



The Arizona Sports Foundation, Valley of the Sun Bowl Foundation, Fiesta Events Inc. and The Arizona College Football Championship Foundation (collectively, the "Fiesta Bowl")

**Request for Proposals  
Student-Athlete Shuttle Service  
Due: June, 21, 2019**

**Purpose:** The Fiesta Bowl is seeking bids from qualified suppliers to provide Student-Athlete Shuttle Service for the PlayStation Fiesta Bowl/College Football Playoff Semifinal and the Cheez-IT Bowl.

**Instructions to Proposer:**

1. The proposer(s) shall present a quote based on the following information and scope of work:
  - Service: Provide shuttle service for members of the participating teams between the community's entertainment locations and the team hotels.
  - Dates: For 2019, Fiesta Bowl teams are to arrive no later than 6:00 PM on Sunday, December 22, 2019 and game date is Saturday, December 28, 2019. Cheez-It Bowl teams are to arrive no later than 3:00 PM on Tuesday, December 24, 2019 and game date is Friday, December 27, 2019. However, teams may arrive before those dates if they choose – teams are officially selected on Sunday, December 8th and final Student-Athlete Shuttle schedule forms are to be submitted by teams approximately one week after and will be distributed to vendor as soon as it is received.
    - The Fiesta Bowl organization will be responsible for all normal expenses in regards to the shuttle service for the Institutions participating in the Fiesta Bowl game for up to six (6) days. The Institutions will be responsible for any service beyond the six (6) days and/or any requests outside this scope. The Cheez-It Bowl teams shall have the OPTION to use the shuttle service and will be responsible for all costs associated should they choose to. Cheez-It Bowl teams will have a strict deadline (approximately 5 days after teams are selected) to accept or decline the service.
  - Schedule: In general, service is used approximately 4-5 nights from 6:00 PM to 1:00 AM ( $\pm$  35 total hours for each team). Each team (Coaches/Administration) will determine the final shuttle schedule. Typically teams will not use the service the day/night before the game, the night post-game or the day after the game, but it has happened.
  - Vehicles: Approximately 60 – 80 players will be transported during each day of service at each location. In past years, approximately eight (8) to ten (10) x 12-passenger vans per team hotel have been used to efficiently transport the passengers to locations (per liability and insurance regulations, 15-passenger vans are prohibited). Shuttles are dispatched as needed for drop-off and pick-ups. Peak ridership occurs near the end of service or "curfew". However, some teams have successfully utilized buses in place of vans to offer similar shuttle service for the players when not operating the shuttle service offered by the Fiesta Bowl. **\*\*See proposal requirements below – please provide two (2) quotes; (i) fees including vehicles and (ii) excluding vehicles.**
  - Locations: Continuous and/or on-call shuttle service from team hotels to designated locations.
    - Fiesta Bowl Team Hotels are in Scottsdale
    - Cheez-It Bowl Team Hotels; one in Scottsdale and one in Chandler

- Destinations: Scottsdale Fashion Square Mall, Tempe Marketplace, Tempe Mill Avenue, nearby restaurants, movie theaters, bowling allies, etc. Typical locations are only a few miles but the furthest location should not be more than 25 miles one-way (i.e. north Scottsdale to Tempe).
  - Drivers: Approximately eight (8) to ten (10) drivers for each hotel site including driver hiring, screening, training, etc. Drivers must be professional and act as extended members of the participating Institutions and Fiesta Bowl staff at all times. For example, drivers cannot allow any passengers other than participating student-athletes; will not drop or pick-up at inappropriate locations such as casinos, liquor stores, gentlemen’s clubs, etc.; will report any student-athlete that is behaving inappropriately; will not ask for autographs or take pictures with student-athletes; etc.
  - Management/Administration: One main shuttle program coordinator and approximately one captain/main contact for each hotel site to work directly with team staff.
  - Invoices: Provide a separate invoice for each team/hotel listing service dates, hours, number of staff and vehicles used, etc. (to align with total amount billed).
  - Fuel: Please include mileage/fuel needs within fees.
  - Insurance: Liability, Auto and Workers Compensation coverage (specifically outlined below).
  - Communications: Cell phone, Nextel radio, or any other communication needs.
  - Shuttle Desk: Each hotel will provide a dedicated area for “player shuttle desk” as a check-in point as well as a dedicated phone line and number to distribute to players in order for them to call for pick-up, contact in case of emergency, etc.
2. The agreement shall be in effect for a period of three (3) years/“seasons” (December 1, 2019 – January 31, 2020, December 1, 2020 – January 31, 2021, and December 1, 2021 – January 31, 2022) with possibility of renewal for another three year period (December 1, 2022 – January 31, 2025) based upon mutual agreement between parties..
  3. The Fiesta Bowl reserves the right to conduct discussions with the proposer(s) and negotiate price changes. We also have the right to revise and negotiate the proposal.
  4. The proposal determined to be the most suitable to the organization shall be chosen based on the evaluation factors set forth in this Request for Proposal. The price will not be the sole determining factor in our decision-making, but will be taken into consideration.
  5. There will be no obligation between the parties until a valid contract is executed.
  6. INSURANCE REQUIREMENTS: Vendor shall procure and maintain, until all of its obligations have been discharged including any warranty periods, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work contemplated herein by Vendor, its agents, representatives, employees or sub-contractors.
    - The insurance requirements are minimum requirements and in no way limit indemnity covenants. Arizona Sports Foundation, Valley of the Sun Bowl Foundation, Fiesta Events, Inc. and Arizona College Football Championship Foundation in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise. Additionally, depending on the scope of work, Foundation reserves the right to request

additional amounts and types of insurance applicable to the service Vendor provides. All policies of liability insurance: (i) SHALL NAME ARIZONA SPORTS FOUNDATION, VALLEY OF THE SUN BOWL FOUNDATION, FIESTA EVENTS, INC. AND THE ARIZONA COLLEGE FOOTBALL CHAMPIONSHIP FOUNDATION AS ADDITIONAL INSUREDS; (ii) shall be primary and non-contributing with or supplemental to any other insurance carried on behalf of any of the additional insureds; (iii) shall not lapse, be cancelable, or subject to material modification until after thirty (30) days' written notice from the insurer to Foundation; and (iv) shall remain valid and enforceable notwithstanding the insured's waiver of subrogation and rights of recovery as provided in an Agreement.

- Commercial general liability insurance (including coverage for bodily injury and death, complete operations, and product liability)—Such policy must provide limits of liability for at least Two Million US Dollars (\$2,000,000.00) for any one occurrence caused or alleged to have been caused by an act or omission of Vendor. The term of the insurance policy must be for a time period of no less than the duration of this Agreement. Any “care, custody, and control” policy provisions purporting to exclude coverage of Foundation and its contents shall be deleted from such policy. Such policy shall be non-cancelable with respect to Foundation and not subject to any change with respect to Foundation except after thirty (30) days' written notice, by registered mail.
- Fire and extended coverage insurance—Such policy must cover all equipment, materials, and other property placed in Foundation and insure all such property for the full value thereof. In the event that Vendor sustains any loss by reason of fire or other casualty which is covered or which could have been covered by such fire and extended coverage insurance policy, (excepting such fire or casualty caused in whole or in part by the negligent acts or omission or willful conduct of Foundation, its agents, representatives, or employees) then Vendor agrees to look solely to its fire and extended coverage insurance proceeds (if any) for the satisfaction of such casualty or loss. Vendor shall have no right of recovery against Foundation, or its agents, representatives, or employees. No third party shall have any right of recovery against Foundation, its agents, representatives, or employees by way of subrogation, assignment, or otherwise.
- Workers' compensation insurance, employer's liability insurance, and all other insurance coverages of a similar nature or character applicable or relating to the employment by Vendor of its officers, employees, representatives, agents, or independent contractors—Such policies must include coverage of no less than what is required by statute.
- Business automobile liability coverage—Such policy must include coverage with a combined single limit coverage of no less than One Million US Dollars (\$1,000,000) for all vehicles, whether owned, leased, or otherwise by Vendor.
- Companies issuing the insurance policies referenced above shall have no recourse against Foundation for payment of any premiums or assessments for any deductibles, which are at the sole risk of Vendor. ALL SUCH POLICIES SHALL CONTAIN WAIVERS OF SUBROGATION.

7. Please present proposal in the following order:

- a. Executive Summary: Include a brief summary of your business as it relates to this RFP.

- b. Related Experience: Events of similar size and scope that utilized your transportation services in the past, including dates.
- c. Management Team: Provide a list of key personnel that would be involved with the requested services, along with their professional experience and their role/responsibility.
- d. Drivers: Evidence of experienced and qualified staff. Can the Company provide a written affidavit that all drivers working this event possess valid driver's licenses and are in good standing with the State of Arizona? Does the Company require background checks for its employees?
- e. Vehicles: What type of vehicle are you proposing to use for this service (van, mini-bus, motorcoach, etc.)? Will you be using your own vehicles or renting from another vendor? If renting, please provide name of vendor(s) in which the vehicles will be rented from. Can you provide vehicles with handicap accessible features?
- f. Project Cost: Provide the cost for services in detailed itemized format and include all applicable costs. Price quotes as an hourly rate is preferred. Include required hourly minimum per day and/or deposit, if applicable. **\*\*Provide two (2) separate rates; (i) A rate which includes all listed needs/scope above, including all vehicles required for the shuttle service. (ii) A rate in which excludes only the costs of vehicles. The Fiesta Bowl is currently seeking a vehicle sponsor which could result in vans or similar vehicles being donated for shuttle service use.**
- g. Other info: Include any other information deemed necessary to support the proposal, including any possible changes/enhancements you might recommend for the program, if any.
- h. Contact Information: Name, address, telephone number and email of the person in your organization managing the proposal/bid.
- i. Other Concessions: Consideration will be given to vendor(s) that are willing to participate in a reciprocal business agreement, for example: sponsorship, advertising, purchase of tickets, trade/donation of services, etc. Outline opportunities your company is willing to consider in detail.
- j. Confirm your acceptance to the conditions.

8. Anticipated Timeline

Release of RFP	<b>06/04/2019</b>
Deadline for submissions	<b>06/21/2019</b>
Proposal clarification requests by	<b>06/28/2019</b>
Notification of successful candidate	<b>07/19/2019</b>

9. For additional information or clarification to the above information, please contact Collin Mattoon at [cmattoon@fiestabowl.org](mailto:cmattoon@fiestabowl.org) or 480-736-3914.

Please submit proposals by email, mail or hand delivery no later than Friday, June 21, 2019:

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**Thank you for your time and interest!**