

**BURLINGTON INTERNATIONAL AIRPORT
REQUEST FOR QUOTES
November 14, 2016**

**SEASONAL AIRPORT SHUTTLE BUS SERVICES
Quotes Due no later than November 30, 2016**

Burlington International Airport (BTV) is requesting written quotes to provide shuttle bus services and ambassador staffing between the Customs Border Patrol (CBP) facility and the main terminal of the airport, in order to accommodate passengers on the seasonal flight offered by Porter Airlines from Toronto/ Billy Bishop Airport, QC to BTV. Details are as follows:

- Airline service is scheduled to begin on Thursday, December 22, 2016 and continue through Tuesday, March 28, 2016 as outlined in the attached schedule provided by Porter Airlines, and may be adjusted by Porter Airlines. Shuttle service should coincide with this schedule and any changes that may occur.
- Passengers will arrive by airline at the CBP facility located at the east end of the Heritage Aviation facility at 228 Aviation Avenue. Shuttle service will operate between that facility and the Airport terminal building at 1200 Airport Drive (Terminal).
- It is required that continuous round trip shuttle bus service be available for each arriving Porter Airline flight and for each passenger on that flight, if needed. This anticipates commitment of vehicles and drivers/ambassadors for up to 3 hours for each arriving flight.
- It is anticipated that two vehicles will be necessary to provide this shuttle bus service, with each having a capacity of no less than 12 seats. BTV would like to transport passengers safely, efficiently, and quickly to the terminal building.
- It will be necessary to transport luggage and ski equipment along with passengers from the CBP facility to the terminal. Thus, there may be a need for a trailer with each shuttle bus to accommodate luggage. The cost of this trailer should be included in the base quote.
- Rate quotes should **not** include any surcharges or fees related to cancelled or delayed flights. The airport will not be responsible for Airline schedules or delays/cancelations due to any circumstances and should only be billed for flights that occur.
- Price quotes should be inclusive of drivers, handling of luggage, shuttle buses, trailers and all associated fees as well as ambassador staffing fees
- Current level of insurance: Must include General and Comprehensive commercial liability of \$5.0 Million. Comprehensive auto liability of \$1.0 Million. Airport shall be named insured and is required to receive a copy of the certificate prior to being awarded the service contract.
- The following information is required in the quote:
 1. Name of Company/primary contact person
 2. Address/phone number/email address of primary contact person
 3. Experience Information
 4. Price Quote Per Flight

Please submit your quote in writing to the following address no later than 2:00pm on Wednesday, November 30, 2016:

Reference: Porter Airlines Shuttle Bus Service
Office of the Director of Aviation
Burlington International Airport
1200 Airport Drive, Suite 1
South Burlington, VT 05403

Porter Arrivals 2016-2017

<u>Date</u>	<u>Time</u>
Thurs, Dec. 22	1:20 pm
Mon, Dec. 26	4:40 pm
Thurs, Dec. 29	1:20 pm
Sun, Jan 1	4:40 pm
Sat, Jan. 7	11:43 am
Tues, Jan. 10	12:28 pm
Sat, Jan. 14	11:43 am
Tues, Jan. 17	12:28 pm
Sat, Jan. 21	11:43 am
Tues, Jan. 24	12:28 pm
Sat, Jan. 28	11:43 am
Tues, Jan. 31	12:28 pm
Sat, Feb. 4	11:43 am
Tues, Feb. 7	12:28 pm
Sat, Feb. 11	11:43 am
Tues, Feb. 14	12:28 pm
Sat, Feb. 18	11:43 am
Tues, Feb. 21	12:28 pm
Sat, Feb. 25	11:43 am
Tues, Feb. 28	12:28 pm

Sat, Mar. 4	11:43 am
Tues, Mar. 7	12:28 pm
Sat, Mar. 11	11:43 am
Tues, Mar.14	12:28 pm
Sat, Mar. 18	11:43 am
Tues, Mar. 21	12:28 pm
Sat, Mar. 25	11:43 am
Tues, Mar. 28	12:28 pm