13

SUBJECT: SEA AND SKY AIRSHOW SHUTTLE SERVICES

BID #: ITQ-14457-23 **OPEN DATE: 2023/08/08**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – PERIOD OF SERVICE WILL BE FROM DATE OF AWARD THROUGH SEPTEMBER 30, 2025, WITH FOUR (4) TWO (2) YEAR RENEWAL OPTIONS

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT, SPORTS & ENTERTAINMENT DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject Bid was solicited under 1Cloud Informal Process (ITQ-14457-23), award amount now for formal threshold. Recommend approval to reject the bid of East Coast Transportation Company of North Florida, LLC due to inability to submit the correct quantity shuttle requirements as outlined in the Invitation to Quote (ITQ). Recommend approval to award to the next lowest responsive, responsible bidder, Phoenix Bus, Inc. in the amount of $142,275.00 for Sea and Sky Airshow Shuttle Services ITQ-14457-23. The period of service will be from date of award through September 30, 2025, with four (4) two (2) year renewal options.

FUNDING SOURCES: 00113.133105.549040.000000.00001330.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000
To be executed by purchase order(s)

Attachments: Recommendation Memo, Bid Tabulation Sheet, Bid Rejection Letter, Terms and Conditions, Specifications

ANALYST: _____
RUBEN OLA

RESPECTFULLY SUBMITTED: _____
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Daryl T. Joseph, Director, Parks, Recreation and Community Services Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Daryl T. Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7903
www.coj.net

ONE CITY. ONE JACKSONVILLE.

August 18, 2023

To: Dustin Freeman, Chief
Procurement Division

Thru: Daryl T. Joseph, Director
Parks, Recreation & Community Services

From: Alex Alston, Acting Chief
Sports & Entertainment Division

Subject: ITQ-14457-23 Sea and Sky Airshow Shuttle Services Recommendation

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The Parks, Recreation and Community Service Department; Sports and Entertainment Division respectfully requests the Procurement Division proceed with awarding Pheonix Bus, Inc. as the responsible bidder eligible to perform the services requested for the Sea and Sky Airshow Shuttle Services ITQ-14457-23. Based on the bid requirements outlined for Sea and Sky Shuttle Services ITQ-14457-23, the only other submission from East Coast Transportation Company of North Florida, LLC is not eligible due to the inability to produce the shuttle requirements outlined within ITQ-14457-23.

The term of this agreement is to commence on the date of award through September 30, 2025, with four (4) two (2) year renewal options. Renewal Options may be exercised at the discretion of the City based on supplier performance and adherence to the terms and conditions set forth in the bid documents.

The estimated annual cost for this project is not expected to exceed $142,275.00 and shall be procured with a Purchase Order released from the assigned Contract Purchase Order Agreement.

Funding Source: 00113.133101.549040.000000.00001330.00000.0000000
10302.133101.549006.000000.00000000.00000.0000000

JMK

Attachments: Bid Tabulations, Supplier Bid Attachments

CC: Rene'e Harriman, Parks, Recreation and Community Services Department
Jennifer Malice Kelly, Sports & Entertainment Division

BID TABULATION SHEET

TITLE: **Sea and Sky Airshow Shuttle Service** OPEN DATE 08/08/23 @ 2:00PM BUYER: Michelle Spitler BID #: ITQ 14457-23 No. Invited: (**4**) No. Received ( )No Bids: (**2**)			**Phoenix Bus Inc.**		**East Coast Transportation Company of North Florida**	
ITEM	**DESCRIPTION**	**QTY**	**UNIT PRICE**	**EXTENDED PRICE**		
1	**Consulting Services**	1 Job	**$2,700.00**	**$2,700.00**		
2	General Public Services (pricing units are per bus per hour)	700 Hour	**$187.50**	**$131,250.00**		
3	Volunteer/Staff Shuttle System (pricing units are per bus per hour)	30 Hour	**$187.50**	**$5,625.00**		
4	Supplier staffing needed in addition to drivers. Cost of drivers should be reflected in shuttle services	1 Job	**$2,700.00**	**$2,700.00**		
		Grand Total Base Bid		**$142,275.00**	**Bid Rejected**	
		Terms:	**Net 30**			
		Delivery (Business Days):	**5**			
		Conflict of Interest:	**Yes**			
		Addendum(S): (0)	**0**			

ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

NOTIFICATION OF RECOMMENDED BID REJECTION

August 31, 2023

BID#: 14457-23 **DATE OPENED: August 2, 2023**

TITLE: Sea and Sky Shuttle Services Recommendation

REASON FOR RECOMMENDED REJECTION:

The agency has requested to reject bid supplier was unable to meet all requirements.

Thank you,

Michelle Spitler

Michelle Spitler
Buyer – Procurement Division
214N. Hogan Street 8th Floor
Jacksonville, FL 32202
Phone: 904-255-8806
Fax: 904-255-8837
Email: cspitler@coj.net

Ola, Ruben

From: Spitler, Carmella
Sent: Thursday, August 31, 2023 10:57 AM
To: Laidler, Marilyn; Ola, Ruben
Subject: RE: Negotiation ITQ 14457-23 (Sea and Sky Airshow Shuttle Service) Was Received

No problem I sent it through 1Cloud message:

Attached Memo: Details

From Carmella Spitler

To East Coast Transportation Company of North Florida, LLC - Mike Sobol

Date 8/31/23 10:50 AM

Please see attached memo.

Respectfully,

Michelle Spitler
Buyer

Thank you,
Michelle Spitler
Michelle Spitler
Buyer – Procurement Division
214N. Hogan Street 8th Floor
Jacksonville, FL 32202
Phone: 904-255-8806
Fax: 904-255-8837
Email: cspitler@coj.net

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)
For COJ weekly award intentions: COJ.net - Agendas and Minutes
For bid award information: Procurement Division (coj.net)
For Public Records: COJ Public Records (govqa.us)

From: Laidler, Marilyn <MLaidler@coj.net>
Sent: Thursday, August 31, 2023 10:53 AM
To: Spitler, Carmella <CSpitler@coj.net>; Ola, Ruben <RubenO@coj.net>
Subject: RE: Negotiation ITQ 14457-23 (Sea and Sky Airshow Shuttle Service) Was Received

Michelle
When you are rejecting a supplier, it should always state the supplier's name and email address and he will also need the email showing that you sent email to supplier along with email confirmation of receipt.

Thank you

Marilyn Laidler, Manager Of Procurement Services
Finance and Administration Department
Procurement Division
214 N. Hogan Street, Suite 800
904-255-8804- office
904-255-8837- fax
mlaidler@coj.net

ONE CITY ★ ONE JACKSONVILLE!

****** Please note that under Florida's very broad public records law, email communications to and from city officials are subject to public disclosure. ******

Please click on the links below for any of the following for Bids and Awards:

For Bidding Opportunities: COJ.net - Bidding Opportunities (Including Capital Improvement and Design/Build)

For COJ weekly award intentions: COJ.net - Agendas and Minutes

For bid award information: Procurement Division (coj.net)

For Public Records: COJ Public Records (govqa.us)

D. SPECIFICATIONS

D.1. Specifications

Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein.

The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for event shuttle services.

- Patron Shuttle Operating Hours:
  - Saturday October 21, 2023, 10:00 a.m. – 6:00 p.m.
  - Sunday October 22, 2023, 10:00 a.m. – 6:00 p.m.
- Route will be roundtrip continuously from FSCJ South Campus (11901 Beach Boulevard, Jacksonville, FL 32246) to the Air Show event site drop off point (413 Pablo Avenue, Jacksonville Beach, FL).
- City will employ private security staff to manage parking lot entry, electronic ticket management and parking of vehicles at FSCJ South Campus.
- City will employ private security staff to manage queue lines at both shuttle stop locations.
- City will park up to 1,100 vehicles and sell up to 6,000 rider tickets per day for General Public Shuttle Service System.
- Wait time in queue line shall never exceed fifteen (15) minutes at any given time.
- City will employ Jacksonville Sherriff's Office for additional parking support and traffic control.
- School buses are acceptable if climate controlled. Buses shall seat no less than 45 adult passengers per bus.
- Peak hours run approximately 2:00 p.m. – 5:00 p.m.
  - Please note the following times for the event:
    - 11:00 a.m. – Event officially opens
    - Noon – First air show performers begin flying
    - 3:00 p.m. – U.S. Navy Blue Angels performance begins
    - 4:00 p.m. – U.S. Navy Blue Angels performance ends, event concludes
- Minimum of one (1) adequate ADA-accessible, climate-controlled buses is required.
- Shuttle operating hours:
  - Saturday October 21, 2023, 6:00 a.m. – 8:00 p.m.
  - Sunday October 22, 2023, 6:00 a.m. – 8:00 p.m.

@Tedrick, Michelle please check the debrief notes to see if we need to increase this number. How many wristbands did we sell? I seem to recall us being able to "sell more" if we had more wristbands.

Our records show that we did not actually sell out (Sat 1799/1800 and 1767/1800) so I think keeping the ticket number at 4,500 is a good count, we just may need to have more on hand

Those numbers look like we stopped selling.

E. DISQUALIFIED / PROBATIONARY SUPPLIERS LIST

E.1. Disqualified / Probationary Suppliers

DISQUALIFIED/PROBATIONARYVendors List

InaccordancewiththeCity'sProcurementCode126.201(1)(1),theChiefof Procurementandallagenciesareadvisedtoceasedoingbusinesswithdisqualified vendorsastheyappearonthislist.However,anyexistingcontractsheld by thevendors listed belowshouldbecompleted.

VENDOR	VENDOR-FEIN #	Date of Disqualification	Eligibility Reinstatement Date
Able Lumber and Supply	593198312	07/18/1997	07/18/1998
*Aquino Construction Company, Inc.	00001424	04/19/2018	04/19/2021
Armored Car Services	593191058	02/10/2000	02/10/2001
*Arnett Contracting, Inc.	223965485	06/04/2010	06/04/2013
*Aztec American Builders, Inc.	00012849	01/10/2018	01/10/2021
** B. Robinson Corporation	00008704	10/24/2018	10/24/2019
C & H Construction	593216284	03/07/2002	03/07/2003
Carolina Paper Mill	593579372	10/20/1980	10/20/1981
*Cleft Landscape Mgmt.	590036843	10/26/2000	10/26/2001
Concerned Citizens of Developing the Disable, Inc. d/b/a A.I.C.R.		07/23/1998	07/23/1999
Court Yard Concepts	593198312	05/07/1997	05/07/1998
Creed Company	45357941	03/07/1990	03/07/1991
D&D Site Work, Inc.		10/9/2013	10/9/2016
Elite Public Safety		03/25/2000	03/25/2001
Fire Defense Centers	593035606	06/08/1987	06/08/1988
*First Coast Site Contractors	273995727	10/26/2012	10/26/2013
**Francbeth, Inc.	593658944	7/9/2014	7/9/2015
*GA Janitorial Cleaning Svcs.,	010684614	08/31/2009	08/31/2010

Air Show Event Shuttle Services for Special Events
Terms And Conditions

SCOPE

The Division of Sports and Entertainment (DSE) of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) for the item(s) / service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these items and to obtain pricing commitments for event shuttle services as listed in the bid documents.

AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items in a group to be considered for award. ALL awards are subject to the availability of funds.

TERM OF AGREEMENT

The term of this agreement will be from date of award through September 30, 2025, with the option of four (4) two (2) year renewal options. Renewal Options may be exercised at the discretion of the City based on Supplier performance and adherence to the terms and conditions set forth in bid documents.

STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The city reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

QUANTITIES

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period.

PRICES

All unit prices shall include staffing and any needs to successfully execute the staffing of the transportation operations. Bidder must provide only one price for each item.

MEDIA

In an effort to convey accurate information to the public, company, company employees/labor, or company subcontractors must refer all media inquiries to the City of Jacksonville Division of Sports and Entertainments and may not comment on any aspect of the event. News releases, publicity releases, use of logo and likeness, or advertisements relating to this contract, or the tasks or projects associated with the project shall not be made without prior approval in writing from the City of Jacksonville, Division of Sports & Entertainment.

REPORTING

Reporting location for staffing will be coordinated with Division of Sports and Entertainments Logistics Manager or his/her designee by phone and/or City email.

SUPPLIER EMPLOYEE QUALITY AND UNIFORM

Supplier employees shall be in supplier uniforms, well-groomed and professional while conducting services. Supplier employees must be able to speak fluent English. Staff may not consume alcohol or tobacco while onsite working or representing an event. Shoes must be closed-toe, closed-heel, and non-slip.

SUPPLIER EXPERIENCE AND QUALIFICATIONS

Suppliers must have formal training and experience in running full-service shuttle operations for major regional and/or national events and provide documentation to support this. Supplier must be able to deliver any required equipment and staffing according to event information supplied by Division of Sports and Entertainments. Supplier must coordinate with Special Events representative for site locations, set up and operation according to event timeline. Operations may be during weekends, non-business hours and holidays.

Supplier should designate a project manager for the event. The City's designated representative shall correspond with the project manager on the event's needs and expectations.

Supplier staffing shall be professional and in easily identifiable uniforms. Staff may not consume tobacco or alcohol while working in and around the shuttle system route, Air Show parking lots and/or while representing the Air Show. Drivers must possess an appropriate, valid U.S. motor vehicle operator's license and be adequately trained to transport units.

Within thirty (30) days of the event at a mutually agreeable time between the City and Supplier, a logistical meeting is to take place. During this meeting, often a walk-through, the City will provide the event layouts, tentative schedule and logistical details. At this time, Supplier should provide the City with the point-person representing the Supplier.

Within ten (10) days after the event, Supplier must provide the City of Jacksonville a final ridership report. The Report shall include total number of buses used, total riders for each day, total riders per trip with time of trip, and time between each shuttle route.

INVOICING

Invoices should be issued to the City of Jacksonville by Supplier once supplies/services are rendered to the City. At a minimum, invoices must include; City Purchase Order number, description of services, and extended totals. Full payment terms are Net 30 days from date of correct invoice being submitted to the City. City of Jacksonville will not issue deposit to secure services. All original invoices shall be submitted to: Division of Sports and Entertainments, 214 North Hogan Street, Fourth Floor, Jacksonville, Florida 32202, Attn: Jennifer Malice Kelly, Finance Manager, and emailed to jmalice@coj.net and teneesew@coj.net no later than five (5) business days post event.

TIPS AND DONATIONS

Supplier has the right to collect and keep 100% of all cash tips/donations. Tip splitting should be handled by supplier and should not be considered as part of this bid. The City of Jacksonville should not handle any cash tip/donation money. Tips and donations are not guaranteed.

INSURANCE/INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. The awarded supplier will be required to submit the copy of insurance certificate within ten (10) days from date of receipt of award notice.

SUPPLIER INFORMATION

Please include as an attachment a full proposal for this project. Failure to include this information as requested may result in bid rejection. At minimum, include the following in your proposal response:

- Technical specifications that will be included with bus unit, such as:
  - Length of Unit
  - Seating Capacity
  - Bus features such as air-conditioning, real-time GPS, etc.
- Photos of proposed buses to be used as part of this bid. Photos should be current high-resolution images of units. Photos must be original digital files, not scans of photos.
- Proof of providing full-service shuttle operations for major regional and/or national events.
- Outline of shuttle operation to include the number of buses, total hours of operation, and details on how company will best execute this shuttle operation.

Air Show Event Shuttle Services For Special Events
Specifications

These services will be utilized for all events sponsored by the Division of Sports and Entertainments for the 2023 Sea and Sky Air Show Event including the renewal option Airshows.

We request bidders to supply one rate. Daily, weekly and holiday rates are to be the same.

Bidders must be able to manage crews and services according to site maps and plans supplied by the Division of Sports and Entertainments. As well, bidders must coordinate with Special Events Coordinator for site location, arrival and departure of staffing according to timeline. Due to the nature of the events, last-minute additions or changes may occur.

Supplier, managers, drivers and staff must be able to communicate with all on-site personnel (managers, drivers and staff) through two-way radio communications. Cell phones are not an acceptable form of two-way communication between managers, drivers and staff. The City of Jacksonville will provide up to five (5) two-way communication radios to communicate with City staff and security.

Buses must be of high quality and be climate controlled and must meet all laws and be acceptable to transport large groups of people on state of Florida roads.

All travel, lodging, and shipping costs should be included in the bid submission.

Please review and consult the event layout map identified in the bid specifications.

OPERATIONS AND LABOR SPECIFICATIONS

Item #1: Consulting Services
Bidder will be responsible for the planning and mapping of all shuttle services in coordination with COJ Special Events Office. Must include at least one but no more than three advance in-person site visits by supplier to all drop off and pick up points, ADA route, to ensure supplier is familiar with event location and operations required. Site visits will occur after the bid is awarded. Must work with City of Jacksonville and City of Jacksonville Beach Police Departments to confirm traffic routes. Bidder will supply one in-house consultant for the entire term of this agreement. Consultant individual must be the same person for the entire term of agreement and highly knowledgeable in the profession of shuttle system operations. Fees associated with consultant services should include all travel, hotel, radio rental and misc. costs.

Consultant will be onsite to monitor and provide troubleshooting for the shuttle system during the following dates and times. Hours may be extended due to unforeseen circumstances.

- Friday, October 20, 2023- Time TBD for shuttle operation infrastructure setup
- Saturday October 21, 2023, *5:00 a.m. – 7:30 p.m. (*Early arrival to accommodate Staff shuttle operation)

- Sunday October 22, 2023, *5:00 a.m. – 7:30 p.m. (*Early arrival to accommodate Staff shuttle operation)

Item #2 General Public Shuttle Service System

General Public Shuttle Service System will be used to transport event patrons from the off-site Florida State College of Jacksonville (FSCJ) South Campus parking lot to the Sea & Sky Air show event site at 413 Pablo Ave., Jacksonville Beach, FL (see maps within this RFP). Route is 7.0 miles one-way from drop off point to pick up point. City will defer to Shuttle consultation to determine adequate number and schedule of buses to successfully manage event crowd capacity but should be no less than 43 buses. Quote should be all-inclusive of buses, drivers, fuel and all other equipment necessary to operate system. All drivers & staff should be professionally uniformed during all times services being performed.

- Patron Shuttle Operating Hours:
  - Saturday October 21, 2023, 10:00 a.m. – 6:00 p.m.
  - Sunday October 22, 2023, 10:00 a.m. – 6:00 p.m.
- Route will be roundtrip continuously from FSCJ South Campus (11901 Beach Boulevard, Jacksonville, FL 32246) to the Air Show event site drop off point (413 Pablo Avenue, Jacksonville Beach, FL).
- City will employ private security staff to manage parking lot entry, electronic ticket management and parking of vehicles at FSCJ South Campus.
- City will employ private security staff to manage queue lines at both shuttle stop locations.
- City will park up to 1,100 vehicles and sell up to 6,000 rider tickets per day for General Public Shuttle Service System.
- Wait time in queue line shall never exceed fifteen (15) minutes at any given time.
- City will employ Jacksonville Sherriff's Office for additional parking support and traffic control.
- School buses are acceptable if climate controlled. Buses shall seat no less than 45 adult passengers per bus.
- Peak hours run approximately 2:00 p.m. – 5:00 p.m.
  - Please note the following times for the event:
    - 11:00 a.m. – Event officially opens
    - Noon – First air show performers begin flying
    - 3:00 p.m. – U.S. Navy Blue Angels performance begins
    - 4:00 p.m. – U.S. Navy Blue Angels performance ends, event concludes
- Minimum of one (1) adequate ADA-accessible, climate-controlled buses is required.

Item #3: Staff/Volunteer Shuttle System

Minimum of two (2) Shuttle buses to transport staff and volunteers continually, round trip from their dedicated off-site parking lot at Duncan U. Fletcher High School, 700 Seagate Ave, Neptune Beach, FL 32266 to drop off stop at approximately 2nd St. N at 3rd Ave. N., Jacksonville, Beach. Route is 1.6 miles long one-way from pick-up point to drop-off point. Minimum seating for 24 passengers. School bus or mini-bus acceptable and must be climate controlled. Bus must be ADA-accessible.

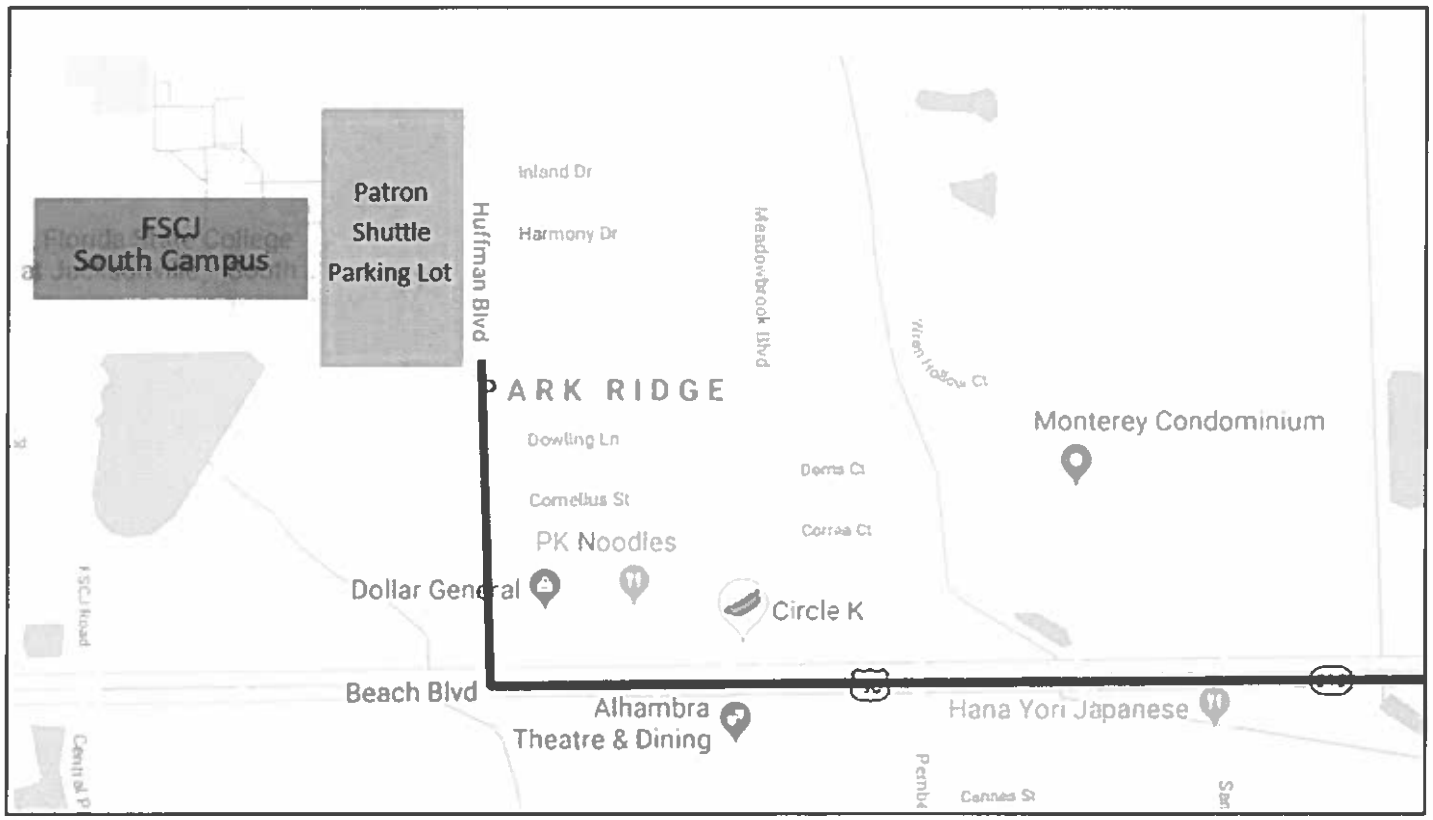
- Shuttle operating hours:
    - Saturday October 21, 2023, 6:00 a.m. – 8:00 p.m.
    - Sunday October 22, 2023, 6:00 a.m. – 8:00 p.m.

Item #4: Supplier Staffing

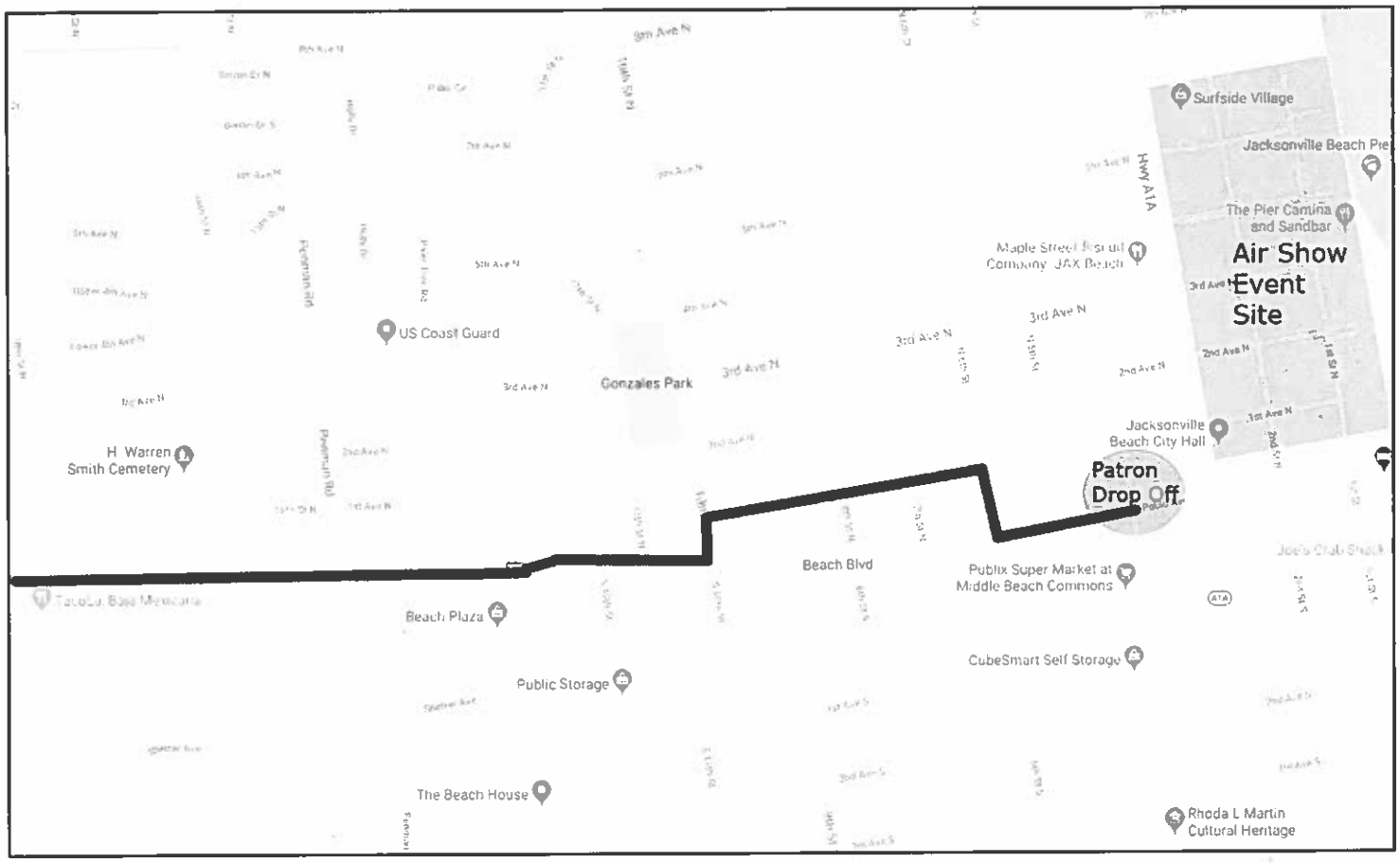
Minimum of two (2) staff at FSCJ lot and two (2) staff at Pablo Ave drop off point at all times to manage the entry and exit of passengers from buses and the arrival and departure of buses. Minimum of one (1) staff member at the parking location and one (1) staff at the drop off location for the staff/volunteer shuttle at all times. A decision-making manager for shuttle operations must be at the event site throughout the event and be in contact with the Consultant. Decision making manager may be the same person as the consultant. COJ will supplement with additional staff at each location to assist with crowd and bus line management as required.

Proposed Shuttle Route Maps

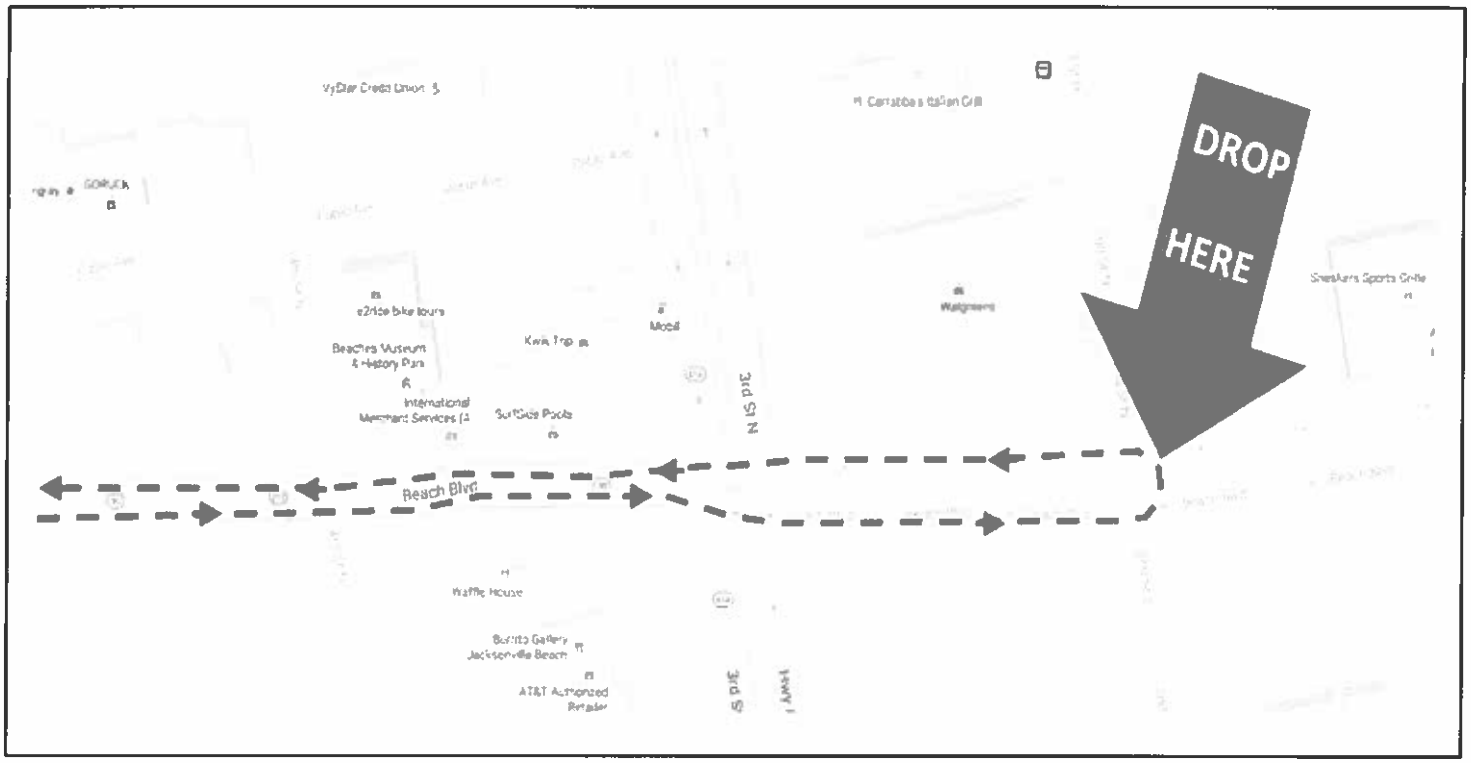
1. Patron Shuttle PICK UP/PARKING location- FSCJ South Campus, 11901 Beach Boulevard, Jacksonville, FL



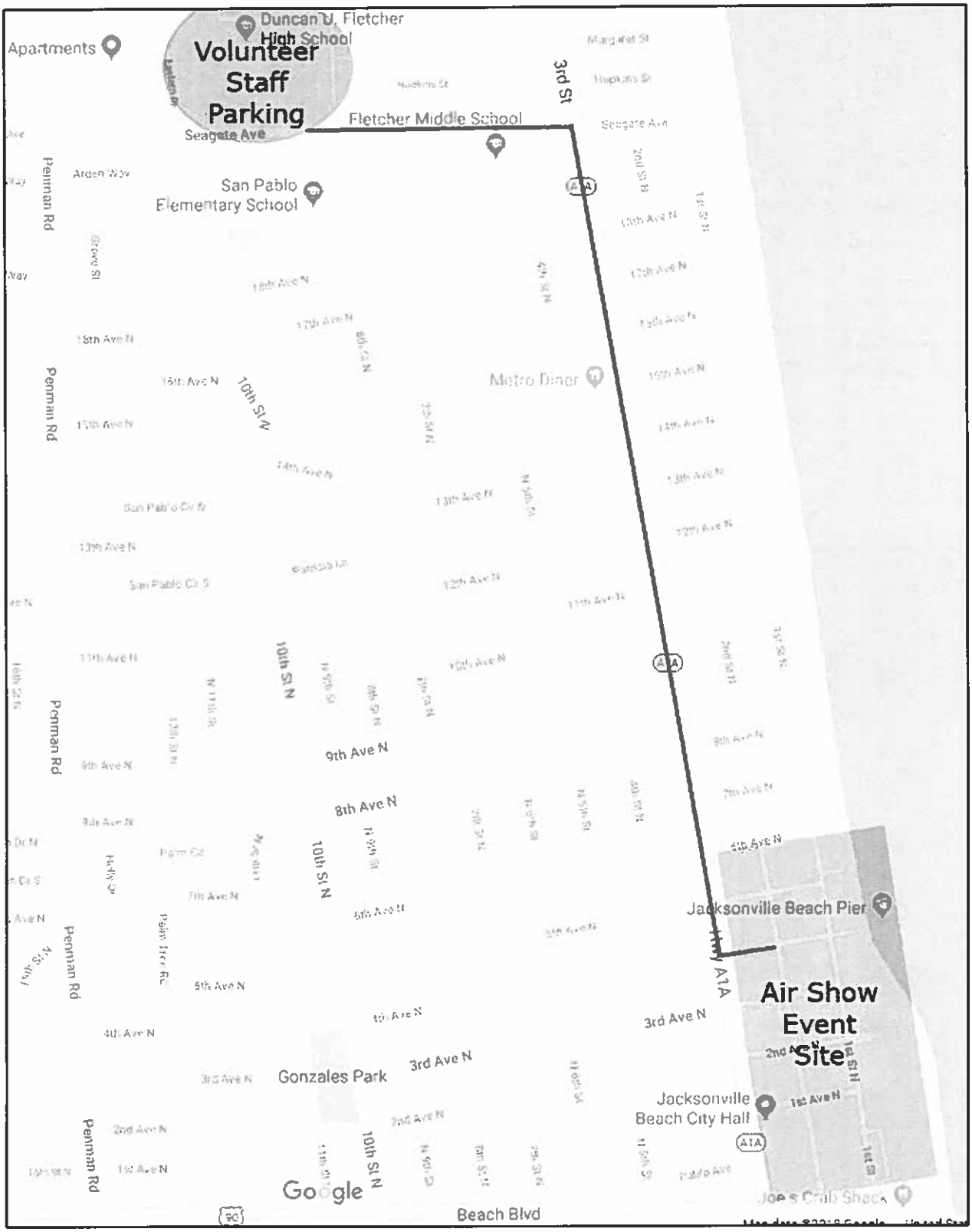
2. Patron Shuttle Drop off location- Pablo Ave, Jacksonville Beach



3. Patron ADA Shuttle Bus Drop off location- Pablo Ave, Jacksonville Beach



4. Volunteer/Staff Shuttle Route: Pickup at Fletcher High School, transfer to Event Site



Full Service Shuttle System Operations
City Of Jacksonville – Division Of Sports And Entertainment
2023 Sea & Sky Air Show

Item No.	Description	Est. Units	Unit	Unit Cost	Extended Unit Cost
1.	Consulting Services	**1**	**EA**		
2.	General Public Shuttle Services (pricing units are per bus per hour)	**700**	**HOUR**		
3.	Volunteer/Staff Shuttle System (pricing units are per bus per hour)	**30**	**HOUR**		
4.	Supplier staffing needed in addition to drivers. Cost of drivers should be reflected in **shuttle** services.	**1**	**EA**		
	Submissions must be entered into 1Cloud				

Please include as an attachment a full proposal for this project. At minimum, include the following in your proposal response:

- Technical specifications that will be included with bus unit, such as:
  - Length of Unit
  - Seating Capacity
  - Air Condition Capabilities
- Photos of proposed buses to be used as part of this bid.
- Proof of providing full-service shuttle operations for major regional and/or national events.
- Outline of shuttle operation to include the number of buses, total hours of operation, and details on how company will best execute this shuttle operation.

All questions or supplemental information must be emailed to Carmella Spitler, Cspitler@coj.net.

INSURANCE AND INDEMNIFICATION

1.00 INDEMNIFICATION: See Exhibit A

2.00 INSURANCE: See Exhibit B

3.00 INSURANCE AGENT ACKNOWLEDGEMENT FORM – See FORM 3 (this must be completed by your insurance agent and submitted with your bid response)