



University of Massachusetts Amherst
Department of Procurement

Request for Bids:
Charter Plane Flights for the Football Team
per the attached specifications or approved equal

RFB# AA10-RH-3375
Bid Opening Date – June 30, 2009 @ 1:00 p.m.

The Athletic Department at the University of Massachusetts Amherst is seeking bids to provide Charter Plane Flights for the Football Team per the following specifications.

Specifications:

Passenger Capacity: 110 Minimum
Weight Limit: 28,000 Lbs
Persons Weight: 22,000 Lbs.
Personal Luggage Weight: 1,500 Lbs.
Equipment Weight: 4,500 Lbs.

Charter Flight #1: Depart: September 4, 2009 Departing time 1:15pm EDT
(Kansas State) Return: September 5, 2009 after game/ leave at approx. 11:30pm CDT
Approx Game Time 6:10pm CDT 9/5/09
Round Trip From: Barnes Airport Westfield, MA
To: Manhattan Municipal Airport, Manhattan, KS

Charter Flight #2: Depart: October 23, 2009 Departing time 1:15 pm EDT
(University of Richmond) Return: October 24, 2009 after game/ leave at approx. 8:30pm
Approx Game Time 3:00pm 10/24/09
Round Trip From: Barnes Airport Westfield, MA
To: Richmond Virginia

**If the bid company has alternative options or recommendations for airports to land at – please specify in the bid the name of the airport(s), the location, and the distance from the competition site.

Charter Obligations:

- Fully qualified and licensed Cockpit & cabin crew
- Insurance:
 - All recommended insurance for domestic flights such as –
 - Full all risk - please provide a copy of air carrier certificate and copy of air carrier insurance
 - Full war risk (if applicable)
 - Hijacking and similar coverage (if applicable)
 - Baggage & cargo liability insurance
 - Aviation Liability Insurance
 - Must include UMass as additional insured

- Bidder/contractor shall provide with the return of the RFB a copy of bidders/contractors insurance policy. This insurance policy hereinafter shall become part of this RFB.
- All necessary scheduled and unscheduled maintenance and repair to the aircraft in accordance with FAA requirements
- Aircraft handling involving passenger check-in, baggage boarding and all security screening & inspections. Please specify what form of check-in is being quoted (FBO -fix base operator or terminal check-in) ---please insure that any additional costs related to these aspects are included.
- Charter company shall indemnify and hold charterer and it's own owners, directors, officers, employees and agents harmless from and against any claim, suit, demand, actions or liability arising out of any cause or failure to act for which the charter company is legally responsible or within it's control
- Bidder/Contractor exception/s to any contract terms and conditions must be so noted in the bid process.
- Catered meals for passengers to include: **ON RETURN TRIP PER PASSENGER**
 - 2 Footlong subs (1 turkey w/cheese & 1 ham w/cheese)
 - Condiments on the side (mayo, salt, pepper etc...)
 - Chips
 - Fruit
 - Large Snickers bar
 - Water
 - Powerade 16oz (2 per person)
- The bid price must be inclusive of all costs ---this includes but is not limited to all fees, taxes, and any other applicable costs such as landing, traffic rights, en route navigational and over flight waivers, air traffic control fees, passenger taxes, check-in costs, catering costs and approximate fuel charges. For the fuel charges please use the following information:
 - Please quote the charter costs using a fuel base of \$3.50 on your bid. Please also provide the cost using an increased fuel base at increments of 10 cents up to a fuel base of \$4.20.
 - Please list on the bid the fuel base price for your company at the time of the bid
 - Also, please submit with the bid what methodology is typically utilized by the carrier you are selecting to determine if any additional fuel surcharges may apply (i.e. when will the final fuel base price be determined; if the base fuel price is lower than \$3.50 will the University receive that price; etc).
 - Please remember that the bid price must be inclusive and UMass will not be responsible for any additional fees or charges above possible fuel surcharges based on the structure below.

Inclusive Charter Price based on fuel at \$3.50 = \$_____

Inclusive Charter Price based on fuel at \$3.60 = \$_____

Inclusive Charter Price based on fuel at \$3.70 = \$_____

Inclusive Charter Price based on fuel at \$3.80 = \$_____

Inclusive Charter Price based on fuel at \$3.90 = \$ _____

Inclusive Charter Price based on fuel at \$4.00 = \$ _____

Inclusive Charter Price based on fuel at \$4.10 = \$ _____

Inclusive Charter Price based on fuel at \$4.20 = \$ _____

Subject to the appropriation of funds the University reserves the option to award one or no charters.

The University reserves the right to make partial awards for the services requested or to make an award to more than one vendor.

The selected vendor(s) will be required to enter into the standard University Contract for Services. The successful vendor must sign the standard University Contract for Services and agree to all Terms and Conditions listed. A copy of the University Contract for Services can be viewed at: http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf. Respondents must indicate in their response if they are not willing to sign the Contract for Services without exception. Any vendor indicating that they are not willing to sign the University Contract for Services may be eliminated from the process either during the review process or during the final contact negotiation process at the discretion of the University.

Each bidder is solely responsible for the accuracy and completeness of its bid. Errors or omissions may be grounds for rejection, or may be interpreted in favor of the University.

The successful bidder will be required to provide original signed W-9 form to the University if they are not already a recognized University vendor. A copy of this form can be accessed at: www.umass.edu/procurement - Click on "Forms" – Click on "University of Massachusetts Substitute W-9 Form".

Bid Opening Time and Date: Bidders shall deliver their bid response to the following address by **June 30, 2009 at 1:00pm, Eastern Time at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts
Procurement Department
407 Goodell Building; 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
*Attention: RFB AA10-RH-3375***

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted, provided the original is received within 5 working days after bid deadline submission date. All questions from prospective vendors regarding this Request for Bid shall be referred to the Purchasing Manager in the Procurement Department by email or fax only, June 23, 2009 at 2:00 PM. No telephone calls will be entertained. Inquiries received after the specified date and time will not be accepted. The University will E-Mail its response to all bidders of record by formal addendum by 5:00 pm on June 24, 2009. The contact information for this individual is:

**University of Massachusetts Amherst
Rosemary A. Hassay, Purchasing Manager
Fax: (413) 545-1643
Email: procurement@admin.umass.edu**