



Purchasing Office

December 10, 2024

Invitation to Bid
ITB AC24-1210
SUU 2025 Football Air Charter Services

Southern Utah University is requesting bids from qualified sources to provide, Air Charter Service to destinations as required for the Fall 2025 SUU Football season, based on the information provided in this document. Bids will be received via email (tannergale@suu.edu) OR in the Southern Utah University Purchasing Office, attn. Tanner Gale, 351 West University Blvd., Cedar City, Utah, 84720, no later than 2:00PM (MT) Friday, January 31, 2025. At this time, a list of the names of the firms submitting bids will be available. No other public disclosure will be made until after award of the contract.

Southern Utah University is located in Cedar City, Utah. We are a state institution, committed to undergraduate, professional graduate, and applied technology programs of excellent quality. The University enrolls over 13,000 students and employs more than 1000 faculty and staff. Founded in 1897, SUU is located on a main campus of 130 acres in Cedar City, Utah, about 2 ½ hours north of Las Vegas on Interstate 15, in the geographic area of Utah's National Parks.

Please note bids must be received, either mailed, emailed, or hand delivered, in the **Southern Utah University Purchasing Office, attention Tanner Gale**, by the bid deadline listed below. Bids received late will not be considered. Questions concerning this bid can be directed to Tanner Gale, Purchasing Office.

Tel: (435) 586-7713 – Email: tannergale@suu.edu

Bid Deadline: 2:00PM (MT), Friday, January 31, 2025

All questions & bids must be submitted in writing to:

Southern Utah University
Purchasing Office Attn: Tanner Gale
351 West University Blvd.
Cedar City, Utah 84720
Email: tannergale@suu.edu

Please Note: Email preferred.

General Information

1. All bid information is to be held in strict confidence. SUU reserves the right to accept or reject any or all bids or waive any informalities or technicalities in any bid in the interest of the University.
2. Awarded contracts are subject to our terms and conditions, which can be found at <https://www.suu.edu/ad/purchasing/forms.html>
3. **Bids will include all charges (freight, etc.) – Any additional charges, fees, and costs not included in your bid will not be accepted.**
4. Any Addenda issued during the time of bidding shall become part of the contract documents made available to all bidders for the preparation of the bid.
5. The procurement laws of the State of Utah and the University's Purchasing Policy govern this request. Policies and rules are available upon request.
6. Whereas Contractors/Vendors may have provided budgetary proposals to the University regarding this project, this Invitation to bid **supersedes** all other requests. Bidders must respond to this request and any proposals, bids, or quotes provided prior to this request cannot be considered.
7. Award shall be made to the responsive and responsible contractor whose submittal is determined to be the most advantageous to the University taking into consideration the evaluation criteria set forth in this solicitation.
Pricing, although a consideration, shall not be the sole determining factor.
Evaluation Criteria – Invitation to Bid shall be evaluated based on the following criteria: Experience, Performance ratings, Inspection, Testing, Quality, Workmanship, Time and manner of delivery, References, Financial stability, Cost, Suitability for a particular purpose, the contractor's work site safety program, including any requirement that the contractor imposes on subcontractors for a work site safety program.
8. **Debarment Clause:** Contractor/vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If Contractor/vendor cannot certify this statement, attach a written explanation for review by the University. Contractor/vendor must notify the Director of Purchasing within 30 days if debarred by any governmental entity during the Contract period.
9. In accordance with Utah Statute 63G-27-101, effective May 5, 2021, vendors contracting with the State to provide a good or service, including supplies, information technology, or construction services must certify they are not currently engaged in a boycott of the State of Israel and agrees not to engage in a boycott of the State of Israel for the duration of the contract (if awarded).



Southern Utah University
2025 Football Air Charter Services

Intent: It is the intent of Southern Utah University to receive quotations from qualified airlines to provide Air Charter Service to destinations as required for the Fall 2025 SUU Football season.

Specifications/Scope of Work

Provide air charter service for Southern Utah University's football team for Fall 2025 travel per the following specifications:

- 1. Depart from and return to Cedar City, UT (CDC) Elevation: 5627 ft.
2. Contractor will provide non-stop air service.
3. Seating requirement: minimum 160
4. It is requested that the airlines provide beverages to include 64 fluid ounces of water and sports drinks to all passengers on both the departing and returning flights.
5. Price quoted must be inclusive of all expenses, including positioning of aircraft. Please indicate fuel price on quote.
6. Contractor must indicate the name of the carrier providing aircraft and list specified aircraft models. Please do not propose MD-80 Series aircraft.
7. Prior to award of contract, the provider will supply Southern Utah University with "Proof of Confirmed Aircraft" documentation.
8. Only passengers approved by the University will be on any flight chartered by the University. University reserves the right to fill all available seats.
9. Please indicate the maximum payload capacity of proposed aircraft.
10. In-air Wi-Fi service preferred, not required.

2025 FOOTBALL TRAVEL SCHEDULE

Non-stop air service from CDC based upon the following schedule:

Table with 6 columns: Date, Opponent, Destination, Departure Time, Return, Return Time. Rows include UC Davis, Tarleton State, Eastern Kentucky, and North Alabama.

Please Note: SUU is tax exempt and non-profit. The winning vendor will be provided with a tax exemption certificate upon request.