



Snead State Community College
220 N. Walnut Street
Boaz, AL 35957
256.840.4104

REQUEST FOR PROPOSALS (RFP)
INVITATION TO BID
TRANSPORTATION/CHARTER BUS SERVICES
PUBLISHED SEPTEMBER 22, 2026
CLOSE OCTOBER 6, 2026

Snead State Community College will receive sealed bids in its Business Office until October 6, 2026 at 2:00 pm and will be opened at that time in Room 237, McCain Center, 102 Elder St, Boaz, AL. All bids received after this time will not be considered.

**Please see specific instructions included on the RFP
for the item(s)/services described and specified on the attached sheet(s).**

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. All bids are to be within sealed envelopes with the opening date and bid description to be on the outside of the envelope (Alabama Code § 41-16-54). Bids should be mailed to: **Snead State Community College, ATTN: Vicki Carr, 102 Elder St., P.O. Box 734, Boaz, AL 35957-0734.** Bids delivered by Federal Express, Airborne Express, all other delivery services, or hand delivered, **must be labeled with "bid enclosed" along with the opening date and bid description on the outside of the delivery service's envelope. NO FAXED OR EMAILED BIDS WILL BE ACCEPTED. All bids must be notarized.**
2. All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign bid in ink.
3. Only written modifications to proposals will be accepted.
4. Snead State Community College does not assume responsibility for late bids for any reason, including those due to postal or courier service delays. Bid responses must be received in the Business Office prior to the "close date and time" indicated on the bid invitation.
5. The unit price always governs regardless of the extended amount.
6. Snead State Community College requires an original and a minimum of one exact copy of the signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.

7. Bidders may submit proposals on any one or all items/services listed. The College reserves the right to reject any or all bids, or any part thereof, and to waive any technicality in the bidding in the best interest of Snead State Community College. Bids will be awarded in a manner which appears to be in the best interest of the College. Awards may be issued to multiple bidders.
8. All bids are to include delivery dates of merchandise. All shipping and handling charges shall be the responsibility of the successful bidder, unless stated in the bid quote. All bid prices are to be quoted F.O.B. (Free on Board) to Snead State Community College, Boaz, Alabama. The successful bidder must assume all liability/responsibility for damage in transit.
9. Reference in the specifications to name brands, catalog numbers, etc. is for identification purposes only and is no way intended to eliminate or discourage the offering of substitute items which equal or exceed the specifications. If substitute brands are offered, specifications for those brands **must** be included in the bid package. Failure to supply these specifications may result in the rejection of the bid. When the bidder does not state brand name or catalog number, it is understood the offer is exactly as specified.
10. Unless otherwise indicated, items/services furnished under the request must be new. Guarantees/warranties are to be furnished by the vendors as provided by the manufacturer. The responsibility of determining the acceptability of any products offered rests solely with Snead State Community College. If requested, a vendor must provide documentation of being an authorized manufacturer's representative for the products listed. Failure to provide the information may result in rejection of bid.
11. Bid prices are **not** to include tax. A tax exemption letter will be furnished upon request. The College is a State of Alabama Institution. If your company gives a discount, this must be included in the quote. Prices submitted on the bid must remain effective for a period of at least thirty (30) days for complete bid evaluation.
12. All items/services are to be free from defects in material and workmanship. If items are found to be defective or damaged or do not meet the specifications, they are to be replaced immediately by the Vendors at no additional cost to the College. If a company is awarded a bid and the company cannot honor the terms of the bid, the company may be removed from the College's preferred vendor list. Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the Colleges' satisfaction by the successful bidder at no additional charge.
13. If applicable, it is the responsibility of the bidder to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or set-up of materials, supplies and/or equipment. Failure to inspect the facilities will not relieve the bidder of responsibility to provide for delivery F.O.B. or additional costs associated with delivery, installation and set-up as requested in the bid.
14. No payment will be made until all items/services have been received in good condition. The College will not accept prepay terms for the products/services in this bid. Payment terms are NET 30 upon satisfactory receipt of product.

15. After the bids are opened, all bids become the property of the College and will be made available for in-person public inspection upon request.
16. The proposal is to be made without connection to any other person, company, or parties making a bid and is to be in all respects fair and in good faith, without collusion or fraud.
17. In submitting a proposal, the bidder agrees to execute a contract incorporating the General Conditions and Instructions to Bidders for all items/services which collectively shall constitute the contract and if deemed required to execute Payment and Performance Bonds. Failure to do so shall result in forfeiture of bid security.
18. Snead State Community College reserves the right to purchase according to availability of funds. In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination. Bid awards are also subject to change or cancellation due to changes in local, state, federal laws, regulations or policies or in changes in the policies of Snead State Community College or the Alabama Community College System.
19. Pursuant to Act 2025-35, amending Code of Alabama 1975 §41-16-82, each state agency, department, or division receiving a proposal, bid, contract, or grant proposal shall furnish and require the return of the disclosure statement applying to the following: (1) a proposed grant that exceeds \$25,000 or (2) a proposed contract that meets or exceeds the threshold for bid (currently \$50,000) or other formal solicitations under Article 5 of Chapter 4 of Title 41 or any other law that requires formal solicitation procedures for awarding public contracts. In circumstances where a contract is awarded by competitive bid or other formal solicitation procedure, the disclosure statement shall be required only from the person awarded the contract and shall be submitted by that person within 30 days of the award. **Note: Snead State Community College Requires the winning bidder(s) to supply the Vendor Disclosure Statement along with the vendor information packet after the bid is awarded.**
20. **The awarded vendor will be required to complete the Alabama Immigration Law Compliance documents and IRS Form W-9.** Any additional information requested from a vendor must be furnished within five (5) days from receipt of request.
21. To a vendor who employs one or more employees within the State of Alabama, verification of enrollment in the E-verify program will be required prior to issuance of a purchase order. Failure to provide documentation within five (5) calendar days of award notification could result in the rejection of your bid. To enroll in the E-verify program visit <https://www.e-verify.gov/mye-verify>.
22. **The awarded vendor must supply a current copy of Certificate of General Liability (umbrella) Insurance.** The copy must show amount limits for automobile, workman's compensation, etc. (applicable for the delivery of materials, supplies, etc.)
23. **The awarded vendor must supply a current copy of state, county or city business license, general contractor's license or applicable license as required by law.**

24. This contract will be awarded for a period of one year and up to five years if no changes are made to the specifications by the vendor. This extension must be approved in writing for the extension to be valid.
25. Any agreement resulting from this Invitation to Bid shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.
26. These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.
27. This contract may be canceled at any time by the College or the winning bidder with a 30-day written notice.
28. Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of section 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.
29. Effective June 3, 2015, Act 2015-305, SB20, amends Section 23-1-50.1, Code of Alabama 1975, to require that state motor vehicles acquired for the Fleet Management Program of the Department of Transportation or other state operated motor vehicle acquisition program must be purchased or leased from a motor vehicle dealership located in this State.
30. In accordance with Alabama Act 2023-409, the vendor does hereby verify that, without violating controlling law or regulation, it does not and will not, during the term of the contract, engage in economic boycotts.
31. As an entity of the State of Alabama, the parties recognize and agree that Snead State Community College cannot and will not agree to indemnify any party to a contract resulting from this bid.
32. In accordance with the recommendations of the Governor and the Attorney General of the State of Alabama, the parties shall consider settling all disputes arising from or related to this agreement by using appropriate forms of non-binding alternative dispute resolution.
33. In compliance with Act 2016-312, the vendor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.
34. For general bid questions please contact:
Vicki Carr at vicki.carr@snead.edu

For specific bid questions please contact:
Jarrod Landers at jarrod.landiers@snead.edu

Vendor Information and Authorized Signature

****TO BE COMPLETED BY VENDOR****

VENDOR INFORMATION:

Vendor Name

Address

City

State

Zip

Phone

Fax

e-mail

Company Website

I certify that I have read all the General Conditions and Instructions to Vendors of this bid and this offer is made without prior understanding, or connection with any entity or person submitting a bid for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I am authorized to sign this bid for vendor. I agree to abide by all conditions of this bid request.

Authorized Signature

Title/Position

Print or Type Name

Date

Notary

Date

Alabama Law (Section 41-4-116, Code of Alabama 1975) Provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and / or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder hereby certifies that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116 and acknowledge that the awarding authority may declare the contract void if the certification is false.**

BACKGROUND

Founded in 1898, Snead State Community College is the oldest community college in Alabama to award the two-year associate's degree. The vision for Snead State Community College is to become a premier and unique Community College known for access and excellence, academic rigor and integrity, and good stewardship. Located in the heart of Sand Mountain, the Boaz campus of Snead State Community College is approximately ninety minutes from Birmingham and Huntsville. The 43-acre campus contains instructional facilities, athletic facilities, a dormitory, Student Center, and cafeteria, all designed to meet the needs of students. Within its academic transfer and career technical programs, Snead State Community College serves, but is not limited to, students primarily within the Marshall, DeKalb, Blount, and Etowah Counties, and has a robust and successful distance education program. Snead State also operates instructional sites in Arab (Arab Instructional Site), Albertville (Aviation College at Snead State), and Guntersville (Workforce and Career Institute). Admission is open access in each of the three semesters (fall, spring, and summer). As its mission, Snead State Community College, a member of the Alabama Community College System, is dedicated to excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement.

BID SPECIFICATIONS

Chartered Bus Transportation Services

Snead State Community College ("College") is soliciting bids from qualified vendors to provide chartered transportation services for students, employees, athletic teams, and other designated individuals. Transportation services may be required for athletic events, academic and cultural field trips, and other College-sponsored activities both within and outside the State of Alabama. Some trips may involve overnight travel and extend beyond one day.

The College's athletic programs include, but are not limited to, baseball, softball, men's and women's basketball, volleyball, tennis, women's flag football, and men's and women's golf. The number of trips is dependent upon College needs and available funding. The College does not guarantee any minimum number of trips during the contract period.

The College reserves the right to award contracts to multiple vendors if determined to be in its best interest. The contract period shall be for three (3) years, with any renewal options subject to applicable Alabama law and ACCS requirements.

Pricing Requirements

Vendors shall provide the following pricing information:

- Cost per mile for each vehicle type offered.
- Cost per hour and/or cost per day, clearly identifying when charges begin and end.
- Pricing differences, if any, between in-state and out-of-state travel.
- Pricing for trips extending beyond one day.
- Any charges for driver lodging, meals, parking, tolls, or other incidental expenses.
- Any additional fees or charges not otherwise identified.

Vendors must clearly state whether mileage and time calculations begin and end at the vendor's terminal/garage or the College's designated pick-up location

Vehicle Requirements

The vendor shall provide buses and vehicles meeting the following minimum requirements:

- Motorcoach buses shall have a seating capacity of 50 or more passengers when requested.
- All vehicles shall be in good mechanical and cosmetic condition.
- All vehicles shall have fully functioning heating, air conditioning, and interior lighting systems.
- All large-capacity buses shall have a functioning restroom.
- Restrooms shall be sanitized and stocked with toilet paper and soap or hand sanitizer prior to departure.
- Vehicles shall be thoroughly cleaned prior to each trip.

- Buses shall provide sufficient space for carry-on items, luggage, athletic equipment, and other cargo.
- Large-capacity buses shall have under-bus luggage compartments with functioning locks.
- Every vehicle shall be equipped with:
 - First aid kit
 - Fire extinguisher
 - Three reflective emergency warning triangles
- Vehicles must possess all required permits and registrations.
- The contractor shall use only company-owned or company-leased vehicles unless otherwise approved by the College.

Safety and Maintenance Requirements

The vendor shall:

- Ensure all vehicles meet or exceed safety standards established by the Alabama Public Service Commission, U.S. Department of Transportation, Federal Motor Carrier Safety Administration, and any other applicable regulatory agencies.
- Maintain current safety compliance reports and records.
- Perform routine inspections and preventative maintenance.
- Make maintenance and inspection records available to the College upon request.
- Ensure all buses have successfully completed all required safety inspections throughout the contract term.
- Remain compliant with all applicable federal, state, and local transportation regulations.

Driver Requirements

The vendor shall:

- Employ only properly licensed and qualified drivers.
- Ensure drivers possess satisfactory driving records.
- Not employ drivers whose licenses are suspended or revoked.
- Ensure drivers are adequately trained and operate vehicles in a safe and prudent manner.
- Provide sufficient drivers to comply with all applicable federal and state hours-of-service requirements.
- Require drivers to maintain a cellular telephone during all trips for emergency communications.

- Ensure drivers are responsible for maintaining vehicle cleanliness during travel.

Performance Standards

The vendor shall:

- Ensure buses and drivers are present at the designated pick-up location at least thirty (30) minutes prior to scheduled departure.
- Immediately notify the College of any delays affecting scheduled pick-up or departure times.
- Cooperate with schedule modifications caused by weather, athletic schedule changes, or other unforeseen circumstances.
- Accommodate emergency or short-notice transportation requests to the greatest extent possible.
- Not hold the College liable for schedule changes, trip cancellations, or modifications.
- Provide replacement transportation at no additional cost if a vehicle becomes disabled or unavailable

Mechanical Failure and Replacement Vehicles

In the event of a mechanical failure, breakdown, accident, or other disruption:

- The vendor shall immediately provide replacement transportation meeting all bid specifications.
- The vendor shall be responsible for all associated towing, repair, and replacement transportation costs.
- Replacement vehicles must meet the same standards outlined in this bid.
- The College may determine whether replacement transportation is acceptable.
- Continued use of substandard vehicles or repeated service failures may be considered a material breach of contract.

Accident Reporting

- Any accident involving injury to passengers or damage to vehicles shall be immediately reported to the appropriate authorities.
- The vendor shall notify the College within twenty-four (24) hours of any accident involving injury and provide a copy of the official accident report.

Insurance Requirements

Prior to contract award, the successful vendor shall provide a current Certificate of Insurance evidencing at least the following coverage:

Commercial General Liability

- Each Occurrence: \$2,000,000
- General Aggregate: \$2,000,000
- Personal and Advertising Injury: \$2,000,000
- Damage to Rented Premises: \$100,000
- Medical Expense (Any One Person): \$5,000

Automobile Liability

- Combined Single Limit: \$5,000,000
- Coverage shall include:
 - Owned Vehicles
 - Hired Vehicles
 - Non-Owned Vehicles

The vendor shall maintain all required insurance throughout the term of the contract.

Required Bid Submission Documents

The vendor must submit the following documents with its bid proposal:

- Current business license.
- Current Alabama Public Service Commission Common Carrier Certificate.
- Current U.S. Department of Transportation Federal Motor Carrier Safety Administration operating authority, if applicable.
- All other required state or federal operating licenses and certifications.
- Current Certificate of Insurance meeting the minimum requirements specified herein.
- Any other documentation requested by the College.
- E-Verify documentation and any other required compliance documents shall be provided by the successful bidder upon notice of award.

Cancellation and Weather

The College reserves the right to modify, postpone, or cancel trips due to:

- Inclement weather;
- Safety concerns;
- Governmental travel restrictions; or
- Other circumstances deemed necessary by the College.

The College shall not incur penalties or cancellation fees for such modifications or cancellations when notice is provided as soon as reasonably possible.