



## REQUEST FOR QUOTATION

December 20, 2023

RFQ: FY24- Track and Field Travel

REPLY BY: January 2, 2024 by 11 am

REPLY TO: Anna Triester  
Procurement Officer

PHONE NUMBER:  
803-323-2143 EMAIL:  
[triestera@winthrop.edu](mailto:triestera@winthrop.edu)

DELIVERY DESTINATION:  
Winthrop University  
Rock Hill SC 290733

INVOICE TO:  
Winthrop University  
Accounts Payable  
125 Tillman Bldg.  
Rock Hill SC 29733  
PAYMENT TERMS: NET 30

### SCOPE OF WORK:

\*\*\*EMAIL RESPONSES TO [triestera@winthrop.edu](mailto:triestera@winthrop.edu)\*\*\*

Motorcoach Transportation for Winthrop University Mens Baseball Team.

Vendor must provide a **Type A – “Motor Coach”**. The standards of service prescribed herein are a minimum and are predicated upon reasonable and adequate advance notice to the carrier of service of services to be performed. In emergency situations, carriers will endeavor to comply with the prescribed standards as circumstances permit.

The vendor is responsible for transportation must provide driver consistency. This means that the drivers must become familiar with the drop-off and pick-up locations at arenas, know how to navigate game-day traffic, and know how to connect with campus police for escorts. Additionally, the drivers must exhibit professionalism, integrity, and safety measures. They must have team travel experience and be responsible for stopping at restaurants, picking up food, and occasionally making return trips to a hotel, school, or restaurant for a forgotten item. Winthrop reserves the right to request new driver if not satisfied with their performance.

Temperature control. In areas and during seasons where required for the comfort of passengers, buses must be equipped with air conditioning and heating units. The interior temperature of the coach must be so controlled as to always ensure passenger comfort regardless of seasonal weather conditions.

Cleanliness and serviceability of equipment. Prior to the departure of buses from their garaging point, they must be serviced as to be in proper operating condition, with the interior and exterior thoroughly cleaned.

Headrest covers. Clean and sanitary headrest covers of paper, cloth or plastic must be supplied for each seat, except in the case of seats expressly designed and manufactured to eliminate the use of detachable headrest covers.

Lighting. Buses must be equipped with adequate lighting to serve the needs of the individual passenger.

Non-smoking. No smoking must be permitted on the motor coach during travel.

Specifics travel times will be confirmed after award.

**BIDDING SCHEDULE:**

Item	Quantity	Unit of Measure	Description	Unit Price	Total
1	1	EA	Jan 19th Winthrop Track to Carolina Challenge (Columbia, SC)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
2	1	EA	Jan 26th Winthrop Track to VMI Invitational (Lexington, VA)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
3	1	EA	Feb 3 Winthrop Track to Liberty Open (Lynchburg, VA)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
4	1	EA	Feb 8-10th Winthrop Track to Music City Challenge (Nashville, TN)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
5	1	EA	Feb 16-17th inthrop Track to VaTech Challenge (Blacksburg, VA)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

www.procurement.sc/preferences			
--------------------------------	--	--	--

Item	Quantity	Unit of Measure	Description	Unit Price	Total
6	1	EA	Feb 22-24 Winthrop Track to Big South Championships (Blacksburg, VA)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see www.procurement.sc/preferences			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
7	1	EA	Mar 15-16th Winthrop Track to 49ers Classic (Charlotte, NC)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see www.procurement.sc/preferences			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
8	1	EA	Mar 28-30th Winthrop Track to Raleigh Relays (Raleigh, NC)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC			Mandatory	No	<input type="checkbox"/> Yes

Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			<input type="checkbox"/> No
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	-----------------------------

Item	Quantity	Unit of Measure	Description	Unit Price	Total
9	1	EA	Apr 8th inthrop Track to Gamecock Invitational (Columbia, SC	\$	\$

Question	Mandatory / Optional	Multiple Responses Accepted?	Response
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>	Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
10	1	EA	Apr 20-21 Winthrop Track to GaTech Invite (Atlanta, GA)	\$	\$

Question	Mandatory / Optional	Multiple Responses Accepted?	Response
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>	Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
11	1	EA	Apr 27-28th Winthrop Track to App St Outdoor Invite (Boone, NC)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Item	Quantity	Unit of Measure	Description	Unit Price	Total
12	1	EA	May 5-8th Winthrop Track to Big South Championships (High Point, NC)	\$	\$
<b>Question</b>			<b>Mandatory / Optional</b>	<b>Multiple Responses Accepted?</b>	<b>Response</b>
Are you requesting the SC Resident Vendor Preference? See the SC Procurement Code, Section 11-35-1524(C)(1)(I)&(II) and Section IIB of this solicitation for more information. For a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			Mandatory	No	<input type="checkbox"/> Yes <input type="checkbox"/> No

a FAQ on these preferences, please see <a href="http://www.procurement.sc/preferences">www.procurement.sc/preferences</a>			
------------------------------------------------------------------------------------------------------------------------------	--	--	--

**GRAND TOTAL** \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Submitting Offer: \_\_\_\_\_

Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_