



**University of Massachusetts Amherst
Department of Procurement**

**Request for Bids:
Charter Flights
per the attached specifications**

**RFB# AA08-RH-2726
Bid Opening Date – April 17, 2008 @ 2:00 p.m.**

Specifications:

**Passenger Capacity: 110 Minimum
Weight Limit: 28,000 Lbs**

Persons: 22,000
Personal Luggage: 1,500
Equipment: 4,500

**Charter Flight #1:
(James Madison)** **Depart:** September 12, 2008 approx time 11:00am
Return: September 13, 2008 post game 11:00pm (6:00 PM game)
Round Trip From: Barnes Airport Westfield, MA
To: Charlottesville, VA

**Charter Flight #2:
(Texas Tech)** **Depart:** September 19, 2008 approx time 11:00am
Return: September 20, 2008 post game 11:00pm (6:00 PM game)
Round Trip From: Barnes Airport Westfield, MA
To: Lubbock, Texas

**If 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
- Contract for Services Long Form – hereinafter call Attachment A attached to and made part of this RFB. Contractor will be required to sign (3) three original Contracts for Services.
- 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 Foot long subs (turkey & ham w/cheese)
 - Condiments on the side (mayo, salt, pepper etc.)
 - Chips
 - Fruit
 - Large candy bar
 - Water
 - Powerade (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.