



# Request for Proposal Charter Bus Services Continues Loop

**Date Issued:** November 10, 2022

**Vendor Questions Due:** January 31, 2023

**Submissions Due:** February 15, 2023

## GENERAL REQUIREMENTS

### ABOUT US

Congress created the National Fallen Firefighters Foundation (NFFF) to lead a nationwide effort to honor America's fallen firefighters. Since 1992, the non-profit Foundation has developed and expanded programs that fulfill that mandate. Our mission is to honor and remember America's fallen fire heroes, provide resources to assist their families in rebuilding their lives, and work within the fire service community to reduce firefighter deaths and injuries.

### DESCRIPTION: Charter Bus Services Continues Loop

The purpose of this Request for Proposal (RFP) is to select a suitable contractor(s) and for the National Fallen Firefighters to establish agreements with a successful bidder to provide charter bus services for the National Fallen Firefighters Memorial Weekend. The 2023 event is scheduled for May 5-7, and we anticipate it will be held the first week in May in subsequent years.

### Objectives

The National Fallen Firefighters Foundation is seeking proposals for Charter Bus Transportation services for the National Fallen Firefighters Memorial Services, including transportation for families of America's Fallen Firefighters. Furthermore, the contractor will provide transportation and shuttle services for attendees from their parking location to Memorial Weekend activities held on the campus of the National Emergency Training Center in Emmitsburg, Maryland.

It is the intention of the NFFF to establish an multiple-year awarded contract for Charter Bus Transportation services.

This is a request for proposal to establish vendor(s) and competitive pricing for Charter Bus Transportation Services, which will allow for the legal and safe transportation of families, and attendees to and from the Fallen Firefighters Memorial in Emmitsburg, Maryland.

Information provided in these specifications is to be used only for preparing a proposal detailing the coverages specified. It is further expected that each proposer will read these specifications with care, for failure to meet every one or a combination of specified conditions may invalidate the proposal.

The NFFF reserves the right to accept or reject any or all proposals, waive any formalities and/or technicalities in the proposal, and award the contract that best serves the interests of the NFFF. The NFFF may negotiate with proposers as deemed advisable or necessary.

Proposers are requested to submit quotations on the basis of these specifications. Alternative quotations (for coverage on a basis different than that requested in these specifications) will receive consideration providing such alternatives are clearly explained. Any exceptions to coverages requested herein must be clearly noted in writing and be included as a part of the proposal.

The NFFF believes that the data contained in these specifications is sufficient for preparation of proposals. The information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty.

To promote the fair and objective evaluation of each proposal, a specific proposal format is required. Delivery of the proposal is the responsibility of the proposer whether it be by mail or in person.

Where proposals are sent by mail, the proposers shall be responsible for their delivery before the date and time set for the closing of proposal acceptance.

It is requested that complete specimen contracts, interlocal agreements, bylaws, service agreements, executed reinsurance (excess insurance or stop loss) policies, and/or insurance policies be included in all proposals

The NFFF reserves the right to waive any or all bidding irregularities, formalities, or other technicalities; to be the sole and independent judge of quality and suitability of any products offered; may accept or reject any bid in its entirety; may reject any part of any bid without affecting the remainder of that bid; and may award the individual items on this bid in any combination or in any way to best serve the interests of the NFFF as it perceives those interests to be in its sole discretion. Multiple vendors may be awarded when it is in the best interest of the NFFF.

It is not the policy of the NFFF to award purchases on the basis of low bid price alone. In evaluating the bids received and determining to which bidder(s) (if any) to award a contract, the NFFF shall consider the following:

1. Purchase prices;
2. Reputation of the vendor and of the vendor's goods and/or services;
3. Quality of the vendor's goods or service;
4. Extent to which the goods or services meet the needs of the NFFF;
5. Vendor's past relationship with the NFFF;
6. Total long-term cost to the NFFF to acquire the vendor's goods and/or services.

The NFFF may elect to negotiate with one, two, or more vendors. It will be at the NFFF's discretion as to the number and combination of vendors that will be involved in the negotiation process.

#### **Contract Period**

The initial contract period shall be for one year from date of award. The NFFF may, at its option and with the approval of the contractor, renew the contract annually, for up to five (5) years. This renewal would contain all terms and conditions and rates of the original contract.

#### **Insurance Requirements**

General public liability insurance covering all duties, services, or work to be performed under the contract; \$1,000,000/Occurrence including Personal and Advertising Injury and \$2,000,000.

Products/Completed Operations and General Aggregate.

Required automobile liability insurance \$1,000,000 Combined Single Limits.

The vendor must also maintain Worker's Compensation insurance providing the statutory benefits for the employer's liability in the amount of \$500,000 for each person, \$500,000 in the aggregate and \$500,000 for each person for occupational disease.

The NFFF shall have no responsibility of liability for such insurance coverage. Vendors must provide proof of insurability with the response. Acceptable proof of insurability will be a certificate of insurance or a letter from the insurance carrier (not the insurance agent). The awarded vendor must provide a certificate of insurance compliance within 15 calendar days after notification of the award. Awarded contracts will require the NFFF to be listed as an additional Insured

Each policy of required insurance shall provide for 30 days' notice of cancellation to the NFFF as additional insured and include the following provision:

"It is a condition of the policy that the insurance carrier shall furnish written notice to the NFFF 30 days in advance of the effective date of any reduction in, or cancellation of, this policy."

### **SCOPE OF WORK**

The NFFF's designated Memorial Weekend Transportation Coordinator(s) will contact an awarded charter bus company to obtain quotes for a specific event, location of the event, event date, pick-up and drop-off location, number of buses required and number of travel days. Travel destinations may be within the state of Maryland or out-of-state trips, including Pennsylvania, Virginia, and Washington DC.

The successful vendor shall provide a preliminary travel itinerary, based on information received from the designated NFFF Memorial Weekend Transportation Coordinator(s). A local travel assistant and a direct phone number is required, should any changes or correction to the itinerary is to be made. All trips shall be secured with a purchase order. It is the company's responsibility to include in the itinerary the date the full payment for the trip is required. The charter bus company is responsible to provide the bus driver with a reliable communication device with contact numbers to the dispatcher, the travel agent, and NFFF transportation coordinator, should an emergency situation arises.

The charter bus company is responsible to provide the bus driver with the final itinerary for the specific trip and all pertinent information including the exact pick-up and drop-off location to ensure that delays are minimal.

The successful vendor will be required to have a minimum of 85% of the busses used to be from their own fleet of busses driven by the vendor's employees. If the vendor cannot meet this requirement advance notice must be given to the NFFF.

All proposal costs are costs are incurred by the prospective vendor/.

The following charter bus services will be required:

Friday, May 5 beginning at 1:00 PM to 10:00 PM

Provide a continues loop from a designated parking area not yet determined but anticipated it will be no more than 9-miles from the drop off point at the National Emergency Training Center located at:  
16825 S. Seton Avenue  
Emmitsburg, MD 21727

Saturday, May 6, beginning at 6:30 AM to 10:00 PM

Provide a continues loop from a designated parking area not yet determined but anticipated it will be no more than 9-miles from the drop off point at the National Emergency Training Center located at:  
16825 S. Seton Avenue  
Emmitsburg, MD 21727

Sunday, May 7, beginning at 6:30 AM to 3:00 PM

Provide a continues loop from a designated parking area not yet determined but anticipated it will be no more than 9-miles from the drop off point at the National Emergency Training Center located at:  
16825 S. Seton Avenue  
Emmitsburg, MD 21727

Proposer Questionnaire - Please answer all questions

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Phone & Email \_\_\_\_\_  
Remit Payment  
Address \_\_\_\_\_

Company Profile

\_\_\_\_\_ Year Incorporated/Organized  
\_\_\_\_\_ Corporation  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Other  
\_\_\_\_\_ Total Number of Employees

Are the Proposer's personnel experienced in similar projects? \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_  
Emergency Contact & Phone \_\_\_\_\_

What method of communication does your company provide between your central dispatcher and your drivers during a charter?  
\_\_\_\_\_  
\_\_\_\_\_

Describe the procedure utilized by your company in providing substitute drivers in case the designated driver become incapacitated for any reason.  
\_\_\_\_\_  
\_\_\_\_\_

Describe, in detail your method of supplying alternate transportation due to either a breakdown or accident during a charter service.  
\_\_\_\_\_  
\_\_\_\_\_

Describe, in detail your company procedure whereby the bus drivers notify the company/dispatcher of problems, which may affect the safe transportation of families and attendees during the charter service.  
\_\_\_\_\_  
\_\_\_\_\_

What is the average length of service for your current full-time drivers? \_\_\_\_\_  
What is the average length of service for your current part-time drivers? \_\_\_\_\_



The hours of service must be equal or less than the interstate requirements of the U.S. Department of Transportation.

Employment procedures for drivers

Are criminal, civil arrest/charge and driving records checked yearly and evaluated on a yearly basis? Yes No

Is random drug testing performed in accordance to Department of Transportation requirement? Yes No

Are drivers required to wear uniforms, name tags/badges, and company identification? Yes No

How often is a defensive driving course required to be successfully completed by the bus drivers? \_\_\_\_\_

How often is the bus driver evaluated behind-the-wheel? \_\_\_\_\_

Are the bus drivers trained and certified in CPR and first aid? Yes No

Give a general description of the fleet that will be used for the NFFF. How many buses does your company operate? What type and year model buses will be used? What is the average mileage on each bus? Is each bus equipped with a GPS device?

Number of handicap busses?

### **SUBMISSION INFORMATION**

- Consultant is required to maintain workman's compensation insurance, commercial general liability insurance, and professional liability insurance, as required by Maryland and/or other applicable state law. In the event that no insurance is required under any applicable state law, and even if it is, Consultant shall maintain such insurance in amounts commercially reasonable given the size, risk and liability associated with the Consulting Services in amounts sufficient to cover the indemnification obligations set forth. Additionally, upon request, Consultant will agree to timely furnish Client with a certificate(s) of insurance evidencing such insurance.
- Questions may be submitted via email to [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org) as outlined on the cover of this Request for Proposal
- Final proposals must be received as outlined on the cover of this Request for Proposal
- Submissions may be sent via email to [vstagnaro@firehero.org](mailto:vstagnaro@firehero.org) or:  
National Fallen Firefighters Foundation  
Attention Victor Stagnaro  
2130 Priest Bridge Drive  
Crofton, MD 21114