

RFP # 3422-6



Request for Proposals for Bus Transportation Services
For
Maricopa Community College District
RFP # 3422-6

Due September 19, 2019 3:00 PM AZ Time

Prepared by

Dortha A Harris
Senior Sales Associate

Arrow Stage Lines
3255 S 44th Street
Phoenix, Az 85040

RFP # 3422-6

Dear Prospective Client,

Thank you for your interest in Busco Inc dba Arrow Stage Lines of Phoenix. The enclosed is designed to give an insight into the standards and practices that we have in place to ensure your safety and comfort while in our hands. We believe that in order to ensure your trip is a total success there must be "a million things done right" but we actually strive for a million and one! From the time you call to book your transportation until you are delivered to your final destination it is our belief that you will be treated to service and accommodations that are first class and second to none.

Thank you again for taking the time to become acquainted with Busco Inc dba Arrow Stage Lines. We look forward to serving you. Please do not hesitate to give us a call should you have any questions regarding the information herein.

Thank you for your time,

Busco Inc dba Arrow Stage Lines & Staff



Busco, Inc – Busco Inc dba Arrow Stage Lines Mission Statement

Since 1928 the philosophy of the Busco, Inc – Busco Inc dba Arrow Stage Lines. “We are dedicated to the passenger safety and comfort in every mile we drive!”

Mission:

The mission of Busco, Inc-Busco Inc dba Arrow Stage Lines is to provide, safe, comfortable and reliable motor coach transportation that exceeds the expectations of our customers.

“Quality means doing what is
Right when no one is looking”

Henry Ford

Our Vision:

To be viewed by our customers and peers as the standard of quality and customer care in the North America motor coach market.

How do we attain this vision?

We promise the very best in personal service and equipment. Our goal is complete customer satisfaction in the professionalism as well as the courteous, personal and warm manner of our drivers. Our drivers have an average 10+ years driving experience behind the wheel of motor coaches.

“Quality is not an act, it is a habit.”

Aristotle



MARICOPA
COMMUNITY COLLEGES

ACKNOWLEDGMENT OF RECEIPT
RFP # 3422-6
Bus Transportation Services

Please provide the requested information below as acknowledgment that you have received our Request for Proposal noted above. To ensure receipt of any future addenda and to remain in our vendor database it is strongly recommended that interested Bidders complete this acknowledgment and return via Fax to MCCCDC Purchasing at (480) 731-8190 or email to sarah.van.omen@domail.maricopa.edu even if you do not intend to submit a proposal.

All addenda/amendments will continue to be posted on our website at <https://procurement.maricopa.edu/>

Failure to sign and return the "Acknowledge of Receipt" will result in your company not being sent any addenda to this RFP. Addenda may significantly alter the specifications of this RFP which could result in your proposal being deemed unresponsive if this form is not returned.

Name of Firm: Busco Inc. DBA Arrow Stage Lines Inc
3255 So. 44th St

Address: Phoenix, Az 85040

Tel #: 480-874-6753 480-446-2802

E-Mail: Dortha.harris@arrowstagelines.com

Name: (Print) Dortha A Harris Senior Sales Associate

Signature: *Dortha A. Harris* 8/30/19

PLEASE NOTE: Failure to respond to this acknowledgement may result in your companies removal from our vendor database for this commodity.

() We will not be responding to this solicitation please retain us on the Proposing Firm's mailinglist.

Table of Contents

Tab 1: Price Totals Sheet/Itemized Price List

Tab 2: Signature Page

Tab 3: Scope of Work

Tab 4: Respondent Questionnaire

Tab 5: Attachment A

Tab 6: Warranty (if required)

Tab 7: Signed Addenda (if any)

Tab 8: Deviation to Terms and Conditions (if any)

Tab 9: External Entity Due Diligence Question (if required)

Tab 1: Pricing Totals Sheet/Itemized Price List

**MARICOPA COMMUNITY COLLEGES RFP 3422-6
BUSCO INC DBA ARROW STAGE LINES
PRICING SCHEDULE – LARGE-BUSES (54 PAX)**

| Round trip from any MCCCCD location: | <u>54 PAX</u> | <u>DAYS</u> |
|---------------------------------------|---------------|-------------|
| Ephraim, Utah | \$ 5,345.00 | 4 |
| St. George, Utah | \$ 3,375.00 | 3 |
| Roswell, New Mexico | \$ 5,455.00 | 4 |
| Rexburg, Idaho | \$ 8,225.00 | 7 |
| Colorado Springs, Colorado | \$ 7,775.00 | 6 |
| Dallas, Texas | \$ 10,950.00 | 8 |
| Nogales, AZ | \$ 1,405.00 | 1 |
| Winslow, AZ | \$ 1,680.00 | 1 |
| Northland Pioneer, Holbrook, AZ | \$ 1,875.00 | 1 |
| Eastern CC, Thatcher, AZ | \$ 1,310.00 | 1 |
| Cochise College, Douglas, AZ | \$ 2,235.00 | 1 |
| AZ Western CC, Yuma, AZ | \$ 1,500.00 | 1 |
| Central Arizona College, Coolidge, AZ | \$ 875.00 | 1 |
| Northern Arizona Univ, Flagstaff, AZ | \$ 1,125.00 | 1 |
| Yavapai College, Prescott, AZ | \$ 875.00 | 1 |
| Pima CC, Tucson, AZ | \$ 930.00 | 1 |
| Univ of Arizona, Tucson, AZ | \$ 930.00 | 1 |
| Las Vegas, Nevada | \$ 2,625.00 | 3 |
| San Diego, California | \$ 3,000.00 | 3 |
| Long Beach, California | \$ 3,000.00 | 3 |
| Los Angeles, California | \$ 3,000.00 | 3 |

Above rates do not include any driver’s hotel accommodations.

For trips not listed above, provide pricing for trips from:

One location within Maricopa County to another location
within Maricopa County \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

One location within Maricopa County to another location
outside Maricopa County \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

One location within Maricopa County to another location
outside Arizona \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

RFP # 3422-6

Price per day for out of town multi-day trips

\$ 3.75 per mile or \$ 875.00 per day
whichever is greater

Price per day for extra driver/other OTR costs
if needed

Driver wages per day \$ 175.00 plus additional
cost based on where needed to cover travel

Price for 1 day trips that go overnight

\$ 3.75 per mile or \$ 875.00 per day
whichever is greater


RFP # 3422-6

Tab 2: Signature Page

Insert here

SIGNATURE PAGE

Pursuant to Arizona Revised Statutes 35-391.06 & 35.393.06, proposer certifies that it does not have a scrutinized business operation in either Sudan or Iran.

SIGNATURE _____ 

PRINTED NAME _____ Dortha A Harris

TITLE _____ Senior Sales Associate

COMPANY _____ Busco Inc dba Arrow Stage Lines

ADDRESS _____ 3255 S 44th St

CITY, STATE, ZIP _____ Phoenix, Az 85040

TELEPHONE 480-874.6753 FAX NUMBER 480-446-2802

E-MAIL _____ Dortha.harris@arrowstagelines.com

Is your firm a:

(x) Corporation* () Partnership () Individual () Joint Venture

- If a corporation, answer the following:
 - a) Where incorporated: Nebraska
 - b) Date incorporated: 1928
 - c) Have your Articles ever been suspended or revoked? () Yes (x) No

If yes, when, for what reason, and when were they reinstated:

- Has your firm or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities? No
If yes, when, for what reason, and when were they reinstated:

Tab 3: Scope of Work

The Maricopa County Community College District requires bus transportation services for Students, Staff and other affiliated personnel to and from designated locations as requested.

3.1.1 Contractor(s) will provide transportation services in accordance with all applicable Federal, State, and Local regulations.

3.1.2 Contractor(s) will provide transportation services, when requested, to local (inside Maricopa County), statewide (within Arizona), and/or out of state destinations.

3.1.3 Contractor(s) will provide subcontracted, alternate bus service, if requested, when no company vehicles are available at the same prices awarded from this proposal. Subcontracted services, including the age of the buses, must be equal or better to all requirements, terms and conditions of this proposal.

3.1.4 Locations listed on the Pricing Schedule are not all-inclusive but only represent locations traveled to historically, mostly by athletic teams.

Proposal Requirements

4.1 Minimum Requirements

4.1.1 We are licensed to do business in the State of Arizona

4.1.2 Services provided by Busco, Inc dba Arrow Stage Lines that are similar in scope include:

- Daily scheduled line runs in multiple locations throughout the country that are owned and operated by Busco, Inc.
- Colorado Department of Transportation. This scheduled line run requires one coach to operate 5 days a week between Denver, CO and Ogallala, NE. .
- The Phoenix, Denver, Kansas City and Omaha locations operate daily military runs for Command Management Services. Command Management is a firm that manages various government travel needs throughout the country. In the particular case of the transportation provided daily by the four locations, new military recruits are transported to and from the Military Entrance Processing Stations.

Command Management Services

921 SW Washington Street

Portland, Or 97205

619-218-1442

RFP # 3422-6

Arizona State University
Tempe, Arizona 85287
480-965-2824

CAE
5010 E Falcon Dr
Mesa, Az 85215

4.1.3 This certifies that I, Dortha Harris , Senior Sales Associate , have read and understand the requirements and scope of work detailed within RFP # 3422-6 and can attest to the ability of Busco Inc dba Arrow Stage Lines to comply with all terms, requirements, and conditions of said contract.

4.1.4 Respondent Questionnaire (Section 5)

Tab 4: Respondent Questionnaire

Section 5

5.1 Description of Firm

5.1.1 Busco Inc dba Arrow Stage Lines

5.1.2 Sales Manager Kim Weaver and Senior Sales Associate Dortha Harris will be assigned to MCCCD.

5.1.2-5.1.3 The following persons are authorized to make representations on behalf of Busco Inc dba Arrow Stage Lines

Todd Koehler, Regional Director
3255 South 44th Street
Phoenix, Az 85040
480-446-2868
602-721-3890 mobile
todd@arrowstagelines.com

Kim Weaver, Sales Manager
3255 South 44th Street
Phoenix, AZ 85040
Phone (480) 446-2868
Fax (480) 446-2802
Mobile 602-721-5022
kim@arrowstagelines.com

Dortha A Harris, Senior Sales Associate
3255 South 44th Street
Phoenix, AZ 85040
Direct (480) 874-6753
dortha.harris@arrowstagelines.com

Rebecca James
3255 South 44th St
Phoenix, Az 85040
Direct 480-874-6757
Rebecca.james@arrowstagelines.com

5.2 Qualifications

5.2.1 Our Phoenix location operates contracts for numerous school districts throughout Phoenix. These contracts require daily transportation throughout the school year for sports teams and various school activities. School districts included are: Paradise Valley Unified, Chandler Unified, Agua Fria, Mesa Public Schools, Gilbert Public Schools, Kyrene School District, Peoria Unified, Arizona State University, and Imagine Charter Schools. These are multiple year contracts in various stages of their duration. We operate a daily shuttle service for Quicken employees in the downtown Phoenix area. We do scheduled line runs between Tucson-Las Vegas for Flixbus with a seven day a week schedule. We are the provider of the inter-campus shuttle service for ASU providing approx 28 + coaches and 50 + drivers daily to complete.

5.2.2 Busco, Inc. Arrow Stage Lines, makes your safety our #1 priority. Every 6,000 miles, our charter buses go through maintenance inspections including brake systems, suspension and drive train, a thorough check of the heating and air conditioning systems, inspection of all tires and a review of oil and air lines. Each charter bus is inspected in our own shops and critical parts are replaced long before necessary. This special attention to preventive maintenance is why Busco, Inc. has one of the lowest rates of on-road problems in the industry. Should an equipment problem occur, our long-standing relationship and reputation with other motor carriers across the nation will ensure service and replacement motor coaches. For additional peace of mind, Busco, Inc. carries full insurance coverage. We are state and federally licensed. All of our motor coaches meet or exceed state and federal safety requirements. We are members of the IMG, American Bus Association, the National Motor coach Network, and the United Motorcoach Association.

5.2.3_ The full size vehicles intended to be operated pursuant to contract award are as follows:

Capacity- 54 passengers

- ADA compliant
- Smart Tire
- Fire Suppression
- DriveCam
- Driver safety gate
- PA systems
- Roomy reclining seats with plenty of leg room
- Adjustable footrests / Arm rests
- Individual reading lights
- Spacious restrooms
- Overhead racks for carry-on bags
- Climate-controlled air conditioning and heating systems
- Huge, tinted picture windows for clear vision with no glare
- Large, weather-proof luggage compartments

- Coach shocks upgraded to Koni shocks for premium rider experience.
- Audio/Video equipment
- Electronic destination signage
- GPS
- Meets newest emission standards, lowest carbon footprint in diesel engine class.

5.2.4 Average age of fleet

| Coach # | Year | Seats |
|----------------|-------------|--------------|
| 1516 | 2012 | 56 |
| 1522 | 2013 | 54 |
| 1553 | 2003 | 56 |
| 1601 | 2015 | 54 |
| 1606 | 2015 | 54 |
| 1610 | 2015 | 54 |
| 1611 | 2015 | 54 |
| 1614 | 2016 | 54 |
| 1617 | 2016 | 54 |
| 1618 | 2016 | 54 |
| 1619 | 2016 | 54 |
| 1624 | 2016 | 54 |
| 1628 | 2016 | 54 |
| 1632 | 2017 | 54 |
| 1635 | 2017 | 54 |

| | | |
|------|------|----|
| 1641 | 2018 | 54 |
| 1642 | 2018 | 54 |
| | | |
| | | |
| | | |
| 5101 | 2015 | 56 |
| 5508 | 2010 | 57 |
| 5509 | 2010 | 57 |
| 5512 | 2013 | 57 |
| | | |
| | | |
| 9556 | 2008 | 54 |
| 9558 | 2008 | 56 |
| 9559 | 2009 | 56 |
| 9560 | 2009 | 56 |
| 9569 | 2014 | 56 |

5.2.5 Maintenance and Breakdown Strategy

Should an equipment problem occur, our long-standing relationship and reputation with other motor carriers across the nation will ensure service and replacement motor coaches. We also have 24 hour dispatch and maintenance standing by to assist in the prompt correction of any issue. Replacement vehicles are dispatched within the hour of receiving the call if applicable.

Arrow Stage Lines makes your safety our #1 priority. Every 4,000 miles, our charter buses go through maintenance inspections including brake systems, suspension and drive train, a thorough check of the heating and air conditioning systems, inspection of all tires and a review of oil and air lines. Each charter bus is inspected in our own shops and we replace critical parts long before necessary. This special attention to preventive maintenance is why we have one of the lowest rates of on-road problems in the industry

5.2.6 Detail of vehicle by class size

See above vehicle list in **section 5.2.4**

5.2.7 Driver training

Every driver at Busco, Inc. dba Arrow Stage Lines goes through a complete 2 week training program. Material covered in this program include hours of service, federal & state laws governing the motor coach industry, customer service, the mechanical issues related to operating a motor coach, and a thorough driving test covering a variety of conditions and situations. Training is completed with a comprehensive time spent on location driving for familiarization of the surrounding areas, and then mentored actual passenger carrying charters. Only then is a driver released to carry our most precious cargo, the customer. Busco also believes in continuing education and achieves this in continuous refresher classes both in shop and behind the wheel.

5.2.8 Licensing requirements

Minimum age 21

3 Years Verifiable Over-The-Road driving experience.

Our drivers have an average 10+ years behind the wheel experience, this average is nearly triple that of the industry norms.

Full pre-employment background checks done in house by human resources.

Pre-employment drug and alcohol screening.

All new drivers are required to have a DOT physical if the current physical on record is older than 30 days.

Drivers over the age of 65 are required to have a DOT physical yearly.

All drivers are entered in a pool of random drug and alcohol screening. Among all locations nationwide the number of Phoenix monthly random screens is 3-5.

Drug and Alcohol Policy

The use, consumption, possession, distribution, manufacture or sale of drugs, alcohol, or any other controlled substance on Company property is strictly prohibited. Company property, within the meaning of this policy, shall include but not limited to all land, occupied or vacant buildings, structures, installations, automobiles, trucks, busses, job sites or other vehicles operated for Company purposes. Any individual found to be in violation of the policy will be subject to immediate disciplinary action

including dismissal from the company relevant to all applicable local, state, and federal regulations in effect at the time.

5.2.9 Past 5 years accidents

We have 11 Recordable Crashes Registered the FMCSA

1. Fatal Crash (1)
2. Injury Crashes (3)
3. Towaway Crashes (7)

(1) Crash where Arrow Stage Lines was at fault
(9) Crashes third party at fault but vehicle needed towed
(1) Animal Strike but caused Motorcoach to be towed.

5.2.10 3-5 References of similar size

Insert attachment A Bidder References

5.2.11 Additional information

5.3 Operational

5.3.1 Overnight policies/procedures

It is the company policy that the group would be responsible in providing the driver with a room on multi bus moves each driver needs his/her own room.

5.3.2 Lead time

Request lead time one week prior but can work on less based on availability.

5.3.3 ADA Provisions

ADA coaches available upon request, coaches are equipped with a lift



5.3.4 Cancellation policies

No charge cancellations made 72 hours or more

\$ 150.00 cancel fee 72 hours or less
\$ 200.00 cancel fee for cancellations at point of pickup within Phoenix Metro area

5.3.5 Standard day

Complies with MCCCCD 10 hour standard day. Driver can be on clock within a 24 hour period 15 hours of which he/she can drive 10 of those hours without having 8 hours off the clock in room not including travel time to/from said room.

5.3.6 Additional hours/overtime

With reference to driver's additional hours or overtime this is determined when and where such need would take place. With reference to cost of the transportation this would be included in the overall cost. \$ 175.00 per day driver wages plus cost to place driver would need to cover travel cost, room, etc.

5.3.7 Preferred Amenities

Seat Belts, power outlets, USB Charging Stations, Air Conditioning, WiFi, TV Monitors, A/V Entertainment, Audio Jacks

5.3.7.1 Most amenities are standard but must be requested at time of reservation and are subject to availability

5.3.7.2 80% of fleet equipped with most preferred amenities must be requested at time of reservation and are subject to availability

5.3.7.3 No discounts for vehicles that do not feature these amenities

5.4 Other

5.4.1 Contract Cooperatively

Community Colleges or Private Colleges within the Phoenix Metro area may participate in Contract

5.4.2 Additional Services

N/A

4.1.5 PRICING

**MARICOPA COMMUNITY COLLEGES RFP 3422-6
 BUSCO INC DBA ARROW STAGE LINES
 PRICING SCHEDULE – LARGE-BUSES (54 PAX)**

| Round trip from any MCCCDC location: | <u>54 PAX</u> | <u>DAYS</u> |
|---------------------------------------|---------------|-------------|
| Ephraim, Utah | \$ 5,345.00 | 4 |
| St. George, Utah | \$ 3,375.00 | 3 |
| Roswell, New Mexico | \$ 5,455.00 | 4 |
| Rexburg, Idaho | \$ 8,225.00 | 7 |
| Colorado Springs, Colorado | \$ 7,775.00 | 6 |
| Dallas, Texas | \$ 10,950.00 | 8 |
| Nogales, AZ | \$ 1,405.00 | 1 |
| Winslow, Az | \$ 1,680.00 | 1 |
| Northland Pioneer, Holbrook, AZ | \$ 1,875.00 | 1 |
| Eastern CC, Thatcher, AZ | \$ 1,310.00 | 1 |
| Cochise College, Douglas, AZ | \$ 2,235.00 | 1 |
| AZ Western CC, Yuma, AZ | \$ 1,500.00 | 1 |
| Central Arizona College, Coolidge, AZ | \$ 875.00 | 1 |
| Northern Arizona Univ, Flagstaff, AZ | \$ 1,125.00 | 1 |
| Yavapai College, Prescott, AZ | \$ 875.00 | 1 |
| Pima CC, Tucson, AZ | \$ 930.00 | 1 |
| Univ of Arizona, Tucson, AZ | \$ 930.00 | 1 |
| Las Vegas, Nevada | \$ 2,625.00 | 3 |
| San Diego, California | \$ 3,000.00 | 3 |
| Long Beach, California | \$ 3,000.00 | 3 |
| Los Angeles, California | \$ 3,000.00 | 3 |

Above rates do not include any driver’s hotel accommodations.

For trips not listed above, provide pricing for trips from:

One location within Maricopa County to another location
 within Maricopa County \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

One location within Maricopa County to another location
 outside Maricopa County \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

One location within Maricopa County to another location
 outside Arizona \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

Price per day for out of town multi-day trips \$ 3.75 per mile or \$ 875.00 per day
whichever is greater

RFP # 3422-6

Price per day for extra driver/other OTR costs if needed

Driver wages per day \$ 175.00 plus additional cost based on where needed to cover travel

Price for 1 day trips that go overnight

\$ 3.75 per mile or \$ 875.00 per day whichever is greater

4.1.6 We are unable to obtain authority to operate in Mexico. We can operate in Canada.

Busco Inc dba Arrow Stage Lines
Bus yard and Maintenance facilities location:
3255 South 44th Street
Phoenix, Arizona 85040





4.2 Specific Requirements

4.2.1 All vehicles provided will be 8 years or newer (based on vehicle availability). Scheduled maintenance program documents are available upon request.

4.2.2 We comply with all Federal DOT regulations

4.2.3 ADA equipment available need 72 hours advance notice

4.2.4 All equipment equipped with DVD/PA

4.2.5 All equipment equipped with restroom

4.2.6 Seating Capacity 54 passenger

4.2.7 Drivers will comply with DOT Standards and be in uniform with company ID

Driver Safety Standards:

For even more peace of mind, we carry full insurance coverage. We are state and federally licensed. All of our motor coaches meet or exceed state and federal safety requirements. Additionally, we are members of the IMG, American Bus Association, the National Motorcoach Network, and the United Motorcoach Association. Finally, every driver at CT'NT goes through a complete training program. Material covered in this program include hours of service, federal and state laws governing the motor coach industry, customer service, the mechanical issues related to operating a motor coach, and a thorough driving test covering a variety of conditions and situations. When training is completed our drivers return to their home terminal, where they spend time with that location's driver trainer. Only then is a driver released to carry our most precious cargo, the customer. We also believe in continuing education and achieve this in a variety of ways.

4.2.8 Equipment available 24/7 for dispatch based on vehicle and driver availability

4.2.9 In event of Breakdown

Should an equipment problem occur, our long-standing relationship and reputation with other motor carriers across the nation will ensure service and replacement motor coaches. We also have 24 hour dispatch and maintenance standing by to assist in the prompt correction of any issue. Replacement vehicles are dispatched within the hour of receiving the call if applicable.

Arrow Stage Lines makes your safety our #1 priority. Every 4,000 miles, our charter buses go through maintenance inspections including brake systems, suspension and drive train, a thorough check of the heating and air conditioning systems, inspection of all tires and a review of oil and air lines. Each charter bus is inspected in our own shops and we replace critical parts long before necessary. This special attention to preventive maintenance is why we have one of the lowest rates of on-road problems in the industry

4.2.10 All equipment will spot 15 minutes prior to scheduled pickup time

4.2.11 Equipment will show up with clean restroom, fire extinguisher and first aid kits.

We do have First Aid Kits in all coaches whereas It is our company policy that our drivers not render first aid should the need arise where medical service is needed they are instructed to call 911

4.2.12 Vehicles will not display any casino or inappropriate advertising inside or out.

4.2.13 Drivers workday is defined by MCCCCD for use up to 10 hours per day.

4.2.14 If previously booked vehicle is unavailable a replacement vehicle of equal or greater value will be provided at no additional cost.

4.2.15 For multi-day trips we will comply with MCCCCD's Travel Administrative Regulations.

<https://district.maricopa.edu/regulations/admin-regs/seciton-1/1-15>

4.3 Additional Services

4.4 Deviations from RFP

Sub-Contractors

In the event we are sold out and have to sub-contract work out we would choose from the following companies. We make our selection process when sub-contracting based on the type of coaches the sub-contractor will be able to supply and the cost associated with. We make our very best attempt to properly match the type of trip with the sub-contractor and their knowledge of the trip.

All Aboard America
American Explorer
Tour West America
Jet Limousine
Arizona Corporate Coach
Carey Limousine
Masters Touch
Beeline

Gray Line
Mountain View
Via Adventures
Romeros
Transtyle
Xavier Limousine
Carrera's

We do not have operating authority to operate within Mexico.

Equipment sizes

We no longer have mini coaches in our fleet.

RFP # 3422-6

We have no vans in our fleet.

4.4 Signature page

4.5 Award Consideration

4.6 Format & Submittal requirements bound and tabbed

Tab 1: Price Totals Sheet/Itemized Price List

Tab 2: Signature Page

Tab 3: Scope of Work

Tab 4: Respondent Questionnaire

Tab 5: Attachment A

Tab 6: Warranty (if required)

Tab 7: Signed Addenda (if any)

Tab 8: Deviation to Terms and Conditions (if any)

Tab 9: External Entity Due Diligence Question (if required)

RFP # 3422-6

Tab 5: Attachment A

Insert

ATTACHMENT A

BIDDER'S STATEMENT

Interested Bidders are asked to review and provide, as completely and accurately as possible, a written response on each applicable section below:

TYPE OF BUSINESS ORGANIZATION

Please check the appropriate box(es).

The Bidder represents that it operates as:

A CORPORATION incorporated under the laws of

the State of Nebraska & Arizona

An INDIVIDUAL

A PARTNERSHIP

A NON-PROFIT ORGANIZATION

A JOINT VENTURE

Federal Employer Identification Number: 47-0737571

PARENT COMPANY and IDENTIFYING DATA

A "parent" company, for the purposes of this provision, is one that owns or controls the activities and basic business policies of the Bidder. To own the Bidding company means that the "parent" company must own more than 50 percent of the voting rights in that company. A company may control a Bidder as a "parent" even though not meeting the requirements for such ownership if the "parent" company is able to formulate, determine or veto basic policy decisions of the Bidder through the use of dominant minority voting rights, use of proxy voting or otherwise.

The Bidder:

IS IS NOT owned or controlled by a "parent" company.

If the Bidder IS owned or controlled by a "parent" company, Bidder shall provide the name, address, phone and fax numbers, and Federal I.D. No. of the company.

ATTACHMENT A
 BIDDER'S STATEMENT (continued)
 BIDDER REFERENCES
 Private Business Contracts

MCCCD requires a minimum of three (3) current and local references for which you are providing same or similar products and services specified herein. Please indicate below the businesses for which you have provided such during the past two (2) years:

- 1 Company Name: _____ Arizona State University
 Address: _____ PO Box 872505
 _____ Tempe, Az 85287
 Phone #: 480-965-1287 Fax #: 480-965-9082
 Contact Person: _____ Mike Chismar
 Contract Period: From: 2006 To: Present
 Describe Services: _____ Charter bus services

- 2 Company Name: _____ PVCC
 Address: _____ 18401 N 32nd St
 _____ Phoenix, Az 85032
 602-787-7173 Fax #: 602-787-6715
 Contact Person: Sarah Stemm
 Contract Period: From: 2009 To: Present
 Describe Services: _____ Charter sevices

- 3 Company Name: _____ Glendale CC
 Address: _____ 6000 W Olive
 _____ Glendale, Az 85302
 Phone #: 623-485-4634 Fax #: 623-845-3005
 Contact Person: Peter Oliszcza
 Contract Period: From: 2009 To: Present

ATTACHMENT A
 BIDDER REFERENCES (continued)
 Federal, State or Other Political Subdivision Contracts

MCCCD is also interested in speaking with public agencies or educational institutions for whom you have provided such products and services covered herein:

- 1 Company Name: _____ Mesa Public Schools
 Address: _____ 7038 E Adobe Rd
 _____ Mesa, Az 85205
 Phone #: 480-772-0164 Fax #: 480-772-0419
 Contact Person: Annette Edward
 Contract Period: From: 2009 To: Present
 Describe Services: _____ Charter services
- 2 Company Name: _____ DVUSD
 Address: _____ 20402 N 15th Ave
 _____ Phoenix, Az 85027
 Phone #: 602-467-5082 Fax #:480-445-5083
 Contact Person: _____ Ed Zwar
 Contract Period: From: 2017 To: Present
 Describe Services: _____ Charter services
- 3 Company Name: _____ Command Management
 Address: _____ 620 SW Fifth Ave
 _____ Portland, Or 97204
 Phone #: 405-921-4152 Fax #:503-224-6848
 Contact Person: _____ Anna Roebuck
 Contract Period: From: 2007 To: Present

ATTACHMENT A
 BIDDER'S STATEMENT (continued)
 ADDITIONAL BUSINESS INFORMATION
 Standard Business Hours

- 1 Days of week available for services: Sunday-Saturday
- 2 Business hours of operation: Monday-Friday 0800-1700
- 3 On-call/Emergency service hours: _____
- Phone Number(s): 480-772-3436
- Web Address: www.arrowstagelines.com
- FAX Number: 480-776-2802

General Information

- 4 Business License Number: 175751
- 5 Number of years in business under current name: 90
- 6 Number of offices in the State of Arizona: 1
- 7 Business Classification (check applicable category)
 Minority Owned Business (MBE)
 Woman Owned Business (WBE)

Does your firm hold this certification from any other agencies or companies?

No: Yes: With Whom? _____

- 8 Name and address of office assigned to handle the MCCCCD account:
Arrow Stage Lines
3255 S 44th St
Phoenix, Az 85040
- 9 Account Manager Information:
- | | |
|---------------|----------------------------|
| Name: | <u>Dortha A Harris</u> |
| Office Phone: | <u>480-874-6753 direct</u> |
| Cell: | <u>623-326-7730</u> |
- 10 Contractors License Number(s): TYPE Business NUMBER _____
- 11 Do you ever sub-contract any of your services? NO
 YES
 If YES, which services?: Transportation

ATTACH ADDITIONAL SHEETS IF NECESSARY TO FURTHER DESCRIBE THE EXPERIENCE AND QUALIFICATIONS OF YOUR FIRM FOR PROVIDING THE PRODUCTS/SERVICES UNDER THE CONTRACT

RFP # 3422-6

Tab 6: Warranty N/A

RFP # 3422-6

Tab 7: Signed Addenda



RFP 3422-6 Bus Transportation Services

Description: Bus Transportation Services
RFP #: 3422-6 Addendum #1
Date: September 11, 2019

The following clarifications, changes, additions or deletions for this project shall be made to the above mentioned RFP; all other conditions shall remain unchanged. The Addendum supersedes current conditions shown in the RFP document. This Addendum modifies them as follows:

Correction to the Pricing Schedule (Section 7):

The last paragraph in section 7 page 19 is to be corrected as follows:

You may submit a more detailed pricing schedule in lieu of the above as an attachment to this page, but the signature page (Section 10) must be completed, signed and included with your proposal.

Correction to Strategic Partnerships (Section 1.5):

The link in section 1.5 page 2 for the 2017 – 2020 Strategic Commitments has been updated as follows:

<https://procurement.maricopa.edu/sites/procurement/files/purchasing/forms/MCCCD%20Strategic%20Commitments%202017-2020%20-%20Nov%2015%2C%202016.pdf>

QUESTIONS AND ANSWERS

No further questions will be answered.

Below are responses to the questions that were received regarding this RFP. If your question(s) was not specifically answered it may be because it was not pertinent to your ability to respond to the RFP; did not address what was requested in the RFP; was similar to a question previously asked; was information that only the successful proposer will need and will be provided when they start working on the project; and/or the answer is already contained in the RFP package or available on our website.

Please note the questions are in black, with the response following in blue. When possible wording for each question was kept in the same format as received but may have been edited to provide clarity. Questions may be placed in a different order and renumbered. Responses to questions received are as follows:

Q1. Is it possible to give an estimated amount of trips annually per vehicle type? (ie; motorcoach/large buses, small/mini bus, vans)

A1. MCCCCD does not keep a record of the frequency of trips per vehicle type.

Q2. What is the average length of stay at the destination?

A2. The average length of stay at a destination differs between colleges depending upon the activity and the Primary Chaperone/Faculty accompanying the students or the Athletic Director.

- In county travel can vary from 2 to 8 hours
- Out of county travel can vary from 8 to 14 hours.
- Out of state travel can vary from 2-7 days.

Tab 8: Deviations to Terms and Conditions

N/A

Tab 9: External Entity Due Diligence Question

N/A

Busco Inc dba Arrow Stage Lines - Going Green.

We're investing in the future. Read a little about how our new motor coaches benefit you and the environment.

How does motor coach travel protect the environment?



Motor coaches are a greener, fuel-efficient way to go, naturally. Each coach carries as many as 56 passengers, which keeps numerous cars off the road, ultimately reducing emissions and traffic congestion. A motor coach uses about 17 gallons of fuel to travel 100 miles (assuming 6 miles per gallon). Taking the same number of people the same distance by car would use 70 gallons of fuel.

Passenger cars alone have caused about 60 percent of U.S. carbon emissions over the last 20 years, according to some studies. A private vehicle is the largest contributor to a person's carbon footprint.

Motor coaches on average deliver 336 passenger miles per gallon of fuel. In contrast, single-occupant automobiles achieve 28 passenger miles per gallon at highway mileage.

Motor coach travel offers an immediate alternative for those seeking to reduce their energy use and carbon footprints.

Is travel by motor coach really a greener way to ride?

Given all of today's transportation options, the motor coach is the best way to travel if you're looking to minimize your output of carbon dioxide during your trip. Traveling by motor coach uses less fuel and produces less CO₂ than comparable travel in other modes of long-distance transportation.

In a study done by Clean Air-Cool Planet, a New Hampshire non-profit group, a comparison was made of two people traveling by car, plane, train and motor coach on an estimated 236-mile round-trip the distance from Washington, DC, to New York City, one of the nation's most-traveled corridors. Switching to motor coach travel for the approximately 12,300 miles annually traveled via the automobile would reduce a driver's carbon dioxide emissions by 6.7 tons.

An even fainter footprint is ahead. Today's newest motor coaches are cleaner still, due to low-emission, clean-diesel engine technology mandated by the EPA that includes a diesel particulate filter. The DPF, in combination with Ultra Low Sulfur Fuel, cuts particulate matter by 90 percent. The new coaches emit about 16 pounds of CO₂ per passenger on a 236-mile trip.

What does "powered by clean-diesel technology" mean?

Today's new motor coach models are cleaner than ever before. The EPA has mandated new diesel-engine technology that reduces particulate matter (black smoke) by 90 percent and reduces Nitrogen oxides by 52 percent. Diesel is the world's most efficient internal combustion engine, providing more power than gasoline, compressed natural gas or liquefied natural gas. A new emission control system, particulate traps that collect the black soot, new low-ash oil, and ultra low sulfur diesel fuel add up to a huge improvement in emissions reductions. Oil companies have reduced the sulfur in diesel from 500 parts per million to the EPA-mandated level of less than 15 parts per million. Additional diesel engine technology is unfolding for 2010 that should reduce NOx by 82 percent.

Do you use Ultra Low Sulfur Diesel or Bio-Diesel Fuel?

Our newest motor coach models can run on either Ultra Low Sulfur Diesel or a Bio-Diesel blend.

In addition to your new clean diesel coach models, what other ways do you conserve energy?

Our coaches feature components that help us to minimize fuel consumption, including the SmarTire® tire pressure monitoring system. We subscribe to our tire manufacturers' recycling program. Drivers are well-trained and adhere to appropriate driving standards to conserve fuel. We recycle all fluids and have a stringent maintenance program in place that keeps our fleet in top shape for better fuel efficiency.

What about when the motorcoaches are idling?

Arrow Stage Lines has a modern and up-to-date fleet of new motorcoaches which have shorter idle times and an engine auto shut-off feature. This means we don't waste much fuel when the motorcoach isn't actually driving, which is good for the environment - naturally.

Is there anything else to know about motor coach travel?

Yes. Higher fuel costs, global warming and more comfortable, luxurious models are driving more consumers to travel by motor coach. A study recently published by Joseph Schwieterman, a professor at De Paul University, found that intercity coach travel has been enjoying a significant rebirth, expanding throughout the country at the fastest rate in more than 40 years.

- M.J. Bradley & Associates Comparison Study - May 2007
- American Bus Association
- Clean-Air Cool Planet
- Diesel Technology Forum
- Biodiesel.org
- School of Public Service Policy Study DePaul University



BUSCINC-01

NCVDMS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/23/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|---|--|--|
| PRODUCER American Highways Ins. Agency 3250 Interstate Drive Richfield, OH 44286 | CONTACT NAME: PHONE (A/C, No, Ext): (800) 935-2442 FAX (A/C, No): (330) 659-8912 E-MAIL ADDRESS: service@highwaysinsurance.com | |
| | INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: National Interstate Insurance Company 32620 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |
| INSURED Busco, Inc. dba Arrow Stage Lines 4220 South 52nd St. Omaha, NE 68117 | | |

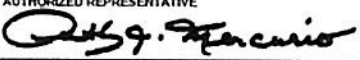
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL RISK | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | | | XPP1119490-16 | 2/1/2019 | 2/1/2020 | EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/POP AGG \$ 5,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | XPP1119490-16 | 2/1/2019 | 2/1/2020 | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| A | <input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | XEX1119490-14 | 2/1/2019 | 2/1/2020 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ AL/GL \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Physical Damage Deductibles:
 Charter Vehicles \$20,000 Comprehensive/Collision
 All Other Vehicles \$5,000 Comprehensive/\$10,000 Collision
 Private Passenger/Service \$2,500 Comprehensive/Collision

For Information Only

| | |
|---|---|
| CERTIFICATE HOLDER PROOF OF INSURANCE | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE  |

STATE OF ARIZONA



Office of the
CORPORATION COMMISSION

CERTIFICATE OF GOOD STANDING

To all to whom these presents shall come, greeting:

I, Ted Vogt, Executive Director of the Arizona Corporation Commission, do hereby certify that

*****BUSCO, INC.*****

a foreign corporation organized under the laws of Nebraska did obtain authority to transact business in the State of Arizona on the 8th day of April 1998.

I further certify that according to the records of the Arizona Corporation Commission, as of the date set forth hereunder, the said corporation has not had its authority revoked for failure to comply with the provisions of the Arizona Business Corporation Act; and that its most recent Annual Report, subject to the provisions of A.R.S. sections 10-122, 10-123, 10-125 & 10-1622, has been delivered to the Arizona Corporation Commission for filing; and that the said corporation has not filed an Application for Withdrawal as of the date of this certificate.

This certificate relates only to the legal authority of the above named entity as of the date issued. This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the entity's condition or business activities and practices.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Arizona Corporation Commission. Done at Phoenix, the Capital, this 18th day of April, 2017, A. D.




Ted Vogt, Executive Director

By: _____ 1639669

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Busco, Inc.

2 Business name/disregarded entity name, if different from above

Arrow Stage Lines

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

- Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____
 Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
 Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

4220 S. 52nd St.

6 City, state, and ZIP code

Omaha, NE 68117

Requester's name and address (optional)

7 List account number(s) here (optional)

Print or type.
See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number | | | | | | | | | |
|------------------------|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |

or

| Employer identification number | | | | | | | | | | |
|--------------------------------|---|--|---|---|---|---|---|---|---|---|
| 4 | 7 | | - | 0 | 7 | 3 | 7 | 5 | 7 | 1 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ *Debra A. Harris*

Date ▶ *4/24/19*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

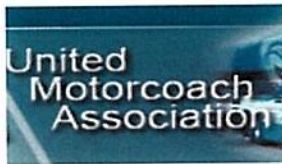
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

**"No one would play a violin out of tune.
It's just as important to me that our
Motor coaches are as finely tuned."
Gene Wordekemper
Corporate Maintenance Director**



RFP # 3422-6

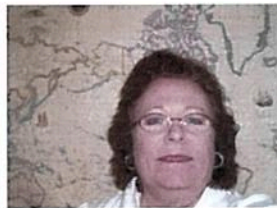


We invite you to come take a tour of our facility we are centrally located in Phoenix.
3255 S 44th St
Phoenix, Az 85040

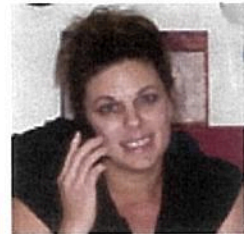




Todd Koehler
SW Regional Director



Dortha Harris
Senior Sales Associate



Kim Weaver
Sales Manager