**Campus Transit Service Operator**

Auburn University is seeking sealed bids for the operation of a campus transit system.

<table>
<thead>
<tr>
<th>Open</th>
<th>7/8/2023 12:00 AM CDT</th>
<th>Type</th>
<th>AU - Request for Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close</td>
<td>8/23/2023 10:30 AM CDT</td>
<td>Number</td>
<td>AU-2023-0000695</td>
</tr>
<tr>
<td>Sealed Until</td>
<td>8/23/2023 10:30 AM CDT</td>
<td>Currency</td>
<td>US Dollar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payment Terms</td>
<td>0% 0, Net 30</td>
</tr>
</tbody>
</table>

**Contacts**

Christalyn Thomas  
cmc0122@auburn.edu  
Phone +1 334-844-3711

**Commodity Codes**

<table>
<thead>
<tr>
<th>Commodity Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>78111800</td>
<td>Passenger road transportation</td>
</tr>
</tbody>
</table>
Auburn University Request for Proposal

Campus Transit Service Operator

RFP Opening Date: Wednesday, August 31st, 2023 @ 10:30 AM CST

Proposals received after the date and time specified above will not be considered.

**All questions related to this RFP must be submitted through the Sourcing Event Q&A Board found within this solicitation.**

Auburn University bid openings will be done solely through the JAGGAER Sourcing Event Portal. In order to comply with State of Alabama bid law, bid openings will now be made public via the below conference call information.

Telephone: Meeting ID: 819 3159 5507
Dial: +1 305 224 1968 (US Toll) or +1 309 205 3325 (US Toll)

If you wish to listen to bid openings, please make sure your microphone is muted, as only PBS staff should be speaking during these openings.

Please note that when opening an RFP, PBS staff will only read the vendor names of responses received. RFP pricing will not be read aloud as additional factors are involved in the evaluation.

CALENDAR OF EVENTS

Issuance of RFP: Friday, July 7th, 2023
Deadline for Questions: Monday, July 31st, 2023 @ 4:45 PM CST
Response to Questions: Friday, August 4th, 2023
Deadline for receipt of Proposals: Wednesday, August 23rd, 2023 @ 10:30 AM CST
Presentations: TBD
Award: TBD

TABLE OF CONTENTS

Section I: Request for Proposal

Section II: Instructions to Proposers

Section I. Request for Proposal

A. Intent and Scope for the Auburn University (insert type of RFP here) Contract

- **Background** – Auburn University is soliciting sealed proposals to procure transit bus service for the campus and surrounding community. The selected respondent will report to the University’s Director of Parking and Transit Services and their designee(s). This RFP outlines the minimally acceptable levels of service, operations performance, and procedural requirements acceptable to Auburn University. Respondents must respond to all specifications as outlined within this document. Additionally, respondents are encouraged to provide alternative proposals (as an additional option), enhanced options, and more robust solutions that will increase value to passengers and constituents.
B. Proposal Overview and Definitions

- Proposals will be received until 10:30 AM CDT on the specified date.
- Throughout the remainder of this Request for Proposal, all entities involved will be referred to as follows:
  - Auburn University will be referred to as “University” or “AU”.
  - Commodity/Service Provider will be referred to as “Contractor” or “Supplier”.
  - This document will be referred to as “RFP”.

Section II. Instructions to Proposers

A. Proposal Response

- Proposals should be submitted to the Procurement & Business Services Sourcing Event Portal on or before the time and date set for closing.
- Pursuant to the provisions of the State of Alabama Competitive Bid Law rules and regulations adopted there under, sealed bids will be received on the items noted herein by Procurement and Business Services of Auburn University, until the date and time stated.
- All bids are to be "F.O.B. Destination - Freight Prepaid and Allowed."
- Alabama law (Section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.
- AU reserves the right to award in whole or in part, by line item, or make multiple awards, where such action serves Auburn University’s best interest. When a Sourcing Event’s Progress is listed as “Awarded” in TigerBuy, this serves as the University’s notice of intent to award to the indicated supplier. A proposer with a legitimate award dispute may file a formal protest within five days of the university’s notice of intent to award by submitting a notice of protest through the sourcing event’s Q&A Board. The disputing proposer will be provided with the University’s sourcing dispute procedures within five days of filing, and the disputing proposer will then have five days to comply with the provided dispute procedures.
- Proposers may withdraw proposals at any time prior to the time and date set for opening.
- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.
- No department, school, or office at the University has the authority to solicit official proposals other than Procurement and Business Services. All solicitation is performed under the direct supervision of the Director of Procurement and Business Services and incomplete accordance with the University policies and procedures.
The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.

Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Procurement and Business Services will schedule the presentations.

The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.

The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.

The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions.
<table>
<thead>
<tr>
<th></th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>★ 1.</td>
<td>Please confirm that you have read the terms and conditions.</td>
</tr>
<tr>
<td>★ 2.</td>
<td>Please upload a completed &amp; notarized Vendor Disclosure Statement.</td>
</tr>
<tr>
<td></td>
<td>If you have an office within or employ any individuals who reside or work</td>
</tr>
<tr>
<td></td>
<td>within the State of Alabama, please upload your E-Verify Memorandum of</td>
</tr>
<tr>
<td></td>
<td>Understanding (MOU).</td>
</tr>
<tr>
<td>★ 3.</td>
<td>If there is no office within the State, nor any individuals residing or</td>
</tr>
<tr>
<td></td>
<td>working within the State, please upload a statement confirming this</td>
</tr>
<tr>
<td></td>
<td>information.</td>
</tr>
<tr>
<td>4.</td>
<td>Please confirm that you have read the cancellation clause listed herein.</td>
</tr>
</tbody>
</table>
Buyer Attachments

2. Appendix A Daily Route Information Fall-Spring-Summer.xlsx
3. Exhibit A Auburn+University+Fleet+Safety+Policy.pdf
4. Cost Proposal Form.xls
5. Auburn+University+Campus+Transit+Service+Agreement_24.docx
Questions

There are no Questions added to this event.
<table>
<thead>
<tr>
<th></th>
<th>Item Name, Commodity Code, Description</th>
<th>Allow Alternates</th>
<th>Qty.</th>
<th>UOM</th>
<th>Requested Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Campus Transit Service Operator</td>
<td>☀</td>
<td>1</td>
<td>EA - Each</td>
<td>10 July 2023</td>
</tr>
</tbody>
</table>

Please see "Buyer Attachments".
Service Line Items

There are no Items added to this event.