May 31, 2016

To: Vendors

From: Alabama A&M University Department of Athletics
Re: Transportation Planning & Event Services

During the 2016-2017 fiscal year we are reaching out to LOCAL IN-STATE transportation planning and event service companies to obtain the best fit for the needs and objectives of our Division I athletic football program.

At this time we are requesting your company to only submit a bid to provide scheduling, planning, and transportation services for our Alabama A&M football team. Please note, that in order to be considered, the vendor must bid on each trip on the “2016 Football Team Travel Schedule”.

Please return a signed copy of our Bus Bid Requirements along with your actual bid submission by

(June 21st, 2016)

Sincerely,

Jordan Brewer

Jordan Brewer
Ticket & Business Operations Assistant
jordan.brewer@aamu.edu
256-372-7103
BUS PROVIDED FOR TRIP MUST MEET THE FOLLOWING REQUIREMENTS PRIOR TO DEPARTURE FROM THE UNIVERSITY:

- Buses that are sent to us for our use must be no older than 2008 models. In the event that the bus does meet our requirements and not satisfactory for our purposes, a bus that does meet our specifications should be provided. Otherwise, a reduction in price or a refusal to use your service for the remainder of our trips if you are awarded our bid.
- Exact bus number provided prior to trip
- Seats with foot rest
- Workable VCR/DVD with six (6) monitors & Multi-disk CD changer
- Proof of service of bus prior to departure
- Extra-large flush type restrooms
- Provide adequate Air Conditioning/Heating
- Individual reading lights & Individual pull-down blinds
- Size should be of coach based on travel party size
- Wi-Fi Capability
- Bus driver must be knowledgeable regarding site-direction per itinerary
- Buses must be punctual and capable of departing on time
- Bus should be serviced and ready for travel prior to departure. Should a bus break down, another bus should be made available immediately. If this problem persists, we reserve the right to cancel services for the remainder of the bid term.
- Driver must have an understanding and experience as it pertains to transporting the team to games, practices, meals, etc.
- Successful bidder must be a member of United Bus Owner’s Association American Bus Association/United Motor Coaches of America.
- The bidder must be licensed for interstate and intrastate passenger transportation.
- Each bus must be equipped with all safety devices and must meet all applicable state and federal requirements.
- Each bus must have affixed a current DOT inspection sticker
- The successful bidder will be required to carry a minimum of $5,000,000 liability insurance and Certificate of Insurance must be provided to the University.
- The University reserves the right to cancel a trip at any time due to inclement weather or even scheduling changes. The University also reserves the right to cancel a trip for any reason with a 30-day notice.
- The successful bidder will be determined by evaluation of a number of factors which include but are not limited to the following:
- Bid Pricing
- Quality of the buses relative to appearance, comfort features, and mechanical reliability
- Ability to provide local service when requested
- Ability to plan and trouble shoot transportation issues with 24-hour customer service representatives
- Ample fleet of buses, deluxe coaches, sleeper buses, and executive coaches
- References from other Division I athletic programs
- Ability to provide on-call services within a 2 hour time frame

- Award will be made to the bidder who is determined by the University to best meet its needs and objectives.

I ________________________________, representative of ________________________________

(Signature) (Name of Vendor/Company)

understand by signing this Bus Bid Requirement from Alabama A&M University Athletic Department, that my company is responsible for meeting all requirements as listed or may not be considered as a vendor.
<table>
<thead>
<tr>
<th>Opponent</th>
<th>Sport</th>
<th>Location</th>
<th>Party #</th>
<th>Days</th>
<th>Departure</th>
<th>Return</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle Tennessee State</td>
<td>Football</td>
<td>Murfreesboro, TN</td>
<td>125</td>
<td>2</td>
<td>09/02/2016</td>
<td>09/03/2016</td>
<td></td>
</tr>
<tr>
<td>Mississippi Valley State</td>
<td>Football</td>
<td>Itta Bena, MS</td>
<td>125</td>
<td>2</td>
<td>09/06/2016</td>
<td>09/07/2016</td>
<td></td>
</tr>
<tr>
<td>Texas Southern University</td>
<td>Football</td>
<td>Houston, TX</td>
<td>125</td>
<td>2</td>
<td>09/30/2016</td>
<td>10/01/2016</td>
<td></td>
</tr>
<tr>
<td>University of Arkansas-Pine Bluff</td>
<td>Football</td>
<td>Pine Bluff, AR</td>
<td>125</td>
<td>2</td>
<td>10/14/2016</td>
<td>10/15/2016</td>
<td></td>
</tr>
<tr>
<td>Alabama State University</td>
<td>Football</td>
<td>Birmingham, AL</td>
<td>125</td>
<td>2</td>
<td>10/28/2016</td>
<td>10/29/2016</td>
<td></td>
</tr>
<tr>
<td>Jackson State University</td>
<td>Football</td>
<td>Jackson, MS</td>
<td>125</td>
<td>2</td>
<td>11/11/2016</td>
<td>11/12/2016</td>
<td></td>
</tr>
<tr>
<td>Auburn University</td>
<td>Football</td>
<td>Auburn, AL</td>
<td>125</td>
<td>2</td>
<td>11/18/2016</td>
<td>11/19/2016</td>
<td></td>
</tr>
</tbody>
</table>