

**PHILADELPHIA CONVENTION & VISITORS BUREAU
TRANSPORTATION REQUEST FOR PROPOSAL (RFP)
FOR THE AMERICAN BUS ASSOCIATION MARKETPLACE
DAYS OF SERVICE - JANUARY 7 – 13, 2011**

The Philadelphia Convention & Visitors Bureau (herein referred to as BUREAU) 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 7-13, 2011 in Philadelphia, Pennsylvania. The organizations selected as bus operators for ABA shall contract directly with the BUREAU.

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 for Marketplace is approximately 3,200 delegates. The Marketplace will be held at the Pennsylvania Convention Center (PCC). There are several important tours and networking events scheduled from the PCC and the hotel properties. Delegates will need transportation to these destinations. Participating in Marketplace 2011 is a great opportunity for Pennsylvania operators to showcase their fleet in front of hundreds of potential tour buyers.

Transportation Services

All Pennsylvania ABA operator members are invited to bid. The transportation for these events will be awarded to multiple ABA bus companies, so please bid on only what you are reasonably able to provide. Highlights of service:

- Three days of airport arrival service from Philadelphia International Airport to downtown host hotels; approximately every 20-30 minutes from all terminals
- One day of airport departure service from downtown host hotels to Philadelphia International Airport; every 30 minutes on the hour and half hour
- Three evening social event transfers; continuous service from host hotels to three downtown TBD destinations
- One day of sightseeing tours to area attractions; ten half day tours

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

Host Hotel Peak Room Blocks

Marriott	750
Courtyard by Marriott	200
Hampton Inn	175
Loews Hotel	100
Hilton Garden Inn	200
Holiday Inn Express	075

ABA Consultant

ABA provides the services of a transportation consultant to assist the Bureau with general transportation guidance from a professional and historical point of view. The selected operator(s) shall agree to work in cooperation with the ABA consultant and Bureau representatives on all transportation activities.

Reporting

The selected operator(s) shall directly report to a designated representative of the Bureau to coordinate the services of the Marketplace transportation. The selected operator(s) will be asked to routinely report on transportation logistics, schedules and provide cost updates. The selected operator(s) shall also be required to attend approximately one-two Bureau planning meetings.

General Information

The bid should contain the following:

- A company profile and the type of services offered by operator
- 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 the Philadelphia area
- Any previous projects conducted with the Bureau
- Any previous ABA Marketplace or similar major event experience
- A list of at least four major local and or national accounts served (provide size, type, services offered)
- Name and background of project manager assigned to this program
- Names and background of any other staff assigned to this program
- A description of motor coaches in fleet – age, seating, make, model; provide photos and a description of the vehicles bidder intends to use for this program
- A description of on-board amenities such as restrooms, GPS, audio/visual equipment, two way radios and wheelchair lifts
- Any other pertinent information to demonstrate the organization’s qualifications and proficiency for this event
- A completed copy of the attached RFP Vehicle Allocation & Bidders Response Form (Exhibit A)

Conditions

Indicate acceptance of each of the following conditions:

- Operator must be a motor coach carrier and a current in-good-standing 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 and always 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 Pennsylvania and able to operate in and out of the Philadelphia International Airport. Any required licenses, decals or plates must be current and properly displayed on each vehicle.
- Vehicle 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 Philadelphia area will not be tolerated.
- Operator assumes responsibility for any other costs associated with this program including tolls, deadhead miles; driver travel, 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.
- Operator must comply with ADA laws and regulations and be able to furnish a lift equipped vehicle if called upon.
- 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 its motor coaches and its office or curbside representative. Cell phone, Push-to-Talk or two-way radios are all acceptable forms of communication.
- Be solely responsible for all fines, penalties, damages and/or judgments occasioned by Operator's violations of statutes, ordinances, rules and regulations and shall indemnify and hold Bureau and ABA harmless.
- Operator, its suppliers and subcontractors agree to incorporate a hold-harmless and indemnification clause exempting the Bureau and the ABA from liability in cases of an accident arising from the negligence of the provider, its company or its employees.
- 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 agrees to name the Bureau, 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 Bureau representative at least (60) sixty days prior to Marketplace.
- Payment terms of (25%) twenty-five percent deposit payment upon acceptance and the balance due (30) thirty days after receipt of a final invoice.
- Credit the Bureau 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

The Bureau 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.

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

- a. Qualifications
- 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. Please provide the other requested information along with Exhibit A. Proposals may be submitted by mail or electronically. Proposals should be submitted no later than May 28, 2010 to:

Philomena Petro

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