus is available.

Please fully detail any/all terms, conditions and/or pricing the college should take into consideration for the bid award.



**Women's Soccer - provide prices for Small Coach & Full Coach only**

Date of Trip	Destination		Small Coach	Wait Time	Full Coach	Wait Time
9/1/2016	Salve Regina College	RI				
9/3/2016	Endicott College	MA				
9/7/2016	Lasell College	MA				
9/14/2016	Framingham State Univ.	MA				
9/24/2016	University of Southern Maine	ME				
9/28/2016	Middlebury College	VT				
10/8/2016	Eastern Connecticut State	CT				
10/11/2016	Amherst College	MA				
10/15/2016	Rhode Island College	RI				
10/29/2016	U Mass Boston	MA				

**Men's Soccer- provide prices for Small Coach & Full Coach only**

Date of Trip	Destination		Small Coach	Wait Time	Full Coach	Wait Time
9/1/2016	Worcester State University	MA				
9/7/2016	Daniel Webster College	NH				
9/14/2016	Castleton College	VT				
9/18/2016	Western CT State University	CT				
9/21/2016	Middlebury College	VT				
9/25/2016	Springfield College	MA				
9/28/2016	Western New England College	MA				
10/1/2016	Plymouth State University	NH				
10/4/2016	St. Joseph College	ME				
10/19/2016	Tufts University	MA				
10/22/2016	Umass Dartmouth	MA				

**Field Hockey - provide prices for Small Coach & Large Coach only**

Date of Trip	Destination		Small Coach	Wait Time	Full Coach	Wait Time
9/6/2016	Williams College	MA				

9/8/2016	Springfield College	MA					
9/17/2016	Western CT State University	CT					
9/20/2016	Salem State University	MA					
9/24/2016	Westfield State University	MA					
10/6/2016	Castleton State University	VY					
10/8/2016	Eastern CT University	CT					
10/19/2016	Worcester State University	MA					
10/22/2016	Framingham State University	MA					
10/26/2016	Smith College	MA					

**Cross Country - provide prices for Full Coach only**

Date of Trip	Destination				Full Coach	Wait Time
9/12/2016	Dartmouth College	NH				
9/19/2016	Umass Dartmouth	MA				
10/2/2016	Lehigh	PA				
10/10/2016	Franklin Park, Roxbury	MA				
10/17/2016	Connecticut College	CT				
11/14/2016	Connecticut College	CT				

**Volleyball - provide prices for Mini-vans only**

Date of Trip	Destination		Mini-Van	Wait Time		
8/27/2016	MIT	MA				
9/2 - 9/3/16	NYU	NY				
9/7/2016	Westfield State	MA				
9/9 - 9/10/16	Granite State Challenge	NH				
9/13/2016	Emmanuel College	MA				
9/20/2016	Worcester State	MA				
9/24/2016	Rhode Island College	RI				
10/1/2016	University of Souther Maine	ME				
10/6/2016	Mass. College of Liberal Arts	MA				
10/8/2016	Western Connecticut State	CT				
10/22/2016	Framingham State	MA				

—

