

NeighborWorks® America
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Washington, DC 20005
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Neighborhood Reinvestment Corporation, doing business as NeighborWorks® America, is a congressionally-chartered, public-non-profit corporation established in 1978 to continue the efforts of the Urban Reinvestment Task Force. Its mission includes the revitalization of older urban neighborhoods for the benefit of their current residents and the provision of affordable housing to neighborhood residents. Neighborhood Reinvestment is city, state, federal and sales tax exempt (documentation will be provided).

NeighborWorks® America is requesting transportation services for the NeighborWorks® Training Institute, February 27 – March 2, 2012 in the downtown Los Angeles area.

Pickups and drop offs will take place at all of the following locations:

- The Westin Bonaventure Hotel and Suites
- Sheraton Los Angeles Downtown
- Los Angeles Marriott Downtown
- Los Angeles Convention Center

- **Neighborhood tours:** (Attachment 1) to provide transportation for specific neighborhood site tours on designated days based on the schedule which will be provided to you. Details will be provided before the event.
- **Continuous shuttle service:** (Attachment 2) to provide transportation between venues (hotels listed) **every 10 minutes**. Vendor must provide route for continuous shuttle service between hotels.
- Please include the cost of the three (3) bus coordinators at The Westin Bonaventure Hotel and Suites, Los Angeles Marriott Downtown Hotel and the Los Angeles Convention Center for the continuous loop service on the following days:
 - Sunday, February 26, 2012
 - Monday, February 27, 2012
 - Wednesday, February 29, 2012
 - Friday, March 2, 2012
- Please include the cost of the two (2) bus coordinators at **the venues to be determined** for the continuous loop service on the following days:
 - Tuesday, February 28, 2012
 - Thursday, March 1, 2012

Any additional locations will be forwarded to you as soon as this information becomes available. Times may vary slightly. Since we **may** have disabled participants on the bus, indicate which of your buses, if any, are handicap accessible. We will need two handicap-accessible buses for the continuous shuttle bus service – one per route (see attachment).

The venues require that all vendors have insurance certificates. Vendors should attach your insurance certificate to the bid sheet. This information will be shared with the venues.

Mode of Procurement: This procurement will be executed with a standard purchase order or company check.

All proposals and bid worksheets should be submitted to Barb Jones via email at dwatson@nw.org by 5:00 p.m. Friday, January 20, 2012. If you have any questions about this proposal please contact Darrell directly.

Please provide a W9 form and certificate of insurance with proposal.

Attachment 1

2012 SAMPLE Neighborhood Tours Schedule

NOTE: There may be less or more of these "special" tours – this is an example of what our needs may be for certain days throughout the conference.

Date	Course/ Event	Bus Type	Entertainment System (Y/N)	Handicap Accessible (Y/N)	Qty.	Cost per bus
Friday, Feb 24	Special Tour	30 or 45 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Monday, Feb 27	NR261	25 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Tuesday, Feb 28	ED101	31 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Tuesday, Feb 28	NR275	30 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Wednesday, Feb 29	CB180	30 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Wednesday, Feb 29	ED145	30 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Wednesday, Feb 29	NR124	30 passengers	Monitors -		1	
			DVD -			
			Mic or PA -			
Thursday, 1	Special Tour	60 passengers	Monitors -		2	
			DVD -			
			Mic or PA -			
Total TBD						

BID WORKSHEET

Name and Title: _____
Company: _____
Address: _____

Contact Person _____
Telephone No: _____ **Fax No:** _____
Tax ID Number: _____ **Email:** _____

Additional Costs: Please indicate if there are any discounts or additional costs associated with the bus rentals such as gas surcharges, gratuities, etc.

Comments:

Shuttle Transportation Schedule

NeighborWorks® Training Institute • Los Angeles, VA • Feb 27 – March 2, 2012

Sun, Feb 26	Mon, Feb 27	Tues, Feb 28	Wed, Feb 29	Thurs, Mar 1	Fri, Mar 2
2:30 PM – 8:00 PM	6:00 AM to 9:00 AM 11:30 AM to 1:30 PM 4:00 PM to 8:00 PM	6:00 AM to 9:00 AM 11:30 AM to 1:30 PM 4:00 PM to 8:00 PM	6:00 AM to 9:00 AM 11:30 AM to 1:30 PM 4:00 PM to 8:00 PM	6:00 AM to 9:00 AM 11:30 AM to 1:30 PM 4:00 PM to 8:00 PM	6:00 AM to 9:00 AM 11:30 AM to 4:00 PM

Six Motor Coaches will run continuously during the dates and times indicated above.

Please allow for slight time variance due to rush-hour traffic.

Shuttle Bus Locations

3 Buses – Continuous loop for all locations in one direction: ROUTE 1

Order of each location should be provided. One bus must be handicap accessible

3 Buses – Continuous loop for all locations in opposite direction: ROUTE 2

Order of each location should be provided. One bus must be handicap accessible

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- Please include the cost of the two (2) bus coordinators at the venues to be determined for the continuous loop service on the following days:
 - Tuesday, February 28, 2012
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GRAND TOTAL: _____