

**HOUSING AUTHORITY OF NEW ORLEANS
PROCUREMENT AND CONTRACTS DEPARTMENT
BUS TRANSPORTATION FOR NATIONAL FLIGHT ACADEMY TRIP
REQUEST FOR QUOTES #15-916-37**

4100 TOURO STREET
NEW ORLEANS, LA 70122
DATE: MONDAY, JULY 13, 2015

COMPANY NAME: _____

ADDRESS: _____

CONTACT: _____

PHONE # _____ FAX # _____ EMAIL: _____

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY; PHONE: (504) 670-3249; FAX: (504) 286-8224

QUOTE DUE BY: THURSDAY, JULY 16, 2015 @ 2:00 pm

SCOPE OF SERVICES:

The Housing Authority of New Orleans (HANO) is sponsoring approximately twenty (20) students and one chaperone to participate in the National Flight Academy's 6-day Adventure in Pensacola, Florida from August 2, 2015 through August 7, 2015. HANO is seeking a licensed, qualified bus/coach transportation to pick up the participants from 4100 Touro Street, New Orleans, LA 70122, on August 2, 2015 at 7:00 a.m. and drop them off at the National Flight Academy in Pensacola, Florida. On August 7, 2015, the bus will pick up the participants from the National Flight Academy in Pensacola and return them to 4100 Touro Street, New Orleans, LA.

Special Instructions and Required Submittal Documents:

1. All required submittal documents shall be delivered or faxed to Audrey Plessy, Procurement Manager at (504) 286-8224, no later than **2:00 p.m., CST on Thursday, July 16, 2015**.
2. Provide a brochure of your transportation firm or a narrative of your firm's profile and other relevant information indicating your firm's ability to perform the required transportation services and comply with the terms herein.
3. Provide proof of sufficient insurance for provision of the transportation services requested.
4. Submit this RFP document, the attached Quote Form.
5. Questions are to be submitted in writing to: Dianne Wiltz-Hunley, Contract Administrator, at dwiltz@hano.org.

QUOTE VALID UNTIL: _____

QUOTE SUBMITTED AND AUTHORIZED BY: _____ ON _____ 20____

HANO reserves the right to execute a Contract/Purchase Order with the responsible individual(s), firm(s), or organization(s), which provide the greatest benefit to this agency, not necessarily the lowest price.

THIS IS NOT AN ORDER REQUEST

**HOUSING AUTHORITY OF NEW ORLEANS
 PROCUREMENT AND CONTRACTS DEPARTMENT
 BUS TRANSPORTATION FOR AVIATION (STEM) TRAINING TRAIIP
 REQUEST FOR QUOTES #15-916-27**

QUOTE FORM

SERVICE	PICK UP/DROP OFF LOCATIONS	NUMBER OF PARTICIPANTS	PICK UP/DROP OFF DATES/TIMES	COST PER PARTICIPANT
Pick up	4100 Touro Street, New Orleans, LA 70122	21	8/2/2015; 7:00 am	\$
Drop off	National Flight Academy One Fetterman Way, NAS Pensacola, FL 32508	21	8/2/2015	\$
Pick up	National Flight Academy One Fetterman Way, NAS Pensacola, FL 32508	21	8/7/2015; 3:00 pm	\$
Drop off	4100 Touro Street, New Orleans, LA 70122	21	8/7/2015	\$
TOTAL COST				\$

Required Deposit: \$ _____ Deposit Due Date: _____

 Company Name

By: _____
 Signature

 Name (Print or Type), Title

 Company Address

 City/State/Zip Code

 Telephone No.

 Email Address

 Date