



CENTRAL WASHINGTON UNIVERSITY

June 26, 2026

RFP 26-005 – Bus Services Vendor Questions & CWU's Response

1. ***Can CWU provide an estimated annual contract value for this solicitation?***

Answer: Not currently. Athletics spent \$299,944 FY26 and projected \$323,198 in FY27.

2. ***Does CWU anticipate awarding to a single vendor, or is the University planning to award to multiple vendors where different vendors may be selected for different vehicle types or trip categories? Understanding CWU's preference may help vendors structure their proposals more effectively.***

Answer: We would prefer to award to multiple vendors.

3. ***Are parking fees, tolls, permits, and similar third-party costs reimbursable or expected to be included in quoted rate?***

Answer: Please itemize these costs as a response to the RFP's section 5.5 on page 19. On quoted rates to departments, it should be included in the rate.

4. ***What is the approximate annual number of trip requests historically, and what is the typical range of trip lengths in mileage and hours?***

Answer: CWU Music – two to three trips and it varies. This last year we had Reno, NV for one trip and Canada for another. OISP - We average between 6-10 a year and they are all to Seattle or SEATAC. Athletics averages between 70-80 trips.

5. ***Section 4.7.4 #5 requires onboard restrooms to have fresh wash water or towelettes. The majority of coaches in this class use self-contained lavatory systems without plumbed fresh water. Can CWU confirm that properly stocked towelettes satisfy this requirement as an acceptable alternative?***

Answer: Vendor should answer with their ability to provide or these or not.

6. ***Will CWU award a single vendor or multiple vendors?***

Answer: We would prefer to award to multiple vendors.

7. ***The pricing structure as written contains no CPI or inflation escalator beyond the fuel surcharge mechanism in Section 4.6 — would CWU consider an annual rate adjustment tied to CPI or another objective measure at renewal?***

Answer: If this applies to your company's pricing, please itemize these costs as a response to this RFP's section 5.5 on page 19.

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8. **Section 4.6 states "all price decreases must be offered to the University" — can CWU clarify whether this applies specifically to fuel cost decreases or to contract pricing generally, what threshold triggers the obligation, and what the notification process looks like?**

Answer: no response.

9. **The RFP states no additional charges for travel from the Contractor's garage to campus will be accepted — can CWU confirm that the expected pricing format is portal-to-portal from and to the University? Also, given that the contract may extend to WIPHE members, should vendors provide pricing for trips originating from locations other than Ellensburg — such as CWU satellite campuses or other WIPHE institutions — and if so, how should that be structured in the proposal?**

Answer: Section 5.5 asks to itemize a price list that outlines the charges and other pertinent charges in response to this RFP. The last paragraph says there shall be no other charges beyond that. Vendors can itemize cost for branch campus locations, but CWU wouldn't need any costs for WIPHE institutions.

10. **Section 5.5 asks vendors to price tolls and parking separately, but the final paragraph states no additional charges including tolls will be accepted. These two statements appear to contradict each other — can CWU clarify whether tolls and parking are billable as separate line items or must be incorporated into base pricing?**

Answer: Section 5.5 asks to itemize a price list that outlines the charges and other pertinent charges. The last paragraph says there shall be no other charges beyond that. Athletics – incorporated in price.

11. **Will WIPHE member institutions issue orders directly to the contractor, or does everything flow through CWU? The language in Appendix B appears somewhat unclear on this point.**

Answer: WIPHE member institutions would contact the vendor to set up their own services. CWU wouldn't be involved in that process.

12. **What percentage of trips are planned in advance vs. requested within the 24-hour minimum notice window, and what is CWU's typical advance booking window in practice? We are trying to evaluate whether this is primarily an on-call bus service or CWU's go-to bus service for all trips.**

Answer: All CWU Music trips are planned months in advance. All OISP Trips are planned well in advance. Athletics – mostly months in advance, but occasional week of notice if teams make post season trips.

13. **Does CWU anticipate any large recurring events such as athletics, commencement, or orientation that would require multiple vehicles simultaneously and could be planned in advance?**

Answer: None for CWU Music. Ours are normally invited to performances for large ensembles. Athletics – yes

14. **Section 5.5 requests that vendors provide fuel surcharges, while the final paragraph states no additional fuel charges will be accepted. Can CWU clarify how fuel surcharges will be evaluated and applied?**

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Answer: Vendors need to itemize all their fuel charges in section 5.5 Pricing. No additional fuel charges will be acceptable beyond that. When issuing quotes per service, fuel charges should be contained in the quote.

15. How will the University evaluate proposals utilizing differing pricing methodologies (daily, hourly, mileage, or trip-based pricing)?

Answer: Section 5 awards points for each subsection. Responses will be scored on a point basis with a total of 75 points possible. Starting on page 18, the RFP document shows the point allocation for each subsection.

16. What is the typical group size requested — are most trips minibus-scale or full motorcoach?

Answer: CWU Music is a range. Our Reno group was 50 and our Canada group were 35. These are avg. OISP trips are almost all full motorcoach size with very rare cases of the minibuses being used to or from SEATAC. Athletics varies between 20 – 50 people depending on the sport.

17. What is the maximum number of simultaneous trips CWU has historically required, and what is the typical peak demand period(s)?

Answer: CWU Music groups can vary based on where the performance invite is and when. Almost never would anything be simultaneous. Athletics has several dates where multiple teams will require a charter all academic year.

18. The RFP does not include a minimum volume guarantee — can CWU give any indication of minimum annual trip volume that would be anticipated or committed to under the contract?

Answer: no response.

19. Approximately, what percentage of annual usage is anticipated to be athletic team transportation vs other university transportation needs?

Answer: Athletics will have 70-80 trips a year.

20. Section 4.7.3 requires ADA-compliant equipment when requested — does CWU anticipate ADA-equipped vehicles being required on a routine basis, or primarily on an as-needed basis when specifically requested by the ordering department?

Answer: This would be on an as-needed basis.

21. If multiple awards are made, how will trip assignments be distributed to the awarded vendors?

Answer: Services are to be provided on an “as needed” basis. Assignments will be distributed to vendors as the best fit per need.

22. Can CWU provide historical utilization data for the past three years, including:

a. Number of trips annually

Answer: Athletics – 70-80

b. Total charter spending

Answer: FY26 – \$299,944, FY27 - \$323,198(projected)

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c. Percentage of in-state vs out-of-state trips"

Answer: Athletics 60/40

23. Section 4.8 requires additional costs to be documented and submitted for review before invoicing — can CWU define what format and detail level they expect, who on their side has authority to approve those claims, and what the review timeline looks like?

Answer: This would be defined and may vary per charter. The contact would be personnel from the University department requesting services. Athletics receives emailed quotes and they are approved by directors.

24. What categories of vendor-submitted information does CWU typically grant proprietary exemption status to under RCW 42.56.210, and what is the process for requesting those exemptions prior to proposal submission?

Answer: Some records are exempt from public disclosure laws and there are some examples on the CWU's Public Records webpage: <https://www.cwu.edu/about/offices/business-services/public-records.php#accordion-123e85e4-04e8-441b-99e1-51c395a8cc43-4>

25. Does CWU expect pricing to remain fixed throughout the initial one-year term regardless of labor, insurance, or operating costs increases?

Answer: CWU expects fixed pricing with 30-day notifications of price increases. There may be opportunities for price increases, but it needs to be agreed upon in advance with an amendment to the resulting contract.

26. Section 4.3 requires service availability on 24-hour notice. Can CWU clarify whether this requirement applies to emergency transportation requests only or all transportation requests?

Answer: CWU Music never requires emergency transportation.

27. Is there an incumbent vendor currently providing these services, and if so, are they eligible to rebid?

Answer: Yes, to both.

28. Are trips primarily local/regional within Washington, or does CWU regularly require out-of-state service? If out-of-state trips are anticipated, can CWU provide historical examples of destinations, approximate frequency, and typical trip duration to allow vendors to accurately assess driver scheduling requirements?

Answer: CWU Music are out of state if we are using bus transportation; in-state we often use motor pool. OISP trips are generally only Washington to Seattle or SEATAC. Athletics – Regional primarily (in Statet, airports) Oregon, ID, MT, occasionally CA.

29. Section 3.2(b) gives CWU the right to terminate without cause at any time — would CWU consider adding a reciprocal no-cause termination right for the contractor with reasonable written notice?

Answer: We are willing to have reciprocal language

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