REQUEST FOR QUOTATION

RFQ INFORMATION	
RFQ Number: FY-27-06	**RFP Issue Date**: 10/29/2026
RFQ Title: AIR CHARTER SERVICES	
Quote Due Date/Time (Eastern): **11/06/2026 at 3:00 p.m.**	Number of pages, including this cover sheet and attachments: **5**

UNIVERSITY CONTACT & SUBMISSION INFORMATION	
Name: KIMBERLY SUTTON	**Title**: CONTRACT MANAGER

Submit RFQ Electronically
Email Address: kimberly.sutton@utoledo.edu

RESPONDENTS MUST COMPLETE THE FOLLOWING and RETURN THIS COVER SHEET WITH RFQ RESPONSE		
Federal I.D. or TIN Number:		
Company Legal Name:	Company Website:	
Primary Contact Name:	Primary Contact Title:	
Business Address:	Phone:	Fax:
	Email:	
	Authorized Signer's Printed Name:	
Authorized Signature:	Authorized Signer's Title:	

ATTACHMENTS/EXHIBITS

A. University Certification Form

B. Pricing or Financial Consideration Sheet

C. Other: _____

SECTION 1: DEFINITIONS

Relative to this Request for Quotation, and any University-issued addenda, the following definitions apply:

1.1 Award: Agreement, Contract or Purchase Order resulting from this RFQ.

1.2 Vendor, Supplier, Contractor: Respondent who is officially awarded the business through the RFQ process and entered into a contractual agreement with the University.

1.3 Quote: Respondent's formally prepared response to this RFQ, which was received by the University.

1.4 Due Date/Time: The date and time specified in this RFQ by which a Quotation must be received by the University in accordance with this RFQ. RFQ received after such date and time will not be considered.

1.5 Respondent: Individual or company submitting a Quote in response to this RFQ.

1.6 RFQ: Request for Quotation.

1.7 Scope: Scope of Services or Materials identified by University within this RFQ that forms basis of Respondent Quote.

1.8 University or UToledo: The University of Toledo.

1.9 Addendum: Refers to document issued by the Contract Manager which modifies this Request for Quotation or provides additional information to respondents.

1.101.11 May, should: Indicates an item is requested but not mandatory. If the respondent fails to provide requested information, the University, at its sole option, may either request that the respondent provide the information or evaluate the Quote without the information.

1.12 Shall, must, will: Indicates a mandatory requirement. Failure to meet mandatory requirements will invalidate the Quote, or result in rejection of the Quote, as non-responsive.

Section 2. Scope of Service/Project Information:

Services shall be provided for the athletic competition detailed below.

The UToledo team requires air charter service for a Women's Basketball game in Amherst, MA 01003, at the University of Massachusetts (UMASS). The flight departs from Toledo, OH. FBO. Details are shown below.

TOLEDO, OH -> AMHERST, MA (UMASS) 2/19/2027 – 2/20/2027

ITINERARY – DEPARTURES & ARRIVALS	PLANE SIZE & NEEDS	DEPARTURE TIMES (APPROX)	LOCATION OF GAME
FRIDAY 2/19/2027, TOL **DEPART: 12:00 P.M. TOLEDO, OH**	30 PASSENGERS	**SATURDAY 2/20/2027, BAF** **DEPART: 5:00 P.M.**	UMASS Mullins Memorial Center 200 Commonwealth Ave., Amherst, MA 01003

ATTACHMENT A – UNIVERSITY CERTIFICATION FORM
RFQ FY27-06

Please read and complete the information requested below. Failure to complete this form may result in the disqualification of your Quote submittal. The University, at its discretion, may disqualify your Quote if any such representations are deemed untrue, inaccurate or if any such employment/affiliation creates a potential conflict of interest.

1. **Domestic Preference/Ohio Preference**: ORC 125.11 states that preference be given to products produced or mined in the United States and in the state of Ohio.

   Buy America:
   The goods are produced or mined in the United States of America, its' possessions, or Puerto Rico.

   ☐ **Yes** ☐ **No**

   Buy Ohio:
   Economic presence shall be awarded to Ohio Suppliers and Suppliers from 'Border' states (Indiana, Kentucky, Michigan, New York, Pennsylvania), provided those states do not impose economic restraints on products produced or mined in Ohio. An 'Ohio Supplier' describes one who offers Ohio products (defined to mean products which are mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill or other services constitutes no less than 25 percent of the manufactured cost) or a Supplier who demonstrates significant Ohio economic presence (defined to mean business organization that: have sales offices, divisions, sales outlets or manufacturing facilities in Ohio or facilities demonstrate a significant capital investment in Ohio; pay required taxes to the state of Ohio; and are registered and licensed to do business in the State of Ohio with the office of Secretary of State).

   The Supplier is considered a Supplier from a 'Border State' or an 'Ohio Supplier', as described above.

   ☐ **Yes** ☐ **No**

2. **No Findings for Recovery**

   The Respondent warrants that it ☐ **is** ☐ **is not** subject to an 'unresolved' finding for recovery under Ohio Revised Code 9.24.

3. **Restricted Disclosure Requests**
   Some suppliers may identify parts of their Quotes as confidential, proprietary, private, or use similar terms that are intended to restrict disclosure. The University is only able to consider such requests to the extent permitted by Ohio law.

   Does your Quote contain any language that is intended to restrict disclosure? ☐ **Yes** ☐ **No**

   If yes, please specify on a separate document (attached to Quote) the specific narrative in the Quote (e.g., page number, paragraph title, sentences) that supplier requests to remain confidential. Entire Quotes that are identified by the respondent as confidential or proprietary, or similar preprinted designations, are NOT considered specific requests and may not be accepted. (Please note the University lacks authority to and will not agree to restrict disclosure of any pricing information.)

4. **Conflict of Interest:**

   ☐ The respondent certifies that **none** of the company's directors or principal officers are employed by or affiliated with The University of Toledo.

   ☐ Should any of the Respondent's directors or principal officers be employed or affiliated with The University of Toledo, the Respondent will so certify by listing their name(s) and title(s) below:

   _____ _____
   Name (print) Title (print)

   _____ _____
   Name (print) Title (print)

By signing this document, you are agreeing, on behalf of your firm, to the specifications of this RFQ and accepting, without exception or amendment the University of Toledo's RFQ Project Overview, General Information, Scope of Project, and Agreement Terms and Conditions. Any contract resulting from this RFQ shall be subject to these instructions, terms, and requirements incorporated herein.

Respondent hereby certifies: (a) that this Quote is genuine and is not made in the interest or on behalf of any undisclosed person, firm, or corporation; (b) that proposer has not directly or indirectly included or solicited any other firm to put in a false or sham Quote; (c) that firm has not solicited or induced any person, firm, or corporation to refrain from sending a Quote and (d) this Quote is in all respects fair and in good faith without collusion or fraud.

Name (print)	Signature
Title	Date