



Cartersville School System

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J. HOWARD HINESLEY, Ed.D.
SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

August 31, 2016

Dear Gentlemen:

The Cartersville School System invites you to submit a proposal on the following items.

Tour of Georgia – Cartersville Middle School

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

**Dr. J. Howard Hinesley,
Superintendent
Cartersville School System
RFP #0300-830-197 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Thursday, September 30, 2016.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,

J. Howard Hinesley, Ed. D.
Superintendent

Enclosures

Specifications: Tour of Georgia Trip - 2017

- **Departure date: Monday a.m., May 1, 2017 ~ 7:00 a.m.;**
- **Return date: Saturday, May 6, 2017; ~ 5:00 p.m.**
- **Five nights lodging scheduled & arranged by company**
- **Meals: 5 (five) continental breakfasts; 6 (six) lunches including lunch at the Pirate House in Savannah; 5 (five) dinners including The Crab Shack on Tybee Island. Generally, meals may be pizza, burgers, etc (“Kid Friendly”).**
- **All transportation by deluxe motor coach(es) with free Wi-Fi access**
- **Tour director provided by tour company and present for the entire trip**
- **Speaker/representative to address parents at tour meetings, as needed**
- **One teacher comp per 10 paying students (double occupancy, two per room)**
- **All tips and taxes (excluding driver and tour director)**
- **Sites/destinations to be included:**
 - **Private boat tour to Cumberland Island**
 - **Guide on Cumberland Island that is approved by Cumberland Island**
 - **Tour of Plains, Georgia**
 - **Visit to President Carter’s boyhood home**
 - **Visit Little White House in Warm Springs**
 - **Visit to springs in Warm Springs**
 - **Tour of Andersonville Cemetery**
 - **Visit POW Museum in Andersonville (donation made here)**
 - **Visit to National Infantry Museum (I-max film included)**
 - **Visit Little Drummer Boy Museum**
 - **Visit to Okefenokee Swamp with the one hour boat ride included**
 - **Visit Nature Center at Okefenokee Swamp**
 - **Visit River Street in Savannah (include one hour of free time)**
 - **Visit First African Baptist Church**
 - **Visit Mighty Eighth Museum**
 - **Visit St. Simons Lighthouse**
 - **Classes on Marshland & Astronomy at Jekyll Island**
 - **Carriage ride through Old Savannah**
 - **Militia at Old Fort Jackson**
 - **Visit and play time at Hollywood Connections (if open); if not, bowling**
 - **Visit Fort Pulaski**
 - **Dinner at The Crab Shack on Tybee Island (included in meal count)**
 - **Lunch at Pirate House in Savannah (included in meal count)**
 - **Program at Georgia Sea Turtle Center on Jekyll Island**
 - **Visit Christ Church Frederica on St. Simons Island (if available)**
 - **Classes on Marshland and Astronomy on Jekyll Island**

INSTRUCTION TO BIDDERS

1. Bids will be received in the Office of the Superintendent of Schools, Cartersville City School System, P.O. Box 3310, 15 Nelson Street, Cartersville, Georgia 30120, until 2:00 p.m., Tuesday, September 30, 2016.
2. Bids must be submitted on the forms enclosed.
3. Bid proposal should include complete scheduled itinerary of the trip.
4. The bidder must be licensed to do business in the State of Georgia for such work as requested in the proposal and provide the required documentation.
5. The Cartersville School Board reserves the right to accept or reject any and all bids.
6. Approved bidder must be able to provide completed Charter Application if the company is not already on the official "Approved Charter Carriers" list from Cartersville City Schools. Information about the Approved Charter Carrier list may be obtained from Mr. Ken Paige, Director of Transportation, Cartersville City Schools, P.O. Box 3310, 15 Nelson Street, Cartersville, GA 30120 or kpaige@cartersville.k12.ga.us
7. Further information about the trip can be obtained by contacting Mr. Ken MacKenzie, Principal, Cartersville Middle School, 825 Douthit Ferry Road, Cartersville, Georgia 30120; phone no.: 770-382-3666 or kmackenzie@cartersville.k12.ga.us.

Please include this cover sheet as (page 1) of your proposal

PROPOSAL

Cartersville School Board
P. O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120

Gentlemen:

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

Respectfully,

2017 "Tour of Georgia" Trip for Cartersville Middle School

Total Bid Amount: \$ _____

Name of Company

Signature of Company Representative Authorized to Submit this Bid

Printed Name of Signature Above

Business Address / Street, City, State, Zip Code

Business Phone

Date Submitted _____ Authorized Signature _____

Office use only