

**MIDDLESEX COUNTY COLLEGE
2600 WOODBRIDGE AVENUE
EDISON, NJ 08818**

**SPECIFICATION FOR CHARTER BUS SERVICE
(LOCAL SUPPLIER)**

Bid # 16-1 TITLE: Charter Bus Service

The College is soliciting bids to furnish 55 passenger Coach type air-conditioned buses on a non-schedule basis to the locations indicated on the next page for the period July 1, 2015 through June 30, 2016. There is an option to renew for a second year, July 1, 2016 through June 30, 2017.

All buses must be new or no more than five years old. All buses must be equipped with rest room facilities. The College may request that a bus be equipped with a TV/VCR/DVD for certain trips. The College may request, and the Bus Company must be able to provide, a bus that has a wheelchair lift when this type of handicapped assistance is required. The Bus Company must respond to a breakdown with another bus within one hour. The Bus Company must have a twenty-four hour communication capability located within the main office.

Quantities cannot be pre-determined and are to be released on a demand basis by individual PO by the College Purchasing Department.

The College cannot project volume on any trip since purchases are on a demand basis as required.

All items indicated have been selected for competitive pricing based on prior usage.

It is agreed and understood that all purchase orders issued during this contract period for those items not included in this list will also be priced based on the same formula used on the listed trips.

All releases will be made by the College Purchasing Department or by other authorized assigned personnel as designated by the Director of Purchasing and Inventory and in accordance with our local supplier procedure. An individual Purchase Order will be assigned for each transaction; the PO number must be printed on the invoice.

All quoted prices must include tolls and parking fees and must be valid for the whole term of the contract. All prices must be based on departure and return from the West Hall Building located on the College's Edison, NJ campus.

The College reserves the right to book a bus for any trip up to one week before departure date. If the Bus Company cannot provide a bus for any trip for any reason, the Bus Company must subcontract for any buses that the College may need. The bus Company must also provide those buses at the bid contract price with no additional cost to the College.

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The College may cancel a trip 24 hours before scheduled departure at no cost to the College.

Insurance Requirements listed on page G-12 (b) are revised as follows:

- b. Comprehensive General Liability Insurance Including Contractors Protective Completed Operations and Contractual Liability Insurance with minimum limits of not less than \$1,000,000 any one person and \$3,000,000 any one occurrence for bodily injury, sickness, disease, or death, and \$500,000 any one occurrence and \$1,000,000 aggregate for property damage. Furthermore, excess liability umbrella coverage must be provided with a minimum limit of ten million (\$10,000,000). The property damage liability insurance shall include the Broad form Property Damage Liability endorsement as well as coverage for the explosion, collapse, and underground (XCU) hazards. All liability coverages shall be on occurrence basis. Broad Form comprehensive General Liability Endorsement without modification must be included. Claims Made form is not acceptable. The Comprehensive General Liability certificate must specifically state that Standard contractual Liability Insurance is in force insuring the Indemnification Clause. The Indemnification Clause must be typed on the certificate.

The Director of Purchasing and Inventory or his assignee reserves the right to examine and audit invoices processed during the term of this contract. Any violation in this agreement may result in canceling this contract immediately and the difference charged back or credited for any disclosed item found to be incorrectly billed to the College.

Please include a list of the equipment to the bid document.

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