

**NeighborWorks® America
1325 G Street, NW
Washington, DC 20005**

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 pursuing transportation services for their
NeighborWorks® Community Leadership Institute:**

**October 21-24, 2010
Louisville, KY**

Transportation is needed for the following activities:

- 1) **Shuttle Bus Service:** to provide one continuous shuttle bus on:

DATE: Thursday, October 21, 2010
TIME: 6:00PM – 8:30PM
DESTINATION: MUHAMMAD ALI CENTER
144 N. Sixth Street

Pick-up/Drop-off: **Louisville Marriott Downtown**
280 West Jefferson Street

Hyatt Regency Louisville
320 West Jefferson Street

Kentucky International Convention Center
221 Fourth Street

- 2) Vendor must conduct research to determine whether permits are needed to run shuttle buses. Vendor must provide and include the cost for **one** bus coordinator and should propose sample bus routes. We do not want our participants waiting more than 10 minutes for shuttle service. Vendors should also include any cost for permits that may be needed. **One bus coordinator will be needed for this service.**
- 3) **Neighborhood tours on Saturday, October 23, 2010:** to provide transportation for specific neighborhood site tours on Saturday, October 23, 2010 departing from the Kentucky International Convention Center beginning at 3:45PM and returning to the KICC at 6:15 PM. Details will be provided before the event. **One bus coordinator is needed for the neighborhood tours and each bus must be equipped with a microphone or public announcement system.**
- 4) **See attached transportation summary for number of tours and destinations.** Itineraries for each trip will be forwarded as soon as this information becomes available. Times and stops may vary slightly. *A finalized summary will be provided no later than two (2) weeks before the event.* Since we **may** have disabled participants on the bus, please indicate which of your buses, if any, are handicap accessible.

Respondents that require a deposit after contract execution should indicate the required amount in their proposal. Since time is critical, submit your contract and invoice for the

proposed service along with your proposal. Changes in service required will permit changes in the invoice.

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

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

Required Attachments: *Please provide a W9 form and certificate of insurance.*

Proposals and bid worksheets should be submitted to Virginia Quintero Rosell, CMP, CMM via e-mail at vrosell@nw.org no later than **COB Friday, August 20, 2010.**

If you have any questions about this proposal please contact Stephanie Lloyd directly at:

Virginia Quintero Rosell, CMP, CMM / Meeting Planning Specialist
NeighborWorks America
1325 G Street, NW - Suite 800
Washington, D.C. 20005
Direct Number: 202-220-2420 / E-mail: vrosell@nw.org

BID WORKSHEET
NeighborWorks America Training Institute
Louisville, KY – October 21-24, 2010

Name and Title: _____
Company: _____
Address: _____

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

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

Comments:

GRAND TOTAL: _____

Attachments (Y/N) _____

SITE VISITS

COURSE	TITLE	ADDRESS	BUS TYPE
CL511	Growing Community: Seeding More Than a Garden	150 STATE STREET, LOUISVILLE, KY, 40206	45-passenger
CL512	Russell: A Vibrant Past and a Hopeful Future	1800 W. MUHAMMAD ALI BOULEVARD, 40203	45-passenger
CL513	Portland: Residents Mobilize Neighborhood Assets for Revitalization	3501 RUDD AVENUE, 40212	45-passenger
CL515	Old Louisville: Major Events Breed Community Success	218 WEST OAK STREET, 40203	45-passenger
CL516	New Americans: Recent Immigrants Create Shining Examples	5177 NEW CUT ROAD, 40214	45-passenger
CL517	Shelby Park and Smoke Town: Quality of Life Action Plan	701 S. HANCOCK STREET, LOUISVILLE, KY 40203*	45-passenger
CL518	What's in a Name?	1218 OAK STREET, NEW ALBANY, 47150	45-passenger
CL518a	What's in a Name?	1218 OAK STREET, NEW ALBANY, 47150	45-passenger
CL519	Going Green, Wireless and Moving to an Arts Beat!	925 S. 26 TH STREET, 40210	45-passenger
CL520	Brownfields as a Catalyst: An EPA Project Spawns Youth Leadership and Green Initiatives	1701 S. 13 TH STREET, 40210	45-passenger
CL527	Back to Business	33 STATE STREET, NEW ALBANY, 47150	45-passenger
CL529	ArtsReach: Kentucky's Successful Approach to Increasing Diversity of Experience and Media in the Arts	2817 W. KENTUCKY STREET, LOUISVILLE, KY 40211	45-passenger

*Location subject to change, but new site will be in the same area.