



Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

June 20, 2017

Dear Gentlemen:

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

2018 CMS & CHS Band Trip – Orlando, FL

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

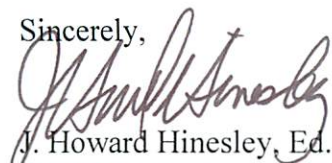
**Dr. J. Howard Hinesley,
Superintendent
Cartersville School System
RFP # 0400-620-214 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Thursday July 20, 2017.

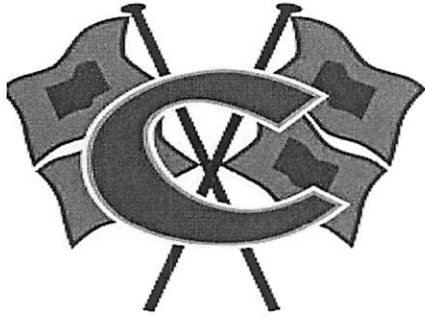
The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Sincerely,


J. Howard Hinesley, Ed. D.
Superintendent

Enclosures



Cartersville Middle School Hurricane Band

"Building a Tradition of Excellence!"

Michael D. Elzey, Director of Bands

825 Douthit Ferry Road

Cartersville, GA 30120

(770) 382-3666

Cartersville Middle School & Cartersville High School Bands Orlando, Florida Spring Trip April 4 - 7, 2018

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., July 20, 2017.
2. Bid proposal should include complete scheduled itinerary of the trip using the suggested activities 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 Paige, Director of Operations, Cartersville City Schools, P.O. Box 3310, 15 Nelson Street, Cartersville, GA 30120; 770-387-5578; or kpaige@cartersville.k12.ga.us
7. Further information about the trip can be obtained by contacting:

Mr. Michael Elzey
Cartersville Middle School Band
melzey@cartersville.k12.ga.us

Mr. Bob Steelnack
Cartersville High School Band
rsteelnack@cartersville.k12.ga.us

**Bid Specifications: 2018 CMS & CHS Band Trip – Orlando, FL
April 4 – 7, 2018**

- Bid is for all assets of the trip including: transportation, lodging, meals and all admissions.
- Departure date: Wednesday, April 4, 2018
- Return date: Saturday, April 7, 2018
- Estimated # 150 Students and 15 Adults
- All Transportation by deluxe motor coaches; 3 buses
- One complimentary adult ticket for at least every twenty paying students
- Tour director/manager to remain with group for trip duration.
- No speaker/representative to address parents at any pre-trip meeting(s)
- Trip package will include:
 - Three nights lodging at Embassy Suites Lake Buena Vista
 - Three days admission to Walt Disney World theme parks
 - Performing Arts Performance included
 - Parkhopping option
 - One day admission to Disney Waterpark
 - Three breakfasts at hotel or similar
 - Four Walt Disney World meal coupons for use at local restaurants inside Walt Disney World theme parks
 - One themed dinner inside Disney Springs
 - Two \$20 cash allotments for meals (Epcot and Waterpark days)
 - Disney Performers Incentive Gift (for student performers)
- Include all taxes and gratuities (excluding drivers and tour manager).
- 2 million dollar liability insurance policy
- Full itinerary to be completed by the winning bidder

PROPOSAL FORM

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

Cartersville School System
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.

Total bid proposal price for "CMS – CHS Band Trip – Orlando, FL

\$ _____

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only