



TEXAS SOUTHERN UNIVERSITY

**INVITATION TO BID (ITB)**

**Athletic Air Charter Travel**

**ITB #717-26-756**

**DEADLINE FOR SUBMITTAL:**

**1:00 p.m. Central time, Thursday, June 18, 2026**

*(Proposals received after the date and time specified will not be accepted)*

Texas Southern University  
**PROCUREMENT SERVICES**  
Attention: Sceffers Ward  
3100 Cleburne Street  
Mack O. Hannah Hall, Suite 333  
Houston, Texas 77004 -4598



TEXAS SOUTHERN UNIVERSITY

**ITB Number: 717-26-756 Athletic Air Charter Travel Services**  
**Date of Issuance: Tuesday, May 26, 2026**

**Deadline: Thursday, June 18, 2026**  
**1:00 p.m. Central Time**

Texas Southern University  
Procurement Services – Purchasing  
3100 Cleburne Street, Room HH333  
Houston, TX 77004

Under Section 231.006, Family Code, the Vendor certifies that the individual or business entity named in this contract, offer, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

If the paragraph above is applicable, provide names and social security number of each person with at least 25% ownership. Vendors that pre-registered this information on the Texas Procurement and Support Services Centralized Master Bidders List have satisfied This Vendor agrees to comply with all conditions shown on this form.

**FAILURE TO MANUALLY SIGN WILL DISQUALIFY BID**

- Check below if preference is claimed under Rule 1 TAC 113.8
- Produced in Texas and/or Texas bidder
  - Texas agricultural products
  - USA produced supplies, materials or Equipment
  - Historically Underutilized Business Certified by the TX Procurement and Support Services
  - Products of persons with mental or physical Disabilities
  - Products made of recycled materials
  - Energy efficient products

\_\_\_\_\_  
**Texas Vendor ID or FEI No.**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY STATE ZIP**

\_\_\_\_\_  
**PHONE NUMBER EMAIL ADDRESS**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE DATE**

\_\_\_\_\_  
**TYPE OR PRINT NAME OF SIGNER**

\_\_\_\_\_  
**E-MAIL ADDRESS**

QUOTE F.O.B. DESTINATION PREPAID & ALLOWED

DELIVERY TIME \_\_\_\_ DAYS

TERMS OF PAYMENT: NET \_\_\_\_ DAYS

FREIGHT CHARGES: \_\_\_\_\_  
If quoting other than F.O.B. Destination Prepaid and Allowed, indicate all freight charges.

**TOTAL AMOUNT OF BID:**

\$ \_\_\_\_\_

Texas Southern University desires to enter a contract awarded to the company(s) offering the most advantageous proposition to the institution. Bids must be plainly marked on the envelope container or package, with the offer number and opening date.

**BID DELIVERY**

Bid packets are commonly submitted to TSU by one of the following methods: (1) U.S. Postal Service overnight, (2) Fed Ex overnight / Express Mail, and/or (3) Hand Deliver (recommended). Regardless of how you deliver your proposals response please note:

Campus Map:  
<http://www.tsu.edu/about/campus/pdf/tsu-campus-map.pdf>

TSU Post Office, 3100 Cleburne St, Houston, TX 77004

**\*\*Please instruct your courier NOT to go the Warehouse nor Central Receiving as this could delay delivery and could ultimately result in your response being late and rejected. All solicitation responses must be delivered to TSU's Post Office or TSU's Purchasing Office**

**ADDITIONAL COPIES**

Texas Southern University requests that bidders submit one (1) original, one (1) copy of bid your response, and a flash drive with a copy of the bid response. Please clearly mark the original copy of your offer.

**EQUAL OPPORTUNITY**

Contractor represents and warrants that it shall not discriminate against any person on the basis of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, and disability in the performance of this Contract.

**PUBLIC INFORMATION**

TSU considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore shall be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after a contract is awarded. Respondents are hereby notified that the University strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of ITB information.

**WAIVER OF INCONSISTENCIES:**

The University reserves the right to waive any and all minor technical inconsistencies in evaluating the proposal responses.

**INCURRED EXPENSES**

Any and all expenses incurred in response to this proposal are entirely the responsibility of the contractor. Neither the University, nor the State of Texas, is liable in any manner.

**PRE-BID MEETING / WALKTHROUGH:**

The Pre-bid meeting / Walkthrough will not be held.

**INQUIRIES**

All inquiries regarding this Invitation to Bid must be submitted via email by **Thursday, June 4, 2026, by 12:00 p.m. Central Time**. The University will not accept questions after this date. All inquiries may result in written responses posted to the Electronic State Business Daily, available at <https://www.txsmartbuy.com/esbd> Questions must be emailed to Sceffers Ward at [sceffers.ward@tsu.edu](mailto:sceffers.ward@tsu.edu) in Word format for ease of cutting and pasting.

**ADDENDA, CHANGES AND MODIFICATIONS TO THIS BID**

It is the bidder's responsibility to periodically check the Electronic State Business Daily Website <https://www.txsmartbuy.com/esbd> up until the offer opening time for any changes, modifications or addenda to this offer. Receipt of all addenda to this ITB should be acknowledged by returning a signed copy of each addendum with the submitted Bid. Failure to do so could result in an offer submission that cannot be considered

**REFERENCES**

Vendors responding to this bid must be prepared, if asked pre-award, to submit a list of at least three references your company has successfully provided products for projects of this type and magnitude. The list must include the client's name, address, telephone number, a contact person, and a brief description of the project completed. The University shall not be confined to this list if it deems further reference investigation necessary.

**SUBCONTRACTORS**

Subcontractors providing services under a Contract shall meet the same requirements and level of experience as required of Respondent. No subcontract under the Contract shall relieve Respondent of responsibility for ensuring the requested services are provided. Respondents planning to subcontract all or a portion of the work to be performed shall identify the proposed subcontractors

**AWARD**

Texas Southern University intends to award in such a way as to gain the greatest benefit to the result of this project and therefore the University. Texas Southern University will be the sole judge of what constitutes the most advantageous proposition to the University. An award to multiple vendors is reserved by the university if so chosen.

**CRITERIA FOR AWARD**

The evaluation of the bid will include the overall response to the bid, and will include, but is not limited to the "Best Value Standard for Purchase of Goods or Services" and any other factor Texas Southern University deems relevant. The University must be confident that their needs can be met. The University will evaluate and make the award on the offer that is determined to be the best value to the University based on the criteria listed below. All bids must be complete and convey all the information requested to be considered responsive.

Considerations for award of this contract will include the factors in accordance with Government Code 2155.074. Best Value Standard for Purchase of Goods or Services are as follows:

- (a) For a purchase of goods and services under this chapter, each state agency, including Texas Southern University and shall purchase goods and services that provide the best value for the state.

(b) In determining the best value for the state, the purchase price and whether the goods or services meet specifications are the most important considerations. However, the Texas Procurement and Support Services or other state agency may, subject to Subsection (c) and Section 2155.075, consider other relevant factors, including:

- (1) Proposed costs
- (2) Stability and success of contractor’s business
- (3) Quality and reliability of the goods and services
- (4) Delivery terms and proposed transition plan
- (5) Indicators of probable contractor performance under the contract such as past contractor performance, the contractor's financial resources and ability to perform, the contractor's experience or demonstrated capability and responsibility, and the contractor's ability to provide reliable maintenance agreements and support
- (6) Other factors relevant to determining the best value for the state in the context of a particular purchase

Added by Acts 1997, 75th Leg., ch. 1206, § 6, eff. Sept. 1, 1997.  
Amended by Acts 2001, 77th Leg., ch. 1422, § 14.16, eff. Sept. 1, 2001.

**PUBLICITY**

Contractor agrees that it shall not publicize this Contract or disclose, confirm or deny any details thereof to third parties or use any photographs or video recordings of the University's employees or use the University's name in connection with any sales promotion or publicity event without the prior express written approval of the University.

**BID TABULATION**

Electronic copy of the submittal tabulation sheet will be made available after the scheduled public bid opening per request through Purchasing. Only names of respondents and total bid price will be released to the public at the public bid opening. All other information will be kept confidential until after successful contract award.

**SEVERABILITY**

In case any provision hereof, or of any resulting agreement or purchase order, shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid or unenforceable provision had not been included herein.

**GOVERNING LAW**

This Contract, including, without limitation, this ITB and any resulting agreement or purchase order, shall be construed and governed by the laws of the State of Texas.

**HOUSE BILL 1295**

The awarded vendor may be required to submit the State of Texas House Bill 1295, Certificate for Interested Parties, if your bid response is over \$100,000; unless you are a publicly traded company. If your price is over \$100,000 you must complete the 1295 form and include it in your response. Mr. Britt is the contact person. The bid number is the contract number.

If not applicable, then clearly state this point as well.

### **FIRM PRICING**

Prices contracted for are to be guaranteed firm pricing for ninety (90) days from the bid deadline.

### **TERMINATION FOR FAILURE TO MEET SPECIFIED DELIVERY**

Should the contractor consistently fail to meet the specified delivery, Texas Southern University reserves the right to cancel upon 10 days written notice. Texas Southern University specifically reserves the right to purchase these items elsewhere when delivery cannot be met, and Texas Southern University deems it necessary to override the contractual agreement.

### **FIXED ESCALATION CLAUSE**

Bidders must certify a fixed, maximum percentage of escalation for both the initial and any subsequent terms of the contract as specified. This percentage will be employed in the evaluation and award of any contract resultant of the bid. The maximum annual percentage of escalation is \_\_\_\_\_. **If this field is not filled in, an escalation of 0% will be assumed.**

### **RIGHT TO TERMINATE**

The University reserves the right to terminate this contract or any portion thereof on thirty (30) days written notice. Grounds for cancellation shall include, but are not limited to the following:

- 1) Failure to provide timely prompt service, and
- 2) Failure to provide quality products.

The University shall be the sole judge of acceptable service as indicated above.

### **TERMINATION**

For termination, which is not based upon cause, thirty (30) day written notice shall be given to the contractor.

### **AMENDMENTS**

This Contract may be amended only upon written agreement between Texas Southern University and Contractor; however, any amendment of this Contract that conflicts with the laws of the State of Texas shall be void.

### **PROTECTION OF PROPERTY**

Vendors shall always guard against damage or loss to the University property or of other vendors, suppliers or contractors, and shall be responsible for replacing or repairing, or for the cost of repairs or replacement of any such loss or damage. The University may require payment or require such additions and/or adjustments to the Vendor's assessment to ensure reimbursement or replacement for such loss or damage to property incurred by the Vendor or its agents

**INDEMNIFICATION**

CONTRACTOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS, ITS OFFICERS, AND EMPLOYEES, AND TEXAS SOUTHERN UNIVERSITY ITS OFFICERS, AND EMPLOYEES AND CONTRACTORS, FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS, COSTS, DAMAGES, AND LIABILITIES, INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES AND COURT COSTS, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF CONTRACTOR IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT. CONTRACTOR SHALL COORDINATE ITS DEFENSE WITH THE TEXAS ATTORNEY GENERAL AS REQUESTED BY TEXAS SOUTHERN UNIVERSITY.

THIS PARAGRAPH IS NOT INTENDED TO AND SHALL NOT BE CONSTRUED TO REQUIRE CONTRACTOR TO INDEMNIFY OR HOLD HARMLESS THE STATE OR TEXAS SOUTHERN UNIVERSITY FOR ANY CLAIMS OR LIABILITIES RESULTING FROM THE NEGLIGENT ACTS OR OMISSIONS OF TEXAS SOUTHERN UNIVERSITY OR ITS EMPLOYEES.

**VENDOR CERTIFICATION / ACCEPTANCE**

The undersigned hereby certifies that he has read, understands, and agrees that acceptance by Texas Southern University of the bidder's offer by issuance of a purchase order will create a binding legal contract. Further he agrees to fully comply with documentary forms herewith made a part of this specific procurement

NAME OF COMPANY: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TYPED NAME & TITLE: \_\_\_\_\_

**Executive Order GA-48 Compliance Statement (Higher Education)**

Pursuant to Executive Order GA-48 issued by Greg Abbott, Respondent affirms its understanding of and commitment to comply with all applicable requirements related to foreign adversary restrictions as they apply to public institutions of higher education.

Respondent certifies that it is not owned by, controlled by, or affiliated with any entity identified as a foreign adversary and does not participate in prohibited foreign talent recruitment programs or restricted research collaborations. Respondent further certifies that it does not receive funding, contractual support, or other resources from prohibited foreign sources that would conflict with the requirements of this Executive Order.

In support of institutional research security and academic integrity, Respondent agrees to fully disclose any foreign affiliations, partnerships, funding sources, or collaborative arrangements that may involve foreign entities. This includes, but is not limited to, research sponsorships, joint academic programs, data-sharing agreements, and subcontracting relationships.

Respondent acknowledges that any resulting agreement may be subject to enhanced compliance measures, including review of research activities, data access limitations, export control considerations, and restrictions on the use of certain technologies, equipment, or personnel connected to foreign adversaries.

Respondent further agrees to comply with all institutional policies related to international travel, remote work conducted outside the United States, and access to university systems or sensitive data, where applicable to the

services provided.

Failure to comply with the provisions of Executive Order GA-48 and applicable institutional policies may result in disqualification from the solicitation process, contract termination, and/or other remedies available under law.

**Vendor Certification – Executive Order GA-48 Compliance**

The Respondent must complete the following certification. Failure to complete this section may result in disqualification.

**Certified Compliant**

Respondent affirms that it is fully compliant with the requirements of Executive Order GA-48 and has no prohibited affiliations, funding sources, or engagements.

**Disclosure Required**

Respondent affirms compliance but has disclosed below any affiliations, funding sources, partnerships, or activities that may require review under GA-48.

**Non-Compliant**

Respondent is unable to certify compliance with Executive Order GA-48.

If “Disclosure Required” is selected, provide details below (attach additional pages if necessary):

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**Authorized Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ATTACHMENTS**

The following attachments are to be considered as part of this bid:

- 1) TSU Terms and Conditions
- 2) State of Texas HUB Plan
- 3) Form 1295

## PREFERENCES

See Section 2.38 of the State of Texas Procurement Manual regarding preferences. Check below to claim a preference under 34 TAC Rule 20.38

- Supplies, materials or equipment produced in TX or offered by TX bidder or TX bidder that is owned by a service-disabled veteran \*
- Agricultural products produced or grown in TX
- Agricultural products and services offered by TX bidders\*
- USA produced supplies, materials or equipment
- Products of persons with mental or physical disabilities
- Products made of recycled, remanufactured, or environmentally sensitive materials including recycled steel
- Energy Efficient Products
- Rubberized asphalt paving material
- Recycled motor oil and lubricants
- Products produced at facilities located on formerly contaminated property
- Products and services from economically depressed or blighted areas
- Vendors that meet or exceed air quality standards
- Recycled or Reused Computer Equipment of Other Manufacturers
- Foods of Higher Nutritional Value

## **SPECIFICATIONS**

**Texas Southern University (TSU) Athletics Department seeks air charter services for transportation of the TSU Football Team to three scheduled away games located in El Paso, Texas; Fort Lauderdale, Florida; and Huntsville, Alabama. Specifications shall include, but are not limited to, the following:**

- Roundtrip air charter transportation services for approximately [insert number] passengers, including student-athletes, coaches, athletics staff, trainers, equipment personnel, and authorized travelers.
- Aircraft must be capable of accommodating passengers, luggage, football equipment, medical supplies, and related team gear.
- Departure and arrival schedules shall align with TSU Athletics' travel itinerary and game schedules.
- Charter provider must possess all required certifications, licenses, and approvals from the Federal Aviation Administration and any other applicable regulatory agencies.
- Aircraft must meet all applicable federal safety standards, maintenance requirements, and operational regulations.
- Vendor shall provide experienced flight crew and operational support staff.
- Vendor must maintain a proven record of providing collegiate and/or professional athletic team charter transportation services.
- Transportation services shall include all applicable taxes, fees, fuel charges, baggage handling, landing fees, and operational costs.
- Vendor shall provide contingency and emergency response plans in the event of delays, cancellations, mechanical issues, or weather-related disruptions.
- TSU reserves the right to modify passenger counts, departure times, and travel schedules as necessary.
- Vendor shall provide evidence of insurance coverage, including liability insurance meeting industry standards and university requirements.
- Vendor shall identify aircraft type, passenger capacity, luggage/equipment capacity, onboard amenities, and estimated flight durations.
- Vendor shall provide a detailed pricing structure for each trip, including any additional optional services or fees.
- Vendor shall designate a primary point of contact available for coordination before and during travel.

### **Trip Destinations:**

1. El Paso, Texas
2. Fort Lauderdale, Florida
3. Huntsville, Alabama

### **Additional Requirements:**

- Preference, vendors with experience servicing NCAA Division I athletic programs.
- Vendor must demonstrate the ability to provide reliable on-time performance and customer service support.
- TSU reserves the right to award services in the best interest of the university in accordance with applicable procurement policies and procedures.

# **Trip 1: El Paso, Texas**

## **Air Charter Flight Specification**

**Client:** Texas Southern University Football Program

**Travel Dates:** September 11th–12th, 2026

**Destination:** El Paso, Texas (or alternative nearby airport)

**Departure Airport:** William P. Hobby Airport (HOU) or George Bush Intercontinental Airport (IAH), Houston, TX

**Return Airport:** Same as departure

## **Passenger Manifest (Estimate)**

- **Total Passengers:** Approx. 130
  - Players: 80
  - Coaches and Staff: 25
  - Support Personnel & Administrators: 25

## **Aircraft Requirements**

- **Aircraft Type:** Narrow-body jet aircraft (e.g., Boeing 737, Airbus A320, or equivalent)
- **Configuration:** All-economy seating or sports team charter configuration
- **Cargo Capacity:** Sufficient for team equipment, uniforms, and athletic gear
- **Amenities:**
  - In-flight catering (hydration, light meals, and snacks)
  - Comfortable seating with extra legroom (preferred)
  - Lavatory access and in-flight service staff
  - Wi-Fi (optional but preferred)

## **Additional Services Requested**

- **Ground Handling & Security Coordination**
- **Equipment Truck Shipment Options (if available)**
- **On-Site Check-In Assistance**
- **Flexible Departure Time Adjustment Post-Game (Return leg)**
- **Bus coordination at arrival airports (optional)**

## **Special Notes**

- Team must arrive at hotel and have adequate rest and meal time before pre-game activities on September 11th.
- Return timing will be confirmed once exact game end time is known.

## **Trip 2: Fort Lauderdale, Florida**

### **Air Charter Flight Specification**

**Client:** Texas Southern University Football Program

**Travel Dates:** October 2nd–3rd, 2026

**Destination:** Fort Lauderdale, Florida (FLL/KFLL or alternative nearby airport)

**Departure Airport:** William P. Hobby Airport (HOU) or George Bush Intercontinental Airport (IAH), Houston, TX

**Return Airport:** Same as departure

### **Passenger Manifest (Estimate)**

- **Total Passengers:** Approx. 130
  - Players: 80
  - Coaches and Staff: 25
  - Support Personnel & Administrators: 25

### **Aircraft Requirements**

- **Aircraft Type:** Narrow-body jet aircraft (e.g., Boeing 737, Airbus A320, or equivalent)
- **Configuration:** All-economy seating or sports team charter configuration
- **Cargo Capacity:** Sufficient for team equipment, uniforms, and athletic gear
- **Amenities:**
  - In-flight catering (hydration, light meals, and snacks)
  - Comfortable seating with extra legroom (preferred)
  - Lavatory access and in-flight service staff
  - Wi-Fi (optional but preferred)

### **Additional Services Requested**

- **Ground Handling & Security Coordination**
- **Equipment Truck Shipment Options (if available)**
- **On-Site Check-In Assistance**
- **Flexible Departure Time Adjustment Post-Game (Return leg)**
- **Bus coordination at arrival airports (optional)**

### **Special Notes**

- Team must arrive at hotel and have adequate rest and meal time before pre-game activities on October 2nd.
- Return timing will be confirmed once exact game end time is known.

## **Trip 3: Huntsville, Alabama**

### **Air Charter Flight Specification**

**Client:** Texas Southern University Football Program

**Travel Dates:** November 13<sup>th</sup> – 14<sup>th</sup>, 2026

**Destination:** Huntsville, Alabama (HSV/KHSV or alternative nearby airport)

**Departure Airport:** William P. Hobby Airport (HOU) or George Bush Intercontinental Airport (IAH), Houston, TX

**Return Airport:** Same as departure

### **Passenger Manifest (Estimate)**

- **Total Passengers:** Approx. 130
  - Players: 80
  - Coaches and Staff: 25
  - Support Personnel & Administrators: 25

### **Aircraft Requirements**

- **Aircraft Type:** Narrow-body jet aircraft (e.g., Boeing 737, Airbus A320, or equivalent)
- **Configuration:** All-economy seating or sports team charter configuration
- **Cargo Capacity:** Sufficient for team equipment, uniforms, and athletic gear
- **Amenities:**
  - In-flight catering (hydration, light meals, and snacks)
  - Comfortable seating with extra legroom (preferred)
  - Lavatory access and in-flight service staff
  - Wi-Fi (optional but preferred)

### **Additional Services Requested**

- Ground Handling & Security Coordination
- Equipment Truck Shipment Options (if available)
- On-Site Check-In Assistance
- Flexible Departure Time Adjustment Post-Game (Return leg)
- Bus coordination at arrival airports (optional)

### **Special Notes**

- Team must arrive at hotel and have adequate rest and mealtime before pre-game activities on November 13th.
- Return timing will be confirmed once exact game end time is known.

# Air Charter Services Pricing Sheet

## Texas Southern University (TSU) Athletics Department

### Football Team Transportation Services

### Total Proposed Cost Summary

Description	Amount
Total Cost – El Paso Trip	\$ _____
Total Cost – Fort Lauderdale Trip	\$ _____
Total Cost – Huntsville Trip	\$ _____
Grand Total Proposed Cost	\$ _____

### Vendor Information

Vendor Information	Details
Company Name	_____
Primary Contact Name	_____
Phone Number	_____
Email Address	_____
FAA Certification Number	_____
Years of Experience Providing Athletic Team Charter Services	_____

### Certification

I certify that the pricing provided herein is true and accurate and shall remain valid for a minimum of \_\_\_\_\_ days from the proposal submission date.

**Authorized Signature:** \_\_\_\_\_

**Printed Name & Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

End of Solicitation