Contract Acceptance

The contract between Minnesota Coaches and the University of Wisconsin-River Falls (UWRF) was derived from RFP TW-8087 which was conducted in August of 2011. The contract consists of the winning bid submittal from Minnesota Coaches as attached. The contract is primarily for the Athletic department’s team travel, but is open for other departments to use as well if the need arises. The initial contract started August 12, 2011 which we would like to extend through August 31, 2012 for the first year, with automatic annual renewal extensions for four more years unless amended, cancelled or rebid with final expiration date of August 31, 2016. Either party may request to not continue the contract, but it must be done in writing at least ninety (90) calendar days prior to expiration of the initial or succeeding contract period with intend not to renew.

The only change that should be noted is that due to Thomas Weiss’ retirement, Gail Anderson is the contract administrator and any questions regarding the contract should be channeled through the Purchasing Office.

ACCEPTANCE AND APPROVALS

Minnesota Coaches, Inc.

Name: Mike Karlen

Title: General Manager

Signature (Authorized Official)  

4/18/2012  
(Date)

By the University of Wisconsin-River Falls

Type Name: Connie Smith

Title: Risk Management/Contract Administrator

Signature (Authorized Official)

4/16/2012  
(Date)
COACH BUS SERVICE

SCOPE: This contract is designed to offer users a Contract for Coach Bus service to be used from the UW-RF campus to locations within and outside the State of Wisconsin. The Contractor under this contract will maintain proper insurance coverage per requirements established by the UW-RF Risk Management section and offer their services at the rates identified. The Contractor will provide quotations for individual trips of charters upon departmental request using the rates identified.

CONTRACT: UWRF TW- 8087

DESCRIPTION: COACH BUS SERVICE

CONTRACT ORIGIN: UW-RF, Purchasing Services, 8 North Hall

ADDITIONAL INFO: UW-RF Users contact:
Gail Anderson 715-425-3232 ph
715-425-4980 fax
gail.anderson@uwrfd.edu

CONTRACT TERM: August 12, 2011, through August 31, 2012, with automatic annual renewal extensions to August 31, 2016 unless amended, cancelled or rebid. The University reserves the right to extend beyond the Contract Term if deemed to be in the best interest of the University.

VENDOR: Minnesota Coaches, Inc.
425 East 31st Street
Hastings, MN 55033
P 651-427-9648
F 651-437-1302

Manager: Mike Karlen
mkarlen@minnestacoaches.com

Assistant: Ann Scott
ascott@minnestacoaches.com

Dispatcher: Al Dunn
adunn@minnestacoaches.com
C 651-246-6910

Administrative: Cheryl Rosch
crosch@minnestacoaches.com
7.0 BID SUBMITTAL FORM FOR MOTOR COACH SERVICE

SUBJECT: Motor Coach Service for the University of Wisconsin - River Falls

We, the undersigned, in compliance with the Request for Bid No. TW-8087 for Motor Coach Service dated June 1, 2011 hereby bid the following charges and rates to the University of Wisconsin - River Falls for Motor Coach Service. In making this bid we acknowledge that we have read and understand this Request for Bid and hereby submit our bid in accordance with the terms and conditions of the bid specifications and agree to fulfill our legal obligations in accordance with the contract provisions.

7.1 **Intra-State** travel rates for service beyond a ten (10) mile radius of the University.

7.1.1 **$2.83** per mile for a coach carrying more than 47 passengers (Ex. 55).

7.1.2 **$2.73** per mile for a coach carrying 47 passengers.

7.1.3 **$2.62** per mile for a coach carrying 30 passengers or less.

7.2 **Inter-State** travel rates for service beyond a ten (10) mile radius of the University.

7.2.1 **$2.83** per mile for a coach carrying more than 47 passengers (Ex. 55).

7.2.2 **$2.73** per mile for a coach carrying 47 passengers.

7.2.3 **$2.62** per mile for a coach carrying 30 passengers or less.

Note: The above rates may be lower than ICC published tariff at time of bid.

7.3 Daily Flat Rate, (may not to be applied for trips over 5 hours in total duration.)

7.3.1 47 passenger coach **$732.50**

7.3.2 55 passenger coach **$802.50**

7.4 Low-mileage travel rates for field trips or shuttle services.

7.4.1 Hourly rate per coach for _4_ hours minimum coach movement.

7.4.1.1 47 passenger coach **$334.50**

7.4.1.2 55 passenger coach **$386.50**

7.4.2 ____________ per hour thereafter.

7.4.2.1 47 passenger coach **$66.50**

7.4.2.2 55 passenger coach **$69.50**

(Continued on Reverse)
7.5 Other Charges – Services in addition to mileage rates.

7.5.1 Per mile deadhead charge. See paragraph 4.12.

7.5.1.1 47 passenger coach \$2.63

7.5.1.2 55 passenger coach \$2.73

7.5.2 N/A per driver overnight layover charge, excluding any room cost borne by the University.

7.5.3 List any additional charges below (Ex. fuel surcharge)

- If trip requires 2 drivers: cost is $20/hour with an 8 hour minimum per day on extended trips.
- Fuel surcharge (see page 4 + 5 on Supplement/Responses to 6.3).
- Tolls, parking, permit fees, etc. paid by customer @ cost.

Other Comments:

1) All charges are based on mileage or time charge – whichever is greater (live time & mileage only).
2) 30 passenger vehicles are not included in 7.3 and 7.4.1 – our rates are:
   \$277.50 for 4 hours of service
   \$58.00/hour on 4 hours.
3) We use 50 passenger vehicles rather than 47 passenger, which may be of benefit for slightly more capacity.
4) When time is used to calculate the trip charge, the times start when the group asks us to report at the pick-up point. The time ends when the bus is unloaded and cleared.
5) When time is used to calculate the trip charge on overnight trips, there is a 10 hour minimum unless the trip departs after 3:00pm, or arrives back on the last day before noon. In each of these cases, the actual hours of driver time on duty will be charged for that day(s).
6) If Minnesota Coaches, Inc. is awarded this contract, we will work with our customer – UW-RF – to package a “branding” of our vehicles that will clearly display the bus as serving UW-RF.

Name __________ Michael S. Karlen __________
Signature __________ Date 06/22/11
Title __________ General Manager __________
Company __________ Minnesota Coaches, Inc. __________

Note: Contact Thomas J. Weiss C.P.M. Purchasing Services, at (715) 425-3232 if there are questions about completing this form.
CERTIFICATE OF LIABILITY INSURANCE

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 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
TIB Transportation Inc Brokers
425 West Broadway, Suite 400
Glendale, CA 91204
818-246-2800 PHONE
818-246-4690 FAX
E-MAIL: cmoon@tibinsurance.com

INSURED
Minnesota Coaches Inc.
101 East 10th Street, Ste 300
Hastings, MN 55033

INSURER(S) AFFORDING COVERAGE
NAIC
INSURER A: Nat'l Fire Ins. Co of Hartford
20478
INSURER B: Lexington Ins. Co.
INSURER C: Admiral Insurance Company
INSURER D:
INSURER E:
INSURER F:

COVERAGES

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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM, ITS OFFICERS, EMPLOYEES AND AGENTS ARE ADDED AS AN ADDITIONAL INSURED WITH RESPECTS TO THE OPERATIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER
UNIVW14
University of Wisconsin-River Falls
410 South Third Street
River Falls, WI 54022

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

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