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**Chesapeake College at 50**

**Chesapeake College  
P.O. Box 8  
Wye Mills, Maryland 21679**

**Request for Proposals:**

**Athletic Transportation Services Fiscal Year 2018  
Wye Mills, Campus**

For Specific Information Regarding this Request for Proposals:

Mrs. Karen Smith  
Chesapeake College  
P.O. Box 8, Wye Mills, Maryland 21679  
410-827-5816

**July 12, 2017**

## Request for Proposals

**OWNER:**

Chesapeake College

**INVITES SEALED BIDS:**

Athletic Transportation Services FY2018

**TYPE OF BID:**

Bids shall be on a lump sum basis.

**BID SUBMISSION:**

Sealed bids may be mailed to Mrs. Karen Smith, Chesapeake College, P.O. Box 8, Wye Mills, Maryland 21679. All bids must be clearly marked **SEALED BID FOR Athletic Transportation Services Dorchester Administration Building, ATTN: Mrs. Karen Smith.** Sealed bids marked in the same manner may be hand delivered to: Mrs. Karen Smith, Dorchester Administration Building Room D233, Faxed or emailed bids will not be accepted. All bids must be received **by 1:00 P.M. on August 9, 2017.** A public bid opening will be held in the Dorchester Administration Building Room D233 at that time.

**WITHDRAWAL PERIOD:**

Bids may not be modified, withdrawn or canceled by Bidder within forty five **(45) days** of bid opening.

## **Project Identification: Athletic Team Transportation Services**

### **Scope of Work**

Chesapeake College is seeking qualified bidders to provide motor coach bus services to transport athletic teams for the College's fiscal year 2018.

All motor coaches employed under this contract will be no more than 15 model years old and in good working condition and equipped with the following amenities as a minimum:

- a. Over-head and under-vehicle luggage/ equipment storage
- b. Working air conditioning/heating/temperature control
- c. Night time individual lighting for reading

For trips exceeding 2 hours one way the additional amenities (in addition to the items listed above) are required at a minimum:

- a. Working bathroom facilities
- b. Functioning Video/DVD systems
- c. Reclining seats

Coaches/buses will be cleaned, bathroom sanitized, inspected, and mechanically serviced before each use by the College.

Bid prices are to include all expenses (fuel, tolls, parking, etc.).

All questions relating to this bid should be directed to:

Karen Smith 410-827-5816 or ksmith@chesapeake.edu.

### **Schedule of Events**

Bidders should refer to the Schedule of Events (Attachment A) for the list of team events.

It is the intention of the College to award the contract for the entire RFP schedule to one contractor. In the event of a scheduled event cancellation the College reserves the right to reduce the contract by the amount of the listed flat rate price for that event. The event will be rescheduled as soon as

the College can arrange a make-up date. The College will provide the successful contractor with as much advance notice as possible of a cancellation. Events sometimes get cancelled on very short notice due to severe weather etc.

## **General Conditions**

A. The contractor shall supply all labor, materials, tools, and equipment necessary to complete the Scope of Work, as stated herein, in compliance with these specifications.

B. It is anticipated the contractor shall perform all work with their employees. The contractor shall not subcontract work without the prior written permission of Chesapeake College. For any work to be completed by subcontractors the Contractor agrees to furnish a complete list of all proposed subcontractors to be employed on this project.

C. All motor coaches will, as a minimum, meet existing local, state and federal regulations, requirements and standards. If requested the Contractor shall provide a copy of the most recent inspection certificate for each coach proposed for service.

D. The College reserves the right to cancel the contract for cause with twenty-four (24) hours written notice.

E. The College reserves the right to reject any or all bids, or to waive any informalities and/or irregularities in the bid proposals, when in their judgment, the public will be better served.

F. The Contractor shall be responsible for complete compliance with Federal, State, & County safety regulations including but not limited to current MOSH & OSHA Standards.

G. Responsible for safekeeping of all college/athlete belongings in the bus from departure time until the return to Chesapeake College.

## **Driver Requirements**

- A. The College reserves the right to approve/disapprove all drivers, request copies of driving records for any driver provided and/or refuse any drivers proposed or provided by the contractor.
- B. Motor coach drivers will be fully trained, qualified and have at a minimum two years' experience in driving similar motor coaches.
- C. All drivers will be properly licensed for the equipment being utilized.
- D. All drivers will be familiar with the rules and laws pertaining to the equipment being operated.
- E. Motor coach operators will have written instructions on the relative actions to be taken during an emergency or roadside breakdown. These instructions will include the handling of passengers and stowed equipment. These instructions will contain an emergency phone number list for obtaining emergency service as well a substitute bus if needed. The bidder shall provide a copy of these instructions with the bid.
- F. All drivers will have a cell phone or similar device for emergency calls.
- G. Drivers will be fully briefed relative to destination and the most direct routing to this destination. Drivers will be aware of the needs of the College prior to arriving to load passengers. Driver's failure to know where he/she is destined and the best way to get there will not be tolerated.
- H. Contractor will be responsible for driver's accommodation costs. The driver must remain in close contact and proximity to the group to ensure the motor coach is available to the College person-in-charge at all times in the event of changes in schedule, pickups, etc.
- I. The drivers and equipment provided will be evaluated by the College person-in-charge at the end of each round trip. The Contractor will be provided a copy of the evaluation.

## **Liaison**

Chesapeake College's designated Director of Athletics and the Contractor's designated Representative shall be the main contacts regarding all information pertaining to the job and shall not permit unauthorized interference from residents of the College or from the Contractors employees. **Contractor must be able to communicate via email with the College. Email correspondence is the preferred method of communication between the College's representative and the Contractor.**

## **Extras and Change Orders**

It is anticipated that the aforementioned work shall be inclusive and that there will not be extras or changes. The approval for extra work or any deviation from the specifications will be the sole responsibility and determination of Chesapeake College and will be issued as an additional purchase order to the Contractor. No extra work will be done or changes made in the work as specified without a written purchase order from the college.

## **Indemnity**

The successful offeror shall indemnify and save and hold harmless Chesapeake College, its Board of Trustees, employees, agents and officials, against any or all loss, cost, damage, claim, expense or liability whatsoever, related to the acts or omissions of the successful offeror with respect to the contract. The indemnification obligation of the successful offeror shall include but not be limited to injuries to individuals and the property of individuals who are not parties to the contract. In addition, the indemnification obligation of the successful offeror shall cover the acts or omissions of any subcontractors hired by the successful offeror.

Furthermore, the indemnification obligation of the successful offeror shall survive termination of the contract for any reason.

The successful offeror shall secure, pay the premiums for, and keep in force until the expiration of this contract, and any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the contractor under this contract.

The following information is requested by the College in order to determine whether a proposed contractor is capable of providing the services specified under the Statement of College Requirements:

\* Proof of insurance (Refer to Attachment C Insurance Requirements)  
: Contractors will be required to supply a letter from their insurance company or a copy(s) of current (up to date) certificate(s) of insurance which includes the policy number, the name(s) of the insurance company(s) and insurance agent(s), effective date(s) and coverage amounts and details as specified in the statement of college requirements. Contractor shall procure and maintain throughout the term of the contract policies of insurance from a carrier with an A.M. Best rating of "A-" or better.

The successful offeror shall not allow any liens filed against Chesapeake College or the property of Chesapeake College by a person or firm for any reason arising out of the furnishing of services or materials by the contractor. Any lien filed against Chesapeake College or its property shall be disposed of within 30 days of its filing. Failure of the contractor to dispose of such liens within the 30-day period shall constitute default.

The actions of a contractor with third parties are not binding upon Chesapeake College. The contractor is not a division of Chesapeake College.

## **Payment Schedule**

Upon completion of all work, the contractor will submit an invoice to the College Director of Athletics. All payments will be made within thirty (30) days of acceptance of a College approved invoice.

## **Payment Terms**

Chesapeake College agrees to provide full payment within 30 days following acceptance of an approved invoice.

## **Bid Requirements**

In order to be considered all bids must include

1. One original copy of the bid form (including trip price and proposed vehicle type) including acknowledgement of any addenda
2. One original copy of Per Trip bid form (Attachment A)
3. A copy of a current business license or certificate of good standing with State of Maryland
4. Three company references (include name, address and phone #)
5. Insurance certification covering liability, property damage and Worker's Compensation (Refer to Insurance Requirements Attachment C)
6. Signed Bid Affidavit. The Bid Affidavit must be signed by the principal officer of the company making the offer. (Attachment B)
7. Sample of written emergency instructions.
8. Cancellation policy
9. Description and photos of proposed bus types

## **Award of Bid**

Contract award will be made to the lowest responsible bidder in the amount of the sum of the flat rate bids after evaluation for bidder responsiveness to all requirements for bid proposals.

## **Acceptable and Unacceptable Bid Proposals**

The College reserves the right to reject any or all bids, or to waive any informalities and/or irregularities in the bid proposals, when in their judgment, the public will be better served.

**BID FORM**  
**Athletic Team Transportation Services FY2018**

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**Chesapeake College**  
**P.O. Box 8**  
**Wye Mills, Maryland**

The undersigned proposes to furnish all labor, materials, equipment and services necessary to complete the above named project at Chesapeake College, Wye Mills, Maryland.

**Firm Name** \_\_\_\_\_

**The undersigned having examined the bidding requirements, contract conditions, as well as all pertinent specifications as prepared by Chesapeake College and having received clarification of all items of conflict or questions, submits a BASE BID.**

**BASE BID: Furnish transportation services for Chesapeake Athletic teams for FY2018 as specified in the Scope of Work and identified in the schedule of events. Price to include all parking, fuel, tolls, bus fees, labor and other incidentals costs related to scheduled trip. This price is the total price for base bid from page 12, Attachment A.**

**BASE BID** \_\_\_\_\_ (\$ \_\_\_\_\_)  
(Words) (Numbers)

**Firm Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Printed Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Attachment A**  
**Chesapeake College Athletic Team Transportation Schedule FY2018**

<b><u>Team Type</u></b>	<b><u>Date</u></b>	<b><u>Opponent</u></b>	<b><u>Game Time</u></b>	<b><u>Depart</u></b>	<b><u>Return</u></b>	<b><u>Max # of Athletes</u></b>	<b><u>Price</u></b>	<b><u>Proposed Bus Type</u></b>
Volleyball	9/7/17	Montgomery	6:00	3:15	9:30	17		25
Soccer	9/8/17	Catonsville	6:00	3:30	9:30	22		25
Volleyball	9/12/17	Anne Arundel	6:00	4:15	9:00	17		25
Volleyball	9/14/17	Southern MD	6:00	3:00	10:00	17		25
Softball	9/17/17	Dundalk	12/2	9:00 AM	6:00	17		25
Soccer	9/22/17	Howard	4:00	1:30	8:00	22		25
Soccer	10/3/17	Allegany	4:00	11:00AM	10:00	22		25
Soccer	10/6/17	Hagerstown	4:00	12:00	9:00	22		25
Baseball	10/7/17	Iron Man Competition	TBA	5:45 AM	12:30 PM	40		45
Baseball	10/8/17	Washington College	12:00	9:30 AM	6:00 PM	40		45
Soccer	10/10/17	Essex	7:00	3:15	11:00	22		25
Volleyball	10/10/17	Harford	6:00	2:30	10:00	17		25
Volleyball	10/13/17	Allegany	6:00	1:30	11:30	17		25
Softball	10/14/17	Del Tech	12/2	10:00AM	6:00	17		25
Soccer	10/17/17	Frederick	4:00	12:30	8:30	22		25
Volleyball	10/17/17	Howard	7:00	4:30	10:30	17		25
Men's Basketball	10/28/17	UDC	2:00	11:00AM	7:00	17		25
Basketballs	11/3/17	Harcum	5/7	1:00	11:30	34		25
Men's Basketball	11/17/17	Baltimore City	4:00	1:00	8:00	17		25
Men's Basketball	11/18/17	Baltimore City	2:00	11:00AM	6:00	17		25
Men's Basketball	11/19/17	Baltimore City	2:00	11:00AM	6:00	17		25
Basketballs	11/29/17	Frederick	5/7	1:30 PM	11:30	34		45
Women's Basketball	12/1/17	Baltimore City	4:00	1:00	8:00	17		25
Women's Basketball	12/2/17	Baltimore City	2:00	11:00AM	6:00	17		25
Women's Basketball	12/3/17	Baltimore City	2:00	11:00AM	6:00	17		25
Basketballs	12/5/17	Harford	5/7	1:30	11:30	34		45
Basketballs	12/7/17	NOVA	5/7	1:00	11:30	34		45
Basketballs	12/12/17	Catonsville	5/7	2:30	10:30	34		45

Basketballs	1/7/17	Garrett	1/3	8:00 AM	10:00	34		45
Basketballs	1/12/17	Howard	5/7	2:30	10:30	34		45
Men's Basketballs	1/22/17	Navy	6:30	4:00	9:30	17		25
Men's Basketball	1/27/17	Dundalk	4:00	1:30	7:30	17		25
Softball	3/14/17	Harford	12/2	9:00 AM	6:00	17		25
Baseball	3/25/17	CCBC-Essex	12/2:30	8:30 AM	6:30	40		45
Baseball	3/27/17	Hagerstown	3:00	11:30AM	8:00	40		45
Baseball	3/31/17	Shenandoah	12/2:30	8:00 AM	7:30	40		45
Baseball	4/7/17	CCBC-Catonsville	12/2:30	9:00 AM	6:30	40		45
Softball	4/7/17	Navy	12/2	9:30 AM	5:30	17		25
Softball	4/8/17	Del Tech	12/2	9:30 AM	5:30	17		25
Baseball	4/10/17	Southern MD	3:00	12:00	8:00	40		45
Softball	4/11/17	Frederick	3/5	11:30AM	9:30	17		25
Baseball	4/14/17	Cecil	12/2:30	8:30AM	6:30	40		45
Softball	4/14/17	Hagerstown	12/2	8:30AM	6:30	17		25
Baseball	4/15/17	Potomac State	1/3:30	7:30 AM	9:00	40		45
Softball	4/16/17	Southern MD	3/5	12:00	9:00	17		25
Softball	4/18/17	Cecil	3/5	12:00	9:00	17		25
Baseball	4/21/17	Prince Georges CC	12/2:30	9:00 AM	6:30	40		45
Baseball	4/28/17	Montgomery CC	12/2:30	8:30 AM	Hotel (8:00)	40		45
Baseball	4/29/17	Garrett	12/2:30	Hotel (8:00)	9:30	40		45
4/28-4/29 will be an overnight trip. Depart Chesapeake on 4/28 play game, travel to Garret, and stay in hotel, play 4/29 and then return that night.								

**All times listed above are PM unless noted otherwise**

Total price for all games listed above \$ \_\_\_\_\_

The times listed above are approximate times based on the best information available at the time of the RFP. Times are subject to change. The college is asking for a per trip price for each game.

**Attachment B**  
**BID/PROPOSAL AFFIDAVIT**

NAME OF RFP \_\_\_\_\_

**A. AUTHORIZED REPRESENTATIVE**

I HEREBY AFFIRM THAT: \_\_\_\_\_ I am the (title) and the duly authorized representative of (business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

**B. AFFIRMATION REGARDING BRIBERY CONDITIONS**

I FURTHER AFFIRM THAT:

Neither I, nor the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101 (b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, director, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of persons(s) involved, and their current positions and responsibilities with the business) (use attachments as necessary): \_\_\_\_\_

**C. AFFIRMATION REGARDING OTHER CONVICTION**

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, director, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies has:

- (a) Been convicted under state or federal statute of a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract, fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
- (b) Been convicted of any criminal violation of a state or federal antitrust statute
- © Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. 1961, et. Seq., or the Mail Fraud Act, 18 U.S.C. 1341, et. Seq., for acts arising out of the submission of bids or proposals for a public or private contract;
- (d) Been convicted of a violation of the State Minority Business Enterprise Law,
- (e) Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
- (f) Been found civilly liable under a state or federal antitrust for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
- (g) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described above, except as follows (indicate reasons why the affirmations

cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the names(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment) (use attachment as necessary):

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**D. AFFIRMATION REGARDING DEBARMENT**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the names(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the fronds of the debarment or suspension) (use attachments as necessary):

**E. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

- (1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to section Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Codes of Maryland; and
- (2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification) (use attachments as necessary).

**F. SUB-CONTRACT AFFIRMATION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural service, construction related service leases of real property, or construction.

**G. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

- (1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;
- (2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

**H. FINANCIAL DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**I. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Article 33, Sections 30-1 through 30-4 of the Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year in which the person receives in the aggregate \$100,000 or more shall, file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election.

#### J. DRUG AND ALCOHOL FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

##### I CERTIFY THAT:

- (1) Terms defined in COMAR 21.11.08 shall have the same meaning when used in this certification.
- (2) By submission of its bid or offer, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contact resulting from this solicitation, the business shall:
  - (a) Maintain a workplace free of drug and alcohol abuse during the term of the contract:
  - (b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions:
  - (c) Prohibit its employees from working under the influence of drugs or alcohol:
  - (d) Not hire or assign to work on the contract anyone whom the business knows. Or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program:
  - (e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred:
  - (f) Establish drug and alcohol abuse awareness programs to inform its employees about:
    - (i) The dangers of drug and alcohol abuse in the workplace:
    - (ii) The business' policy of maintaining a drug and alcohol free workplace:
    - (iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and
  - (iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace;
  - (g) Provide all employees engaged in the performance of the contract with a copy of the statement required by J (2)(b), above:
  - (h) Notify its employees in the statement required by J (2)(b), above, that as a condition of continued employment on the contract, the employee shall:
    - (i) Abide by the terms of the statement; and
    - (ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction:
  - (i) Notify the procurement officer within 10 days after receiving notice under J (2)(h)(ii), above, or otherwise receiving actual notice of a conviction:
  - (j) Within 30 days after receiving notice under J (2)(h)(ii) above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:
    - (i) Take appropriate personnel action against an employee, up to and including



of the accompanying bid or proposal shall be construed to supercede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) the Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_ EIN or SS# \_\_\_\_\_

By: \_\_\_\_\_ Solicitation: Athletic Transportation Service FY2018  
(Authorized Representative and Affiant)

Attachment C

**Insurance Requirements**

**Contractor shall procure and maintain throughout the term of the contract policies of insurance from a carrier with an A.M. Best rating of “A-“ or better. Contractors shall furnish Chesapeake College with a Certificate of Insurance prior to commencing work to include coverage and minimum limits as follows:**

**Commercial General Liability**

Form: Commercial General Liability including premises, on going & completed operations, personal injury & contractual liability.

Minimum Limits: \$1,000,000 per occurrence / \$2,000,000 aggregate

Endorsements: General aggregate applies per project/location  
Waiver of subrogation in favor of Chesapeake College  
Chesapeake College named as additional insured including premises/operations and completed operations – ISO endorsements CG 20 10 07 04 and CG 20 37 07 04 are acceptable (or their equivalent).  
Coverage to be primary and non-contributory in favor of additional insured.  
30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College  
**There shall be no exclusion endorsement or modification of the Commercial General Liability form arising from pollution, explosion, collapse, property damage, completed operations, contractual construction work or work performed by underground liability, residential contractors.**

**Automobile Liability**

Form: Commercial Automobile Liability providing liability coverage for owned, non-owned or hired automobiles

Minimum Limits: \$1,000,000 combined limit

Endorsements: 30 days written notice by certified mail of reduction in coverage, cancellation, or non-renewal in favor of Chesapeake College

**Worker’s Compensation & Employers’ Liability**

Form: Standard Policy naming Maryland as a covered State

Minimum Limits: Statutory worker’s compensation benefits  
Employers’ Liability limits of \$500,000 / \$500,000 / \$500,000

Endorsements: Waiver of Subrogation in favor of Chesapeake College  
30 days written notice by certified mail of reduction in coverage, cancellation  
or non-renewal in favor of Chesapeake College  
Where applicable, U.S. Longshore & Harborworkers Compensation Act endorsement

## **Insurance Requirements**

### **Umbrella**

Form:	Umbrella
Minimum Limits:	\$1,000,000 per occurrence / \$1,000,000 Aggregate
Endorsements: cancellation	30 days written notice by certified mail of reduction in coverage, or non-renewal in favor of Chesapeake College
Other:	Policy term to be concurrent with Commercial General Liability Policy and Automobile Liability Policy. Umbrella coverage must include as insureds all entities that are additional insureds on the Commercial General Liability (CGL)

### **Additional Coverages**

#### **Builder's Risk/Installation Floater (When required by contract)**

Form:	Special form causes of loss including collapse and testing. No theft limitations should apply.
Minimum Limits:	On site limit no less than 100% of contractor's contract price Off site/transit limit no less than 10% of on site limit
Endorsements: cancellation	30 days written notice by certified mail of reduction in coverage, or non-renewal in favor of Chesapeake College Chesapeake College to be a Named Insured on policy
Other:	Coverage to terminate only upon final completion and acceptance of work by Chesapeake College

#### **Environmental Liability/Pollution (When required by contract)**

Form:	Pollution liability for on-site exposures. Coverage to include site clean-up.
Minimum Limits:	\$1,000,000 per occurrence / \$1,000,000 aggregate
Endorsements:	Chesapeake College to be additional insured Inclusion of lead, asbestos, mold and fungi as covered causes of loss 30 days written notice by certified mail of reduction in coverage, cancellation or non-renewal in favor of Chesapeake College

Name	Address	Distance (Miles)	Time (Hours:Minutes)
<b>Allegany College of MD</b>	12401 Willowbrook Rd. SE Cumberland, MD 21502	184	3:00
<b>Allegheny</b>	808 Ridge Avenue Pittsburgh, PA 15212	290	4:45
<b>Anne Arundel</b>	101 College Pkwy, Arnold, MD 21012	29	0:35
<b>Baltimore City</b>	2901 Liberty Heights Ave, Baltimore, MD 21215	60	1:15
<b>Beaver County</b>	1 Campus Dr, Monaca, PA 15061	320	5:15
<b>Butler County- PA</b>	107 College Dr, Butler, PA 16002	307	5:00
<b>CCBC-Catonsville</b>	800 S Rolling Rd, Catonsville, MD 21228	57	1:00
<b>CCBC-Dundalk</b>	7200 Sollers Point Rd, Baltimore, MD 21222	52	1:05
<b>CCBC-Essex</b>	7201 Rossville Blvd Baltimore, MD 21237	65	1:15
<b>Cecil</b>	1 Seahawk Dr, North East, MD 21901	63	1:15
<b>CSM</b>	8730 Mitchell Rd, La Plata, MD 20646	74	1:30
<b>Del Tech- Dover</b>	100 Campus Dr, Dover, DE 19904	43	1:00
<b>Del Tech- Georgetown</b>	21179 College Dr, Georgetown, DE 19947	45	1:00
<b>Del Tech- Stanton</b>	400 Stanton-Christiana Road Neward, DE 19713	64	1:15
<b>Frederick</b>	7932 Opossumtown Pike, Frederick, MD 21702	101	1:45
<b>Garrett</b>	687 Mosser Rd, McHenry, MD 21541	223	3:45
<b>Hagerstown</b>	11400 Robinwood Dr, Hagerstown, MD 21742	120	2:00
<b>Harcum</b>	750 Montgomery Ave, Bryn Mawr, PA 19010	102	2:00
<b>Harford</b>	401 Thomas Run Rd, Bel Air, MD 21015	84	1:30
<b>Howard</b>	10901 Little Patuxent Pkwy, Columbia, MD 21044	59	1:05
<b>Iron Man Competition</b>	Cambridge, MD	47	0:45
<b>Montgomery</b>	51 Mannakee St, Rockville, MD 20850	72	1:15
<b>Navy</b>	121 Blake Rd, Annapolis, MD 21402	30	0:35
<b>NOVA</b>	6699 Springfield Center Dr, Springfield, VA 22150	80	1:30
<b>Penn Highlands</b>	101 Community College Way, Johnstown, PA 15904	216	3:40
<b>Potomac State</b>	101 Fort Ave, Keyser, WV 26726	206	3:05
<b>Prince Georges</b>	301 Largo Rd, Largo, MD 20774	53	1:00
<b>Shenandoah</b>	1460 Univeristy Drive Winchester, VA 22601	158	3:00
<b>Stevenson</b>	1525 Greenspring Valley Rd, Stevenson, MD 21153	70	1:15
<b>Univeristy of DC</b>	4200 Conneticut Avenue NW Washington DC, 20008	80	2:00
<b>Washington College</b>	300 Washington Avenue Chestertown, MD 21620	9	0:20
<b>Westmoreland</b>	145 Pavilion Ln, Youngwood, PA 15697	242	4:30