



**University of Idaho**

Contracts & Purchasing Services  
1028 West Sixth Street  
Moscow, Idaho 83844

**REQUEST FOR PROPOSALS NO. 23-14M**

**FOR**

**2023 FOOTBALL TEAM AIR CHARTER**

Julia R. McIlroy, Director  
Phone (208) 885-6123  
Fax (208) 885-6060  
[juliam@uidaho.edu](mailto:juliam@uidaho.edu)

Date Issued: January 26, 2023

Proposals Due: February 10, 2023

UNIVERSITY OF IDAHO REQUEST FOR PROPOSALS NO. 23-14M

PROPOSAL RESPONSE CERTIFICATION

\_\_\_\_\_  
DATE

The undersigned, as Proposer, declares that they have read the Request for Proposals, and that the following proposal is submitted on the basis that the undersigned, the company, and its employees or agents, shall meet, or agree to, all specifications contained therein. It is further acknowledged that addenda numbers \_\_\_\_\_ to \_\_\_\_\_ have been received and were examined as part of the RFP document.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
State of Incorporation

\_\_\_\_\_  
Tax ID Number

Business Classification Type (Please check mark if applicable):

Minority Business Enterprise (MBE) \_\_\_\_\_

Women Owned Business Enterprise (WBE) \_\_\_\_\_

Small Business Enterprise (SBE) \_\_\_\_\_

Veteran Business Enterprise (VBE) \_\_\_\_\_

Disadvantaged Business Enterprise (DBE) \_\_\_\_\_

*Business Classification Type is used for tracking purposes, not as criteria for award.*

## SECTION 1 - INSTRUCTIONS TO PROPOSERS

### 1-1 SCOPE OF WORK

The University of Idaho (herein referred to as the University) is soliciting proposals for 2023 football team air charter.

The University of Idaho, home of the Vandals, is Idaho's land-grant, national research university. From its residential campus in Moscow, U of I serves the state of Idaho through educational centers in Boise, Coeur d'Alene and Idaho Falls, a research and Extension center in Twin Falls, plus Extension offices in 42 counties. Home to more than 12,000 students statewide, U of I is a leader in student-centered learning and excels at interdisciplinary research, service to businesses and communities, and in advancing diversity, citizenship and global outreach. The University competes in the Big Sky Conference. Learn more at [www.uidaho.edu](http://www.uidaho.edu).

### 1-2 PROPOSAL SUBMISSION

Proposal must be submitted electronically to [juliam@uidaho.edu](mailto:juliam@uidaho.edu) by 11:59pm February 10, 2023.

The proposal must be signed by such individual or individuals who have full authority from the Proposer to enter into a binding Agreement on behalf of the Proposer so that an Agreement may be established as a result of acceptance of the proposal submitted. By reference, the terms and conditions set forth in the Request for Proposals shall serve as the Agreement terms and conditions. In addition, the laws of the State of Idaho shall apply. No other terms and conditions will apply unless submitted as a part of the proposal response and accepted by the University.

Proposals received after the exact time specified for receipt will not be considered.

### 1-3 REQUEST FOR PROPOSAL SCHEDULE

1/26/23 Request for Proposals Issued

2/10/23 Proposals Due Electronically by 11:59pm

### 1-4 INQUIRIES

All inquiries concerning this request shall be submitted in writing to:

Julia R. McIlroy, Director  
E-mail: [juliam@uidaho.edu](mailto:juliam@uidaho.edu)

### 1-5 INTERPRETATION, CORRECTIONS, OR CHANGES IN RFP

Any interpretation, correction, or change in the RFP will be made by addendum by the University. Interpretations, corrections, or changes to the RFP made in any other manner will not be binding, and no Proposer may rely upon any such interpretation, correction, or change.

### 1-6 MODIFICATION OR WITHDRAWAL OF PROPOSALS

A Proposer may modify or withdraw a proposal at any time prior to the specified time and date set for the proposal closing. Such a request for modification or withdrawal must be in writing, and executed by a person with authority as set forth under paragraph 1-2 above, or by facsimile notice subsequently confirmed in writing.

1-7 ERASURES AND INTERLINEATIONS

Erasures, interlineations, or other changes in the proposal must be initialed by the person(s) signing the proposal.

1-8 ACKNOWLEDGMENT OF ADDENDUMS TO RFP

Receipt of an addendum to this RFP must be acknowledged by a Proposer on the Proposal Response Certification (Attachment A).

1-9 PROPOSAL COPIES

**One (1)** electronic complete copy of the proposal shall be submitted to the University.

1-10 OFFER ACCEPTANCE PERIOD

A proposal shall constitute an offer to contract on the terms and conditions contained in this RFP and the proposal. Said proposal shall constitute an irrevocable offer for ninety (90) calendar days from the proposal opening date, even if the University makes one or more counter-offers.

1-11 REJECTION OF PROPOSALS

The University in its sole discretion, expressly reserves the right to reject any or all proposals or portions thereof, to reissue a Request for Proposal, and to waive informalities, minor irregularities, discrepancies, and any other matter or shortcoming.

1-12 PROPOSAL PRICE

The prices submitted in the proposal shall include everything necessary for the prosecution and completion of the Agreement including, but not limited to, furnishing all materials and all management, supervision, labor and service, except as may be provided otherwise in the Agreement Documents. In the event of discrepancy between the unit prices and their extensions, the total price will be adjusted accordingly. In the event of discrepancy between the sum of the extended total prices, the Total Proposal Price will be adjusted accordingly. The proposal price shall not include any allowance for Idaho State sales/use tax.

The University may reject an offer if it is materially unbalanced as to process for the basic requirements and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices that are significantly overstated for other work.

1-13 AWARD OF AGREEMENT

The University shall make the award to the responsible Proposer whose proposal will be most advantageous to the University with respect to price, conformance to the specifications, quality, and other factors as evaluated by the University. The University is not required or constrained to award the Agreement to the Proposer proposing the lowest price.

The University may award an Agreement on the basis of initial offers received, without discussion; therefore, each initial offer should contain the offerer's best terms from a cost and technical standpoint.

1-14 APPEAL OF AWARD

A Proposer may file an appeal by writing to the University Controller, within five (5) business days of award. Proposers are responsible for tracking of award announcement.

SECTION 2 – SPECIFICATIONS

Airport: PUW Moscow-Pullman Airport

Please specify carrier: \_\_\_\_\_

Aircraft: B737-800 or equivalent

Payload: 35,000- 45,000 lbs.

**Trip #1**

Lamar University – Beaumont, Texas

Depart: Wednesday, August 30 – PUW to Beaumont, TX

Return: Thursday, August 31

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_

**Trip #2**

University of Nevada – Reno – Reno, Nevada

Depart: Friday, September 8 – PUW to Reno, Nevada

Return: Saturday, September 9

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_

**Trip #3**

University of California – Berkeley – Berkeley, California

Depart: Friday, September 15 – PUW to Berkeley, California

Return: Saturday, September 16

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_

**Trip #4**

Cal Poly State University – SLO – San Luis Obispo, California

Depart: Friday, October 6 – PUW to San Luis Obispo, California

Return: Saturday, October 7

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_

**Trip #5**

University of Northern Colorado – Greeley, Colorado

Depart: Friday, November 3 – PUW to Greeley, Colorado

Return: Saturday, November 4

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_

**Trip #6**

Weber State University -- Ogden, Utah

Depart: Friday, November 10 – PUW to Ogden, Utah

Return: Saturday, November 11

Specify airport: \_\_\_\_\_

Price: \_\_\_\_\_

Payload: \_\_\_\_\_