



Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

September 26, 2016

Dear Gentlemen:

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

Cartersville Middle School Band Charter

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 # 0300-926-199 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Wednesday, October 26, 2016.

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

We invite your participation.

Sincerely,

Ken Clouse
Assistant Superintendent

Enclosures



Cartersville Middle School

Hurricane Band

825 Douthit Ferry Road

Cartersville, GA 30120

(770) 382-3666

7th & 8th Grade Band Chattanooga Trip

March 24 - 26, 2017

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., Wednesday, October 26, 2016.
2. Bid proposal should include complete scheduled itinerary of the trip using the suggested itinerary provided in the offer to bid.
3. The bidder must be licensed to do business in the State of Georgia for such work as requested in the proposal and provide the documentation in the Charter Application (Item #6 below).
4. The Cartersville School Board reserves the right to accept or reject any and all bids.
5. All bids must be completed on the attached proposal form.
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 Clouse, Assistant Superintendent, Cartersville City Schools, P.O. Box 3310, 15 Nelson Street, Cartersville, GA 30120 or kclouse@cartersville.k12.ga.us
7. Further information about the trip can be obtained by contacting:
Mr. Michael Elzey, Director of Bands, Cartersville Middle School
(770) 382-3666 Ext. 6295, MElzey@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,

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

Total Bid Amount:

“2017 Chattanooga, TN. Trip for Cartersville Middle School Band”

\$ _____

Office use only

Date Submitted _____

Authorized Signature _____

**Bid Specifications: 2017 CMS Band Trip – Chattanooga, TN
March 24-26, 2017**

- Bid is for all assets of the trip including: transportation, lodging, meals and all admissions.
- Departure date: Friday, March 24, 2017; Return date: Sunday, March 26, 2017
- Estimated # 74 Students and 10 Adults
- All Transportation by deluxe motor coaches; 2 buses
- One complimentary adult ticket for every Ten paying students
- Two nights lodging at hotel with free breakfast in or around Chattanooga.
- Tour director/manager to remain with group for trip duration.
- No speaker/representative to address parents at any pre-trip meeting(s)
- Sites/destinations/activities to be included:
 - Chickamauga Battlefield National Military Park
 - Guided tour led by Michael Elzey
 - Tennessee Aquarium
 - IMAX Theater
 - Lunch at a restaurant near the Tennessee Aquarium
 - Chattanooga Ducks Tour
 - Chattanooga Lookouts Baseball Game (if available)
 - Performance of national anthem at Chattanooga Lookouts game.
 - If Lookouts game is not an option, a 20-minute performance will be done in front of the main entrance to the Tennessee Aquarium.
 - Rock City
 - Incline Railway
 - Lunch and shopping time at Hamilton Place Mall
 - Dinner at Sticky Fingers BBQ
 - Bowling at Pin Strikes! Entertainment Center

Other attractions may be added by the tour company to fill time on this tour.

- Include all taxes and gratuities (excluding drivers and tour manager).
- Full Itinerary to be completed by the winning bidder.