



University of Massachusetts Amherst
Department of Procurement
Request for Bids:

Charter Plane Flights for the Basketball Teams
per the attached specifications

RFB# AA10-RH-3555

Bid Opening Date – October 15, 2009 @ 1:00 p.m.

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

Specifications:

Women's Basketball

Passenger Capacity: 30 minimum passengers
Weight Limit: 7,000 lbs minimum

Persons: 5000 lbs
Personal Luggage: 1500 lbs
Equipment: 500 lbs

Charter Flight #1: Women's Basketball, University of Miami Tournament, Coral Gables, FL

Depart: November 25, 2009 at 7:00pm
Return: November 29, 2009 leave at approx 9:00am
Round Trip From: Barnes Airport Westfield, MA
To: **Miami, FL**

Charter Flight #2: Women's Basketball, Duquesne, Pittsburgh, PA

Depart: January 19, 2010 at 2:00pm
Return: January 20, 2010 after game TBD/leave at approx **10:30pm**
Round Trip From: Barnes Airport, Westfield, MA
To: **Pittsburgh, PA**

Men's Basketball

Passenger Capacity: 30 minimum passengers
Weight Limit: 9,000 lbs minimum

Persons: 7000 lbs
Personal Luggage: 1500 lbs
Equipment: 500 lbs

Charter Flight #3: Men's Basketball, Richmond/Temple, Richmond, VA/Philadelphia, PA

(Note on this trip we play Richmond 1/13/10 and will then bus to Philadelphia, PA to play Temple on 1/16/10)

Depart: January 12, 2010 at **5:00pm**
Depart From: Barnes Airport, Westfield, MA

To: **Richmond, VA**
Return: **January 16, 2010 after Temple game to TBA/leave at approx 10:30pm**
Depart From: **Philadelphia, PA**
To: **Barnes Airport, Westfield, MA**

Charter Flight #4: Men's Basketball, Baylor, Waco, Texas

Depart: **January 22, 2010 at 5:00pm**
Return: **January 23, 2010 after game 3:00pm CDT/leave at approx 6:30pm CDT**
Round Trip From: **Barnes Airport, Westfield, MA**
To: **Waco, TX**

Charter Flight #5: Men's Basketball, Duquesne, Pittsburgh, PA

Depart: **February 10, 2010 at 5:00pm**
Return: **February 11, 2010 after game TBA/leave at approx 10:30pm**
Round Trip From: **Barnes Airport, Westfield, MA**
To: **Pittsburgh, PA**

Charter Flight #6: Men's Basketball, Dayton, Dayton, OH

Depart: **February 26, 2010 at 5:00pm**
Return: **February 27, 2010 after game TBA/leave at approx 10:30pm**
Round Trip From: **Barnes Airport, Westfield, MA**
To: **Dayton, OH**

** - If bid company has alternative options or recommendations for airports to fly out of or into – 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 **required** insurance for domestic flights as –
 - Full all risk - **please provide a copy of air carrier certificate and copy of air carrier insurance with the bid response.**
 - 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. Failure to provide this with the bid response will be grounds for disqualification by the University.
- 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 in the base price.
- 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
- 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, and approximate fuel charges. The only additional fees that the University will accept are deicing fees if applicable and fuel surcharges if applicable.
- For the fuel charges please use the following information:
 1. 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
 2. Please list on the bid the fuel base price for your company at the time of the bid.
 3. 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 \$3.40 will the University receive that price; etc).
 4. Please remember that the bid price must be inclusive and UMass will not be responsible for any additional fees or charges above possible de-icing charges and 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, multiple, or no charters.

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.

All responses to this bid shall be made on the following **Bid Response Sheet** or an exact facsimile thereof. Responses on a form which significantly deviates from the stated response parameters will not be reviewed and may be grounds for disqualification at the University's sole discretion.

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 University will not increase the purchase order to the successful vendor for omissions or oversights not due to the fault of the University or its agents. All changes must be approved in writing.

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".

Bidders shall deliver **two (2) copies** of their bid response to the following address by Thursday, October 15, 2009 at 1:00pm, 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 Bldg. ~ 140 Hicks Way
Amherst, MA 01003
Fax 413-545-1643
RFB# AA10-RH-3555

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, by Tuesday, October 6, 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 questions to all bidders of record by formal addendum by Wednesday, October 7, 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

The University will extend the due date by written addendum if such information significantly amends this request for bid or makes compliance with the original proposed due date impractical.

The University of Massachusetts is an Affirmative Action, Equal Opportunity Employer.

University of Massachusetts Amherst

Bid Response Sheet

RFB# AA10-RH-3555

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per the attached specifications**

Bid Opening Date: October 15, 2009 @ 1:00 pm

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Responses in a form which significantly deviate from the stated response parameters will not be reviewed
and may be grounds for disqualification by the University.

Quantity	Bid Price	Notes
Charter Flight # 1: Women's Basketball Team University of Miami Tournament, Coral Gables, FL 11/25/09 * 11/20/09 Westfield, MA / Miami, FL / Westfield, MA		
Charter Flight # 2: Women's Basketball Team Duquesne, Pittsburgh, PA 1/19/2010 * 2/20/2010 Westfield, MA / Pittsburgh, PA / Westfield, MA		
Charter Flight # 3: Men's Basketball Team Richmond-Temple, Richmond, VA - - 1/12/2010 * 1/16/2010 Westfield, MA / Richmond, VA ** Philadelphia, PA / Westfield, MA		
Charter Flight # 4: Men's Basketball Team Baylor College, Waco, TX 1/22/2010 * 1/23/2010 Westfield, MA / Waco, TX / Westfield, MA		
Charter Flight # 5: Men's Basketball Team Duquesne, Pittsburgh, PA 2/10/2010 * 2/11/2010 Westfield, MA / Pittsburgh, PA / Westfield, MA		
Charter Flight # 6: Men's Basketball Team Dayton, Dayton, Ohio 2/26/2010 * 2/27/2010 Westfield, MA / Dayton, OH / Westfield, MA		
Total Bid Price		

Vendor Name: _____

Address: _____ **City:** _____ **State:** _____ **ZIP:** _____

Telephone: _____ **FAX:** _____ **E-Mail Address:** _____

Name of Person Submitting Bid: _____

Authorized Signature: _____