



Business Services

Administration Building
304 New York Ave, Oak Ridge, TN 37830
Phone 865.425.9005 / Fax: 865.425.9060

Request for Bid

The Oak Ridge Schools Board of Education intends, by this bid, to purchase "Travel Accommodations" for Oak Ridge Schools 4TH Grade Safety Patrol Trip to Washington DC. Trip date of departure will be March 11, 2019, leaving Oak Ridge High School at approximately 6:00 am and returning to school at approximately 6:00 pm on March 14, 2019. The vendor will be responsible for meeting all Department of Transportation requirements throughout the term of the contract.

Package to include the following:

- **Roundtrip Motorcoach Transportation via Charter Bus:**

If the bus company is not one of Oak Ridge Schools' approved transportation contractors (Attachment A), then the following is required.

1. A letter on bus company letterhead, signed and certified by the Company owner that all drivers dispatched have passed criminal history background checks (TBI/FBI) and fingerprint sampling.
 2. A copy of the current State Vehicle Inspection Report for those buses to be utilized in services.
 3. A Certificate of General Liability Insurance with Oak Ridge Schools named as an additional insured in the amount of \$1,000,000 and proof of Worker's Compensation coverage (as required by statute).
- Three (3) night hotel accommodations at Washington DC or close location with Continental breakfast and security on each floor.
 - Tour escorted by 2 Professional Tour Guides for 3 days (gratuity included).
 - One Professional Tour Guide for 3.5 days (gratuity included).
 - All admissions, entrance fees, and taxes included.
 - Services of Tours Representative throughout the entire trip.
 - Tour Company is a Member of the Student Youth Travel Association (SYTA).
 - Group Insurance of at least \$1,000,000 coverage.
 - Medical Insurance for all participants. Primary Coverage for Accident (\$5,000), Illness (\$1,000) or Dental Injury (\$500)
 - Additional Hotel Security.

- All applicable taxes and gratuities.
- Sample itinerary must be included with bid.
- All promotional material, flyers, and final documents be included.
- Direct Payment Plan Including Credit Card Payment Availability.
- If Requested a Trip Kick-Off or Final Documents Meeting by a Tour Group Representative.
- All motor coaches must include working electrical outlets and wifi.
- Must furnish all drivers and fuel for all trips. Bid must include driver's hotel room and any tolls or parking fees.
- Must ensure that drivers of charter buses have been convicted of any felony and is not listed on any Statewide or National Sex Offender Registry.
- Group Travel Video – memory-filled DVD keepsake for each student from pictures taken on tour using phone app or camera provided.
- Name Tags with Emergency Contact information for all participants.
- Tour should include 3-breakfasts, 4-lunches, and 3-dinners.

The quoted itinerary for this trip may include the following sites or other suggested locations. Please include specific details on quote:

- Visit to Manassas Battlefields
- Visit to Pentagon City Mall.
- Visit to Lincoln Memorial.
- Visit to Vietnam Veteran Korean Memorial.
- Visit to Air Force Memorial
- Visit to Mt. Vernon and entry into George Washington's Mansion.
- Tour of U.S. Capitol Building.
- Visit the National Archives.
- Visit to Jefferson Memorial.
- Visit to FDR Memorial.
- Visit to WWII Memorial.
- Visit to the Martin Luther King Jr. National Memorial.
- Drive along Embassy Row.
- Visit to the Washington's National Cathedral.
- Visit to the Smithsonian Institution.
- View an IMAX film at National Air and Space Museum.
- Visit to National Museum of American History
- Dinner at Hard Rock Café.
- Dinner at Duca Di Beppo
- Dinner at Chevy's Fresh Mex Restaurant.
- Dinner at Pentagon City Mall.
- Lunch at the National Air & Space Museum.

Qualification Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **Friday, August 24, 2018, 2:00 pm EST**. Every document must be enclosed in a sealed envelope clearly marked as a bid document. **Two full copies** of the proposal must be submitted, each with original signatures on both Bid Forms (included in this packet).

Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Facsimile or emailed responses will not be considered. Bid prices must be valid for no less than Sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Julie Truett, Purchasing Specialist
RE: Travel Services for Student Washington DC Trip – RFP 19-001
School Administration Building
304 New York Avenue
Oak Ridge, TN 37830

Ability: Bidder must, upon request, furnish satisfactory evidence of its ability to furnish products or services in accordance with the terms and conditions of this solicitation. The District reserves the right to make the final determination as to the Bidder's ability to provide the services requested herein.

Provide information previous and current K-12 contracts and/or similar size contracts. Include the name of the organization(s), contact person, and phone number.

List a minimum of 3 references with contact information. At least 2 of these references preferably to be school districts.

Evaluation Review: Oak Ridge Schools reserves the right to use all pertinent information (also learned from sources other than disclosed in the bid process) that might affect the District's judgment as to the appropriateness of an award to the best evaluated bidder. This information may be appended to the bid evaluation process results. Information on a service provider from reliable sources, and not within the service provider's bid, may also be noted and made part of the evaluation file. ORS shall have sole responsibility for determining a reliable source. ORS reserves the right to conduct written and/or oral discussions/interviews after the bid opening. The purpose of such discussions/interviews is to provide clarification and/or additional information to make an award which is in the best interest of ORS.

Award of Contract: Oak Ridge Schools further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the service in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however, the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak

Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

Conflict of Interest: All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the State of Tennessee, or any of its agencies (which includes Oak Ridge Schools). Further, all bidders must disclose the name of any state or Oak Ridge School employee who owns, directly or indirectly, an interest in the bidder's firm or any of its branches. Bidding by Oak Ridge School employees is prohibited.

Controlling Documents: Compliance with Oak Ridge Schools' purchase order will be subject to all terms and conditions which comprise Oak Ridge Schools' General and Special Bid Conditions, if any, unless an exception is taken by the bidder to which Oak Ridge Schools has concurred in writing.

Criminal Background Compliance: Bidders shall be required to complete the attached Criminal Background Compliance Affidavit form in compliance with the provisions of Tennessee Code Annotated § 49-5-413. (Attachment B)

Default of Contractor: In the event the Contractor defaults in performing this Contract, the Contractor agrees to pay Oak Ridge Schools all reasonable costs incurred in remedying such default, including a reasonable Attorney's fee.

Drug Free Work Place Affidavit (Attachment C): Bidders shall be required to complete the attached Drug Free Workplace Affidavit form in compliance with the provisions of Tennessee Code Annotated § 50-9-113.

Facsimile or Electronic transmissions: Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement. (Attachment D)

Legal Issues: Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bid will be denied if these provisions are not included in the contract.

Legal Requirements: The successful bidder shall be responsible for compliance with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility for their bid.

License: A copy of your current professional/business license and a W-9 from should be attached to your proposal documents.

The successful bidder(s) shall have and maintain any/all necessary licenses, permits, etc. necessary to conduct business in Tennessee.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit. (Attachment E)

Public Acts of 2006: In compliance with the requirements of Chapter 878, Public Acts of 2006, the Contractor hereby attests that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this contract.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

Taxes: Oak Ridge Schools is exempt from federal excise taxes and from state sales taxes on purchases of tangible personal property. Copies of the appropriate exemption documentation will be provided upon request. Contractors are responsible for the payment of taxes on tangible personal property which they use in the completion of their contracts, for which sales taxes have not otherwise been paid, irrespective of who holds title to the property or for whom the work is done.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance.” Oak Ridge Schools strives to protect individuals’ civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

Proposal Ranking Sheet

SCORING RANGES

	40 Pt. Questions	20 Pt. Questions
Outstanding	30-40	17-20
Exceeds Expectations	20-29	13-16
Satisfactory	10-19	09-12
Below Satisfaction	00-09	00-08

Evaluation Criteria Fees	Maximum Pts.	Score
<p>Fees</p> <p>The District will review and evaluate any/all proposals for the per person rate for services provided. Consider if the following conforms to the requirements of the RFP and the District.</p> <ul style="list-style-type: none"> • Per person rate based on 4 person occupancy for 25 persons • Per person rate based on 4 person occupancy for 40 persons • Per person rate for optional Travel Insurance 	20	
<p>References & Experience</p> <p>The District will review and evaluate any/all proposals for the references and experience with similar sized school districts as indicated on the references form – Attachment F.</p> <ul style="list-style-type: none"> • Reliability of the firm, based on references given • Experience with other similar sized schools/student travel groups to same destinations • Methods used are effective and have been proven elsewhere • Appropriately staffed to meet the District trip demands. • Member of the Student Youth Travel Association (SYTA) 	40	
<p>Qualifications & Certifications of Staff</p> <p>The District will evaluate any/all proposals for the qualifications and industry certifications of the staff provided by the firm.</p> <ul style="list-style-type: none"> • Does firm have certified travel staff available to the District 24/7 during the trip? • How many years of experience are noted for the travel staff handling the district trips? 	40	

Total Pts.
(100)

Ranked by: _____

Bid Form

Owner: Oak Ridge Schools Board of Education
Julie Truett Purchasing Specialist
RE: Travel Services for 4th Grade Student Washington DC Trip
RFP 19-001
School Administration Building
304 New York Ave
Oak Ridge, TN 37830

Project: Travel Services for 4th Grade Student Washington DC Trip
– RFP 19-001

Bid Opening: **Friday, August 24, 2018, 2:00 PM EST**
Business Services Conference Room

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____

Title: _____

Date: _____

Cost should be based on 100 Students and 10 Chaperones traveling at no cost
Complimentary chaperones roomed as follows:
1 in Single, 10 in Double, 0 in Triple, 0 in Quad.

	Quad Rate	Triple Rate	Double Rate	Single Rate
Student Price:				
Adult Price:				

This price is to be for the complete package, materials, licenses and labor to complete this project. Including all admissions, taxes, and gratuities.

Please attach detailed Itinerary and quote specifications.