

STATE OF NORTH CAROLINA

University of North Carolina at Wilmington

Request for Proposal #: 72-PAMR26004

Charter Bus Services for Athletics Team Travel

Date of Issue: October 2, 2025

Proposal Opening Date: November 17, 2025

At 2:00 PM ET

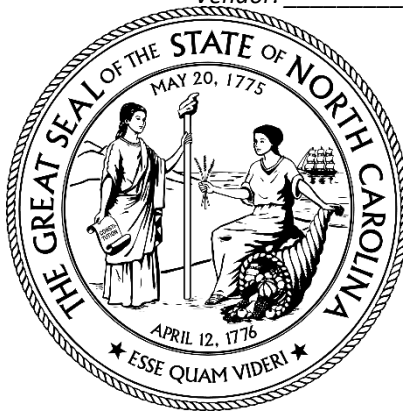
Direct all inquiries concerning this RFP to:

Amanda M. Rose

Purchasing Specialist

Email: rosea@uncw.edu

Phone: 910-962-4249



STATE OF NORTH CAROLINA

Request for Proposal

72-PAMR26004

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered vendor in good standing. You must enter the vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a vendor number, register at <https://vendor.ncgov.com/vendor/login>

Sealed, mailed responses ONLY will be accepted for this solicitation.

STATE OF NORTH CAROLINA
University of North Carolina at Wilmington

Refer <u>ALL</u> Inquiries regarding this RFP to: Amanda M. Rose, Purchasing Services rosea@uncw.edu 910-962-4249	Request for Proposal #: 72-PAMR26004 Proposals will be publicly opened: 2:00 PM ET on November 17, 2025
Using Agency: UNC-Wilmington Requisition No.: TBD	Commodity No. and Description: 78110000 - Charter Bus Services for Athletics Team Travel

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR’S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Proposal Number: 72-PAMR26004

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least sixty 60 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of the University of North Carolina at Wilmington)

Contents

- 1.0 PURPOSE AND BACKGROUND7**
- 1.1 CONTRACT TERM.....7**
- 2.0 GENERAL INFORMATION.....7**
- 2.1 REQUEST FOR PROPOSAL DOCUMENT7**
- 2.2 E-PROCUREMENT FEE7**
- 2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS7**
- 2.4 RFP SCHEDULE8**
- 2.5 PROPOSAL QUESTIONS8**
- 2.6 PROPOSAL SUBMITTAL8**
- 2.7 PROPOSAL CONTENTS10**
- 2.8 ALTERNATE PROPOSALS10**
- 2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS.....10**
- 3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS..... 10**
- 3.1 METHOD OF AWARD.....10**
- 3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION.....11**
- 3.3 PROPOSAL EVALUATION PROCESS.....11**
- 3.4 EVALUATION CRITERIA12**
- 3.5 PERFORMANCE OUTSIDE THE UNITED STATES12**
- 3.6 INTERPRETATION OF TERMS AND PHRASES.....12**
- 4.0 REQUIREMENTS13**
- 4.1 PRICING.....13**
- 4.2 INVOICES.....13**
- 4.3 FINANCIAL STABILITY13**
- 4.4 HUB PARTICIPATION13**
- 4.5 BACKGROUND CHECKS.....13**
- 4.6 PERSONNEL.....14**
- 4.7 DEMONSTRATION OF FLEET14**
- 4.8 VENDOR’S REPRESENTATIONS14**
- 4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION14**
- 5.0 SPECIFICATIONS AND SCOPE OF WORK15**
- 5.1 REQUIREMENTS FOR THE VENDOR.....15**
- 5.2 QUESTIONS TO VENDOR.....18**
- 6.0 CONTRACT ADMINISTRATION.....20**

6.1 CUSTOMER SERVICE.....20

6.2 POST AWARD PROJECT REVIEW MEETINGS20

6.3 CONTINUOUS IMPROVEMENT20

6.4 ACCEPTANCE OF WORK.....20

6.5 DISPUTE RESOLUTION.....21

6.6 CONTRACT CHANGES.....21

7.0 ATTACHMENTS.....1

ATTACHMENT A: PRICING.....1

ATTACHMENT B: INSTRUCTIONS TO VENDORS1

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS1

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION1

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR.....1

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION.....1

ATTACHMENT G: HISTORICAL SPEND1

1.0 PURPOSE AND BACKGROUND

The University of North Carolina Wilmington (UNCW) is requesting proposals from qualified and experienced transportation providers to provide charter bus services for its athletic teams for travel originating from the university and for pickups at destination airports. The University seeks to enter an exclusive contract with a highly reputable and reliable partner who is committed to providing safe, comfortable, and efficient transportation for its student-athletes, coaches, and staff.

For the 2025/2026 season, the University of North Carolina Wilmington had 19 intercollegiate athletic programs that competed in the CAA (Colonial Athletic Association) Division I level. Sports sponsored include baseball, men's and women's teams for basketball, soccer, golf, tennis, cross-country, swimming and diving, track and field, women's indoor track and field, volleyball, beach volleyball, and softball.

For general information about UNCW Athletics and its programs, please visit:

<https://uncwsports.com/sports/administration>

<https://uncwsports.com/>

The intent of this solicitation is to award an Agency Contract.

1.1 CONTRACT TERM

This Contract is for an initial term of three (3) years, beginning on July 1, 2026, and ending on June 30, 2029. The terms of this Contract become legally binding upon the final execution by all parties (the "Effective Date").

At the end of the Contract's initial term, the State shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The State will give the Vendor written notice of its intent to exercise each option no later than sixty (60) days before the end of the Contract's then-current term. In addition to any optional renewal terms, and with the Vendor's concurrence, the State reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee does not apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprocurement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. The State will make every effort to adhere to this schedule.

Event	Responsibility	Date and time
Issue RFP	University	October 2, 2025
Submit Written Questions	Vendor	5:00 PM on October 17, 2025
Provide Response to Questions	University	On or before October 31, 2025
Submit Proposals	Vendor	2:00 PM on November 17, 2025
Contract Award	University	Tentatively December 1, 2025

2.5 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be **emailed to Amanda M. Rose, rosea@uncw.edu** by the date and time specified above. Vendors should enter “RFP # 72-PAMR26004: Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to *the electronic Vendor Portal (eVP)*, <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in the RFP and an addendum to this RFP.

2.6 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

[By Mail]

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (special delivery, overnight, or any other carrier).
<p><i>PROPOSAL NUMBER: 72-PAMR26004</i> Attn: Amanda M. Rose UNCW Purchasing Services 5129 Lionfish Drive Wilmington, NC 28403</p>	<p><i>PROPOSAL NUMBER: 72-PAMR26004</i> Attn: Amanda M. Rose UNCW Purchasing Services 5179 Lionfish Drive Wilmington, NC 28403</p>

CAUTION: For proposals submitted via U.S. mail, please note that the U.S. Postal Service generally does not deliver mail to a specified street address but to the State’s Mail Service Center. Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency’s purchasing office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal by U.S. Postal Service, courier, or other delivery service. **Attempts to submit a proposal via facsimile (FAX) machine, telephone, or email in response to this RFP shall NOT be accepted.**

- a) Submit a **signed, original executed** proposal response, [1] of photocopies, [1] un-redacted copies on flash drive and, if required, [1] redacted (Proprietary and Confidential Information Excluded) copies on flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor submits more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) Copies of proposal files must be provided on separate read-only flash drives. File contents **shall NOT** be password protected but shall be in .PDF or .XLS format and shall be capable of being copied to other sources.

Volume One must contain the entire Technical and Cost Proposal including any proprietary information and have the following label affixed to the flash drive: 1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words “Volume One - Technical and Cost Proposal Non-Redacted.”

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor’s proposal(s). Vendors are strongly encouraged to allow sufficient time to mail proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State’s eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.7 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor’s submission of incomplete items, may result in the State rejecting Vendor’s proposal, in the State’s sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor’s agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor’s Proposal addressing all Specifications of this RFP.
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR
- i) Completed and signed version of ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

2.8 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: “Alternate Proposal # ___ [for ‘name of Vendor’]”. Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of the other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items to meet the requirements of the Scope of Work, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the purchaser named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the purchaser named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Only responsive submissions will be evaluated.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids is authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation of completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State’s eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the

other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and award made based on considering the following criteria, to result in an award most advantageous to the State:

EVALUTION METHOD: Narrative and by consensus of the evaluation committee, explaining the strengths and weaknesses of each proposal and why the recommended awardee(s) provide the best value to the State.

All qualified proposals will be evaluated, and the award made based on considering the following criteria listed in descending order of importance, to result in an award most advantageous to the State:

1. **Cost (30%)**
2. **Vehicle and Fleet Specifications (25%)**
3. **Vendor Experience (15%)**
4. **Customer service (15%)**
5. **Sponsorship, and Multi-Media Rights Participation (10%)**
6. **Commitment to Wrap with UNCW Branding (5%)**

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State’s information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Proposal price shall constitute the total cost to the State for complete performance in accordance with the requirements and specifications herein, including all applicable charges for handling, transportation, administrative and other similar fees. Complete ATTACHMENT A: PRICING FORM and include in Vendor's proposal. The pricing provided in ATTACHMENT A, or resulting from any negotiations, is incorporated herein and shall become part of any resulting Contract.

4.2 INVOICES

The vendor shall invoice the Purchasing Agency. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Purchasing Agency with an invoice for each order. Invoices shall include detailed information to allow the Purchasing Agency to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor's Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer's Order Number, Manufacturer Part Numbers, Vendor Part Numbers, Item Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED.

4.3 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor's financial stability.

4.4 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State's Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.5 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so, requested by the State.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors

or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.6 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. “Professional manner” means that the personnel performing the Services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. The vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.7 DEMONSTRATION OF FLEET

The University reserves the right to request, at the Vendor’s expense, a demonstration or inspection of the proposed fleet on the University’s campus.

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter into any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

1. Important: The insurance requirements set forth in the North Carolina General Terms and Conditions, *Insurance* paragraph, are minimal requirements. Risk assessment should be conducted based on the non-exclusive factors listed below AND DOCUMENTED IN THE OFFICIAL AGENCY FILE using the P&C provided form. Increased insurance requirements should be set forth below. Add any specialized insurance coverage the Agency desires that are specifically relevant to the Goods or Services provided. (e.g., cyber insurance, Errors and Omissions, etc.)] *Potential for damage to State property or property of a third party,*
2. *Potential for bodily injury to State employees or third parties,*
3. *Whether Vendor will transport State property, clients, or employees,*
4. *Use of a vehicle to accomplish the work or to travel to or from State locations,*
5. *Anticipated physical contacts of the Vendor with the State,*
6. *Anticipated number and activity of Vendor personnel within the State, and*
7. *Any other unique considerations that could result in harm, bodily injury, or property damage.*

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

5.0 SPECIFICATIONS AND SCOPE OF WORK

The University expects the Vendor(s) to provide charter bus transportation for our athletic teams consisting of comprised “premier” level equipment, exemplary customer service, charter bus performance conforming to the University’s needs, and competitive pricing. Best value is determined through a process that evaluates strengths, weaknesses, risk, price, campus benefit, and performance in accordance with the selection criteria.

The University’s needs range from day trips to multi-day trips, travel may also include overlapping with multiple teams traveling during the same time. Travel could range from less than 50 miles to over 450 miles per trip. This is subject to change but will be made clear on each trip itinerary. The intention of all services requested will be to originate from the UNCW’s campus located at 601 South College Road, Wilmington, NC, 28403 and pickups from destination airports to hotels or venues and return transfers to airports within driver safety time limits. There may be a rare occasion that this distance is exceeded, and a relay driver may be needed. Additional trips may be added during the season and at the end of the season depending upon whether teams qualify for postseason participation. All travel arrangements will be coordinated and scheduled through the University’s designated travel agency.

The University will require the Vendor to ensure that all buses meet the specifications and requirements outlined below, including amenities such as Wi-Fi, air conditioning/heating, and fully functioning restrooms. The charter buses provided to the University should be no older than five (5) years. The University is requesting the bus company provide at least (1) one to (2) two UNCW branded buses.

5.1 REQUIREMENTS FOR THE VENDOR

A. VENDOR EXPERIENCE

1. Vendor must have a minimum of (3) three years of experience providing this service with similar and/or greater size and complexity to the specifications listed in the Scope of Work found in Section 5.0.

B. VEHICLE AND FLEET SPECIFICATIONS

2. Upon arrival, buses must be equipped/serviced with the following:
 - a. Buses must be clean, orderly and in excellent overall condition (not dented, scratched, or damaged)
 - b. Vacuumed floors, no trash to be found in any areas of the bus, have clean windows, and a clean interior that smells fresh
 - c. Have operable parts and proper locking seats
 - d. A clean, stocked and properly functioning restroom
 - e. Properly functioning heating and air conditioning
 - f. Properly functioning TV’s/DVD/electronic video equipment
 - g. Entertainment system with Satellite TV
 - h. Wi-Fi connection

- i. Electrical and USB outlets throughout
 - j. Reading lights throughout
 - k. Reclining seats throughout
 - l. Tinted windows
 - m. Global Positioning Satellite (GPS)
 - n. Buses must have adequate storage space for team luggage and equipment and have the capacity to handle the full load of passengers and baggage safely.
3. The newest and highest-quality buses in the Vendor's fleet are expected to be assigned. If any bus is older than five years, the Vendor must provide a detailed report on its interior, exterior, and mechanical condition for the University's review and approval.
 4. Buses must have a minimum seating capacity of 50 people.
 5. The Vendor shall provide a portfolio of its vehicle fleet, including descriptions, pictures, license plate numbers, VINs, specifications, age, and features for each vehicle. This portfolio must be updated annually or whenever a vehicle is added to or removed from the fleet, whichever occurs first. The portfolio must also clearly indicate which buses are ADA compliant and which are equipped with passenger seat belts.
 6. Buses must be secured/locked whenever the driver and/or passengers are not present.
 7. The University's contract is exclusively with the Carrier, who assumes full responsibility for any subcarriers or partners. The University reserves the right to reject any subcarrier deemed unsuitable. If a subcarrier's bus is rejected, the Carrier must provide an approved replacement within 2 hours. Failure to do so will result in liquidated damages equal to the full cost of the trip if the University is forced to contract with an alternate carrier. All subcarriers must provide proof of insurance showing coverage identical to the Carrier's.

C. CUSTOMER SERVICE

8. UNCW requires punctual bus service. Buses must arrive at the University-designated loading point at least 30 minutes before the scheduled boarding/departure time. The specific loading and off-loading locations will be communicated by UNCW when the trip is confirmed. Pickup and drop-off locations will be tailored to the needs of each athletic team.
9. The Vendor's personnel shall assist with the loading and unloading of all baggage and equipment. The personnel are responsible for supervising this process to ensure it is performed safely and that all items are securely and properly stowed.
10. The Vendor's drivers must be familiar with all destination cities. The UNCW Athletic Department will provide a list of specific locations (e.g., hotel, campus, venues) for each trip. The assigned driver is expected to review all pertinent information and have directions to all specified locations before departure.
11. The Vendor guarantees that all buses will be a non-smoking environment. This prohibition includes, but is not limited to, cigarettes, cigars, pipes, and electronic smoking devices such as e-cigarettes and vapes.
12. Should inclement weather arise while a trip is in progress, the Vendor and the designated UNCW Athletic Department contact (Director, Coach, or department representative) will consult and agree upon a revised travel route. The primary objective of any route change is to ensure the safe and secure transportation of the team to its destination.

13. The Vendor is responsible for ensuring its drivers can effectively communicate with customers. All drivers must be proficient in using route planning tools, such as GPS and maps, and are required to confirm their route and schedule knowledge before beginning and throughout the duration of each trip to ensure on-time service.
14. At the Vendor's expense, each driver must carry a working cell phone for the entire duration of the trip. This phone is required for reporting emergencies and mechanical issues and for contact at any time while at the destination.
15. The Vendor's personnel must always maintain a high standard of professional conduct and are prohibited from engaging in any inappropriate language, intimidation, or harassment, including personal or sexual harassment.
16. The Vendor shall provide a fixed rate for all buses in its fleet offered for use by the University.
17. The bus rate shall include all costs excluding the drivers' lodging: The price the bus company quotes will cover the bus rental, fuel, driver's wages, meals (unless specified otherwise), and any other associated costs, but the university will be billed separately for the driver's hotel room. It is required the bus driver stay with the team at their hotel: This is a non-negotiable part of the agreement, ensuring the driver is easily accessible to the team for logistical purposes and is properly rested for safety.
18. The Vendor must be reachable 24/7 to address emergencies, problems, or equipment failures. The Vendor is also responsible for providing a minimum number of qualified and properly licensed drivers, as legally required, to perform the duties of this contract.
19. The Vendor must designate a single, managerial-level point of contact responsible for coordinating all requirements and communications with UNCW.
20. In the event of mechanical malfunctions or breakdowns, the vendor will be responsible for providing replacement transportation (within 2 hours after receipt of a call from the vendor's bus driver) for University personnel so that they arrive at the scheduled event with all services of this proposal provided. The cost of replacement transportation, mechanical repairs, or towing service will be borne solely on the vendor.
21. The University reserves the right to modify any and all schedules at its discretion. The Vendor's bid proposal shall contain a comprehensive and transparent outline of its cancellation and change policy. This policy must explicitly detail the notice period required for any cancellation without penalty, and it must clearly specify all penalties, fees, and liabilities applicable for cancellations made with shorter notice.
22. The Vendor is responsible for ensuring its drivers comply with all applicable laws and regulations concerning safe driving conditions, including federally mandated drive and rest periods.
23. Upon request, the Vendor shall provide documentation confirming driver qualifications, including training records, background checks, Department of Transportation (DOT) logbook reviews, drug testing schedules, and equipment inspection reports. All drivers must pass a criminal background check demonstrating no convictions or pending charges, including but not limited to DUIs, sexual offenses, violent offenses, or drug offenses. Drivers must possess a valid North Carolina commercial driver's license (CDL) appropriate for the vehicle.
24. The Vendor is required to maintain and provide, upon request, a detailed Emergency Response Plan. This plan must outline specific procedures for handling equipment failures, motor coach breakdowns, and other on-trip emergencies. The plan must specify clear response times for addressing such issues, including how the Vendor will ensure the safety and continued transportation of passengers.
25. The Vendor shall maintain a comprehensive Crisis Management Plan designed to address high-impact, disruptive events that may threaten the well-being of passengers, the Vendor's operations, or the University's reputation. This plan shall be separate from the emergency response plan and shall detail the Vendor's protocol for managing the

strategic fallout of a crisis, including but not limited to severe accidents involving University students, faculty, or staff. The plan shall include provisions for crisis leadership, stakeholder communication, and long-term recovery efforts.

26. The Vendor shall demonstrate a consistent and documented practice of recruiting and employing professional drivers who possess excellent safety records, as evidenced by compliance with all applicable federal and state regulations. Furthermore, the Vendor shall implement and maintain an effective and transparent system for the resolution of all customer complaints. Upon request, the Vendor shall provide the University with verifiable data regarding driver safety and its complaint resolution process. Upon request, Vendor is to provide copies of all Safety Certifications, Certification of Liability insurance, and information on the motor coach carrier safety rating.

D. SPONSORSHIP, AND MULTI-MEDIA RIGHTS PARTICIPATION

27. As part of its bid, the Carrier is invited to participate in sponsorship opportunities with UNCW Athletics. These opportunities include radio, television, print, signage, and special events. The Carrier's participation in these programs will be considered during the bid evaluation process.

E. COMMITMENT TO WRAP WITH UNCW BRANDING

28. At the Vendor's expense, UNCW Athletics prefers the inclusion of one to two branded buses with a minimum 50-person seating capacity. This co-branded design, including size and other graphics, must be developed in collaboration with and approved by UNCW Athletics before implementation. This branding constitutes a limited, non-exclusive license for designated UNCW trademarks, which will terminate upon the end of this agreement.

5.2 QUESTIONS TO VENDOR

The Vendor shall respond to each of the following questions. Vendors are requested to keep responses concise and relevant and should not include generic marketing materials. **Responses will be reviewed as part of the evaluation process.**

Vendor Experience (15%)

1. Describe the Proposer's experience providing Transportation Services for at least three (3) commercial businesses or (preferably) for NCAA Division 1 Athletics Programs with higher education institutions of similar size or larger that meet the requirements outlined in **Section 5.0 Scope of Work**. Please ensure your response includes the number of years of experience under the current company name and provides Charter following for at least (3) three clients.
 - a. Client's name and address;
 - b. Contact name with e-mail address and/or phone number;
 - c. Description of work performed;
 - d. Time-period in which services were performed.

Vehicle and Fleet Specifications (25%)

2. Provide interior and exterior pictures of the vehicles that would be used to support the University. The Proposer's response must include:
 - a. Vehicle Year, Make, Model & Restrooms;
 - b. Size (length/width/height);
 - c. Number of Seats;
 - d. Current Vehicle Mileage;
 - e. Whether or not passenger seatbelts are available;
 - f. Whether or not ADA compliant;

- g. Storage capacity;
 - h. Sleeper bus availability within Proposer's fleet; and
 - i. Shuttle bus availability within Proposer's fleet.
3. Provide a detailed list of all standard equipment and amenities included in the bus rate. List any additional features or amenities available for an extra fee separately, specifying the costs.
4. Describe your Wi-Fi service, including its functionality while in transit. Specifically, address the capabilities for simultaneous users, including the potential for high-bandwidth activities like streaming.

Customer Service (15%)

5. Describe your comprehensive plan for meeting the customer service requirements detailed in Section 5.1, C, of this RFP's Scope of Work.
6. Describe your company's hiring process for experienced bus drivers, including recruitment, screening, and evaluation of qualifications
7. Describe your safety program, including driver training and recordkeeping, background checks, random drug testing procedures, and schedules for equipment inspections.
8. Describe your Emergency Response Plan, including your protocols and maximum response times for addressing equipment failures or motor coach breakdowns during a trip.
9. Describe your comprehensive crisis management program, outlining your plan for addressing high-impact events like a severe accident involving university students, faculty, or staff.
10. Explain your company's policy and procedures for managing trip cancellations or alterations. Your response should address:
 - a. Weather-Related Events: Your process of handling cancellations and route changes due to inclement weather.
 - b. University-Initiated Changes: Your policy regarding trip modifications or cancellations initiated by the University.
 - c. Penalties: Any potential penalties or fees associated with cancellations, and how these are calculated.
 - d. Communication: Your protocol for communicating cancellations or changes to the designated University contact.
11. Describe your process of mitigating customer complaints and escalating quality issues.
12. Provide a copy of the following (**Note: question not scored, but used for verification**):
 - a. Certification of Liability Insurance; and
 - b. All Safety Certifications.

Sponsorship, and Multi-Media Rights Participation (10%)

13. Describe your company's plan for engaging with the various sponsorship opportunities offered by the university.

Commitment to wrap with UNCW branding (5%)

14. Describe your experience with university or institutional branding projects. Explain your process for ensuring all bus branding aligns with UNCW's specific brand guidelines, including correct logo usage, color palettes, and overall messaging.

- 15. Describe in detail your proposed process for the design, development, and implementation of the UNCW branded buses. Describe how you will collaborate with the UNCW Athletic Department on initial concepts, manage design revisions, and ensure final approval before applying the branding.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

6.1 CUSTOMER SERVICE

The Vendor shall be required to designate and make available to the State for customer service. The customer service point of contact shall be the State’s point of contact for customer service-related issues (define roles and responsibilities).

Customer Service Point of Contact	
Name:	
Office Phone #:	
Mobile Phone #:	
Email:	

6.2 POST AWARD PROJECT REVIEW MEETINGS

The Vendor, at the request of the State, shall be required to meet periodically with the State for Project Review meetings. The purpose of these meetings will be to review project progress reports, discuss Vendor and State performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.4 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Administrator.

Acceptance of Vendor’s work product shall be based on the following criteria:

The State shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or delivery of a deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the State shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation, or testing, as applicable to the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any specifications, acceptance criteria or otherwise fail to conform to the Contract, the State may exercise any and all rights hereunder, including, for Goods deliverables, such rights provided by the Uniform Commercial Code, as adopted in North Carolina.

6.5 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State's Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be through the contract administrator.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK

7.0 ATTACHMENTS

****IMPORTANT NOTICE****

RETURN THE REQUIRED ATTACHMENTS WITH YOUR RESPONSE
 FOLLOW THE LINKS TO ACCESS EACH ATTACHMENT

ATTACHMENT A: PRICING

Complete and return the Pricing associated with this RFP, which can be found on the table below. If there is a distinct difference between time of year or other factors that will affect the price, indicate what they are and provide pricing accordingly. If you need to submit an alternate Attachment A: Pricing, please note it being an alternate.

		0 – 200 Miles Up to 10 Hours	201 – 300 Miles Up to 10 Hours	301 – 400 Miles Up to 10 Hours	401 – 500 Miles Up to 10 Hours	501 – 600 Miles Up to 10 Hours	Above 600 Miles Up to 10 Hours	SEATING CAPACITY
Day Trip								
001	Standard Motor Coach w/Wrap	\$	\$	\$	\$	\$	\$	
002	Standard Motor Coach	\$	\$	\$	\$	\$	\$	
003	Mid-Size Motor Coach	\$	\$	\$	\$	\$	\$	
004	Mini-Size Motor Coach	\$	\$	\$	\$	\$	\$	
005	Sleeper Motor Coach	\$	\$	\$	\$	\$	\$	
006	ADA Motor Coach	\$	\$	\$	\$	\$	\$	
	Additional Vehicles Offered (to be completed by vendor)							
007		\$	\$	\$	\$	\$	\$	
008		\$	\$	\$	\$	\$	\$	
009		\$	\$	\$	\$	\$	\$	

Multi-Day Trip								
010	Standard Motor Coach w/Wrap	\$	\$	\$	\$	\$	\$	
011	Standard Motor Coach	\$	\$	\$	\$	\$	\$	
012	Mid-Size Motor Coach	\$	\$	\$	\$	\$	\$	
013	Mini-Size Motor Coach	\$	\$	\$	\$	\$	\$	
014	Sleeper Motor Coach	\$	\$	\$	\$	\$	\$	

015	ADA Motor Coach	\$	\$	\$	\$	\$	\$	
	Multi-Day Trip Continued	0 – 200 Miles Up to 10 Hours	201 – 300 Miles Up to 10 Hours	301 – 400 Miles Up to 10 Hours	401 – 500 Miles Up to 10 Hours	501 – 600 Miles Up to 10 Hours	Above 600 Miles Up to 10 Hours	SEATING CAPACITY
	Additional Vehicles Offered (to be completed by vendor)							
016		\$	\$	\$	\$	\$	\$	
017		\$	\$	\$	\$	\$	\$	
018		\$	\$	\$	\$	\$	\$	

	Additional Fees/Charges	
019	Additional Driving Hour (Above 10 Hours)	\$
020	Relay Driver Fee	\$
021	Airport Transfer Fee	\$
022	Cancellation Fee (With At Least A 2-Hour Notice)	\$
023	Cancellation Fee (With Less Than A 2-Hour Notice)	\$
024	Cancellation Fee (Upon Arrival)	\$
	Other Fees Not listed Above (to be completed by vendor)	
025		\$
026		\$
027		\$

	Trip Examples Below (pricing to be completed by vendor)	
028	<p>Trip not originating from campus:</p> <p>Men’s Basketball Team pick-up LaGuardia Airport on January 5, 2026, at 5:30 pm to transport to dinner and designated hotel. January 6, 2026, transport to Hofstra University for 8:00 am practice, lunch, return to hotel for rest and then transport to Hofstra University 3:00 pm and return to hotel after the game. January 7, 2026, depart hotel at 10:00 am to LaGuardia Airport for drop-off.</p>	\$

029	ADDITIONAL TRIP FOR COMPLETION FOLLOWING PAGE Trip originating from campus: Women's Soccer team pickup is on Saturday August 16 th at 2pm to depart for Richmond, VA, VCU. Transportation from UNCW to Hotel at VCU. Sunday August 17 th at 9am depart for VCU competition. Depart post 12 noon start of the competition then return to UNCW post-game arriving between 9-10pm.	\$
------------	---	----

ATTACHMENT B: INSTRUCTIONS TO VENDORS

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
https://files.nc.gov/ncdoa/pandc/OnlineForms/Form_North-Carolina-Instructions-to-Vendors_09.2020.pdf
<https://ncadmin.nc.gov/formnorth-carolina-instructions-vendors032023/download?attachment>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/form-north-carolina-general-terms-and-conditions-11-2023/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/form-hub-supplemental-vendor-information-9-2021/download>

ATTACHMENT E: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/form-location-workers-09-2021/download>

ATTACHMENT F: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/form-certification-financial-condition-09-2021/download>

ATTACHMENT G: HISTORICAL SPEND

Annual use by fiscal year, July 1 to June 30. This represents the current spending and quantity of UNCW Athletics for team ground transportation.

<u>FY</u>	<u>Total Annual Spend</u>	<u>Total # of Trips</u>
<u>FY23</u>	<u>\$424,193</u>	<u>499</u>
<u>FY24</u>	<u>\$536,119</u>	<u>464</u>
<u>FY25</u>	<u>\$548,145</u>	<u>457</u>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****