

SCOPE OF WORK

1. OVERVIEW

- 1.1 The University seeks to award a multi-year contract for transportation services for the University of Central Missouri (UCM) Athletic Teams in accordance with the terms and conditions specified herein to include unforeseen post-season travel to Mid-America Intercollegiate Athletic Association (MIAA) and National Collegiate Athletic Association (NCAA) tournaments.
- 1.2 It is the intent of the University to establish a contract with one or more firms.
 - 1.2.1 If the University awards a contract to multiple firms, trips will be awarded to the lowest price quote received.
- 1.3 The awarded contract(s) shall be non-exclusive. The University retains the right to seek transportation services from other sources, as the University deems necessary.
- 1.4 The University will not guarantee a minimum or maximum purchase quantity during the term of the contract(s).

2. GENERAL REQUIREMENTS

- 2.1 The Contractor must have an active training and safety management program in the company.
- 2.2 The Contractor shall provide transportation service between Central and the destinations on the dates specified.
- 2.3 The Contractor shall provide firm fixed price that includes **all** transportation expenses, i.e. tolls, parking, etc.
 - 2.3.1 UCM shall provide one (1) room for driver(s) lodging and meals on any overnight trips.
- 2.4 The Contractor shall agree and understand that the drop-off and pick-up points shall be subject to change. If such changes are necessary, UCM will attempt to give the contractor at least five business days' notice prior to the date of the trip.
 - 2.4.1 All trips depart/return from/to the campus of UCM unless stated otherwise.
 - 2.4.1.1 All UCM Basketball (Men) trips depart from / return to the NE Corner of the Multipurpose Building on the campus of UCM.

2.4.1.2 All UCM Basketball (Women) trips depart from / return to the NE Corner of the Multipurpose Building on the campus of UCM.

2.4.1.3 All UCM Football trips depart from / return SW of Walton Football Stadium on the campus of UCM.

2.4.1.4 All UCM Bowling trips departure / return is to be determined.

2.4.1.5 All UCM Baseball trips depart from / return to the James R. Crane Stadium on the campus of UCM.

2.4.1.6 All UCM Soccer trips depart from / return to the UCM South Recreation Complex (East of 13 Highway on DD Highway).

2.4.1.7 All UCM Volleyball trips depart from / return to the Multipurpose Building on the campus of UCM.

2.4.1.8 All UCM Wrestling trips depart from / return to the Multipurpose Building on the campus of UCM.

2.4.1.9 All UCM Softball trips depart from / return to the UCM South Recreation Complex (East of 13 Highway on DD Highway).

2.4.1.10 All UCM Track and Field (Men & Women) trips depart from / return to the NE Corner of the Multipurpose Building on the campus of UCM.

- 2.5 The Contractor shall agree that UCM reserves the right to cancel a scheduled trip by giving the contractor fourteen (14) days written notice. In the event of inclement weather that, in the opinion of UCM, would jeopardize the safety of students, UCM reserves the right to cancel a scheduled trip without 14 days written notice. UCM shall furnish notice to the contractor of any such cancellation at the earliest possible time.
- 2.6 In case of an emergency/accident/breakdown, the Contractor is responsible for all costs involved in repair and/or replacement. If the bus breaks down so as it is not able to complete the trip, the Contractor will provide a replacement bus or comparable transportation within the minimum breakdown time as per I.C.C. tariff laws at no additional cost. Any expenses involved in the bus replacement, such as passenger lodging, or meals, will be the responsibilities of the Contractor.
- 2.7 Neither UCM nor the Contractor shall be held liable for failure to provide or appear if such failure is caused by or due to serious illness, accidents, riots, strikes, epidemics, acts of God or any other condition beyond either party's control.

- 2.8 Each bus shall have UCM staff aboard to supervise the trip. These individuals will be responsible for checking in passengers, working with the bus driver on determining stops and meal locations, resolving any passenger problems, and authorizing any decisions made regarding the bus trip.
 - 2.8.1 The UCM staff will determine meal and rest stops with assistance from the bus driver. The Contractor should communicate with the UCM staff in advance of any predetermined stops.
 - 2.8.1.1 UCM staff shall notify Contractors at least one week prior to event of any stops including but not limited to hotel, restaurants, and event location.
 - 2.8.1.2 Each bus driver shall prepare for the trip in advance by checking and knowing routes to the contest site, hotel, and/or restaurant locations. It is the responsibility of the driver to take the most precise route to each activity.
- 2.9 No smoking will be allowed on the bus. This includes the bus driver(s).
- 2.10 The Contractor shall allow the consumption of food and drink aboard the bus.
- 2.11 Bus arrival time is a minimum of 30 minutes before departure time to allow for loading.

3. PERSONNEL REQUIREMENTS

- 3.1 The Contractor must supply drivers to operate the buses. All such drivers must:
 - 3.1.1 Be licensed in accordance with Missouri Statutes.
 - 3.1.2 Have demonstrated a good bus driving record as verified by a license check with the Missouri Department of Revenue or the state-licensing agency of residence.
 - 3.1.3 Have a cellular/mobile phone.
- 3.2 If requested by UCM, the Contractor shall investigate a driver's performance. UCM shall make the sole determination whether such driver may continue to provide service.
- 3.3 The Contractor shall assure that the drivers operate the bus in a careful and prudent manner, exercising the highest degree of care, and observing and complying with all rules of the road and traffic regulations.

- 3.4 The Contractor's drivers must perform in accordance with all applicable state laws and in accordance with all rules and regulations of the state agency.
- 3.5 It is highly recommended that the driver be selected to fit the personality of a college group. It should also be understood that the authority of the bus driver is limited to the mechanics of the bus and not the trip participants.

4. BUS REQUIREMENTS

- 4.1 The Contractor must provide buses that satisfy the following:
 - 4.1.1 Bus(es) size shall be determined by the number of passengers.
 - 4.1.1.1 All football trips require two (2) 56+ passenger buses with satellite and DVD capabilities on both buses.
 - 4.1.2 Bus(es) must meet or exceed all applicable Federal Motor Vehicle Safety Standards.
 - 4.1.3 Bus(es) must satisfy all city, county, and state licensing and inspection requirement and shall display a current State Motor Vehicle Inspection Sticker.
 - 4.1.4 Bus(es) must be maintained in a clean and safe mechanical condition with maintenance records maintained.
 - 4.1.5 Bus(es) restroom shall be well stocked and disposed of on a regular basis to avoid unpleasant odors.
 - 4.1.6 Bus(es) must be equipped with first-aid kits and fire extinguishers.
 - 4.1.7 Bus(es) must be equipped with dvd / wi-fi access / satellite TV / global positioning system (gps).

5. OPTIONAL BUS REQUIREMENTS

- 5.1 The University may request the bus(es) display a University of Central Missouri (UCM) logo/info bus wrap like the design in the bus wrap attachment.
 - 5.1.1 It is the University's option to utilize the bus wrap at the University's expense.
 - 5.1.2 The Contractor may provide the cost for the logo/info bus wrap. This cost is informational only and **will not** be included in the total cost.

5.1.3 The Contractor shall understand that University names and logos are trademarks of the University. University trademarks must be produced by a licensed vendor via the University's licensing Management Company... Learfield IMG College CLC, phone 770-956-0520.

6. UNIVERSITY REQUIREMENTS

- 6.1 The University will provide point-of-contacts for each team.
- 6.2 The University will request pricing / quotes for transportation requirements not otherwise stated or yet to be determined.

7. INSURANCE

- 7.1 It is understood that the Contractor will carry sufficient insurance to cover any damages or emergencies resulting from the bus or actions of the bus driver(s).
- 7.2 A current Certificate of Liability Insurance (COI) must be submitted with the bid and a current COI must be provided throughout the duration of the contract.

8. CONTRACT PERIOD

- 8.1 The original contract period is July 1, 2021 through June 30, 2024.
- 8.2 The contract shall not bind, nor purport to bind, the University for any contractual commitment more than the original contract period.

9. RENEWAL PERIOD

- 9.1 The University shall have the right, at its sole option, to renew for two (2) additional years.
- 9.2 If the option for renewal is exercised, the University will request quotes for all requirements.

10. QUOTES

- 10.1 The Contractor will provide a written quote for any trip(s) requested by the University.
 - 10.1.1 Any changes to price(s) quoted shall require written approval from the University.

11. INVOICES

11.1 Submit all invoices to Accounts Payable Office via email to accountspayable@ucmo.edu or mail to University of Central Missouri, Attn: Accounts Payable, ADM 316, PO Box 800, Warrensburg, MO 64093.

12. PAYMENT TERMS

12.1 Payment terms shall be net 30.

END OF SECTION