

**GAYLORD NATIONAL HOTEL
TRANSPORTATION REQUEST FOR PROPOSAL (RFP)
FOR THE AMERICAN BUS ASSOCIATION MARKETPLACE
DAYS OF SERVICE - JANUARY 14 – 20, 2010**

Gaylord National Hotel (herein referred to as Gaylord) is seeking a comprehensive bid from interested parties to serve under contract as bus operators for the American Bus Association (herein referred to as ABA) for its convention (herein referred to as Marketplace) to be held January 14-20, 2010 in National Harbor, Maryland. The organizations selected as bus operators for ABA shall contract directly with Gaylord.

ABA Marketplace Overview

The ABA is an association of more than 1000 motor coach operators in North America. The ABA Marketplace provides operators an opportunity to conduct business with travel industry suppliers such as hotels, restaurants, attractions, destination organizations and sightseeing businesses. The ABA operators generate a total of nearly 860 million tours annually. The expected attendance is approximately 3,000 delegates. The convention will be held at the Gaylord National Hotel and Convention Center. There are several events scheduled off of the Gaylord property. Delegates will need transportation to these destinations. It is a great opportunity to get your fleet in front of literally hundreds of potential tour buyers.

All surrounding area ABA members will receive an invitation to bid. The transportation for these events will be awarded to multiple ABA bus companies so please bid on only what you are able to reasonably provide. Highlights of service:

- Two days of airport arrival service from the Reagan National Airport and one day of airport departure service from the host hotels to Reagan National Airport
- Three evening social events at various area destinations
- One evening of dine around shuttles to three restaurant areas
- Sightseeing tours on one day to area attractions

Please see (Exhibit A) for more information about the transportation requirements. Events, locations, and schedules are subject to change.

ABA Consultant

ABA provides the services of a transportation consultant to assist Gaylord with general transportation guidance from a professional and historical point of view. The selected operator must agree to work in cooperation with the ABA consultant and Gaylord on all transportation matters.

Reporting

The selected operator shall report to a designated representative of Gaylord to coordinate the daily services of the transportation. The selected operator will be asked to routinely report on transportation logistics, schedules and cost updates. The operator may also be required to attend planning meetings at Gaylord.

General Information

The bid should contain the following:

- A company profile and the type of services offered
- Contact information – address, phone, toll free, fax, web address and email
- The ownership structure and leadership of the business
- A description of previous experience with similar types of events in Maryland/Virginia/DC area

- Any previous projects conducted with Gaylord
- Any previous ABA Marketplace or similar major event experience
- A list of at least four major local and or national accounts served (size, type, services offered)
- Name and background of project manager that bidder will assign to this program
- A description of any other staff assigned to this program and their background
- A completed copy of the attached RFP Vehicle Allocation & Bidders Response Form (Exhibit A)
- A description of motor coaches in fleet – seating, make, model; describe if motor coaches are equipped with restrooms, GPS, audio/visual, two way radios and wheelchair lifts
- Any other pertinent information you would like to provide to demonstrate your organization’s qualifications and proficiency for this event

Conditions

Indicate acceptance of each of the following conditions:

- Operator must be a motor coach carrier and a current member of the American Bus Association.
- Operator must agree to furnish late model motor coaches (five-year age minimum) from their fleet. Furnished vehicles are expected to be cleaned on the interior and exterior daily with properly working climate controls.
- Operator must get approval from ABA before subcontracting any vehicles.
- Operator must be licensed to operate in the state of Maryland, state of Virginia and the Washington DC area. Any required licenses, decals or plates must be current and properly displayed on each vehicle.
- Operator drivers must be neat in appearance and dressed in company uniform. Drivers must be familiar with the traffic laws, roads, highways and destinations described in Exhibit A. Drivers with no prior driving experience in the DC area are unacceptable.
- Operator assumes responsibility for any costs associated with deadhead travel and the driver’s travel including but not limited to meals and overnight accommodations.
- Operator must provide a contact person and phone number of an individual who can be reached 24 hours at anytime during Marketplace.
- An operator providing more than ten motor coaches on any one event must provide the services of a curbside representative during service hours.
- Operator must have a communication network between the furnished motor coaches and its office or curbside representative. Cell phone, Push-to-Talk or two-way radios are all acceptable forms of communication.
- Operator must show proof of company liability insurance in the amount of \$5,000,000. Coverage must cover all permanent and part-time employees as well as independent contractors on its Worker’s Comp insurance and show evidence of such.
- Operator, its suppliers and subcontractors agree to incorporate a hold-harmless and indemnification clause exempting Gaylord and the ABA from liability in cases of an accident arising from the negligence of the provider, its company or its employees.

- Operator agrees to name Gaylord, its affiliates and the ABA as an additional-insured on its liability policy.

Terms

Operator agrees to:

- Furnish a statement of work (charter orders) to a designated Gaylord representative at least (60) sixty days prior to Marketplace.
- Payment terms of (50%) fifty percent deposit payment upon acceptance and the balance due (30) thirty days after receipt of a final invoice.
- Credit Gaylord a fair amount for inexcusable lateness, no-show vehicles, inappropriate driver behavior, mechanical failures or any interruption of services caused by the operator.

Evaluation of Proposals

Gaylord adheres to, and all bidders must adhere to, Equal Employment Opportunity Obligations. Contractors shall not discriminate against employees or applicants for employment because of race, creed, color, nation origin, sex, age, disability, marital status, sexual orientation or citizenship status.

Gaylord will evaluate the operator proposal, but reserves the right to delegate the review of proposals to ABA. Gaylord will evaluate each applicant and proposal on the following factors:

- a. Qualification of the operator
- b. Proposal content
- c. Experience
- d. Acceptance of Conditions and Terms
- e. Knowledge of the streets and destinations
- f. Special offers
- g. Fair and competitive costs
- h. Responsiveness

Operator must utilize the Vehicle Allocation & Bidders Form (Exhibit A) when submitting a proposal. Proposals may be submitted by mail or electronically. Proposals should be submitted no later than August 15, 2009 to:

Kathryn Hoch
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