



Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

August 28, 2017

Dear Gentlemen:

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

Cartersville Middle School – Tour of Washington D.C.

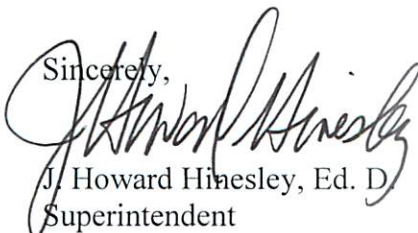
Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

**Dr. J. Howard Hinesley,
Superintendent
Cartersville School System
RFP #0300-829-221 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Thursday, September 28, 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

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., Thursday, September 28, 2017.
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.

PROPOSAL

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

\$ _____

2018 "Tour of Washington D.C." Trip for Cartersville Middle School

Date Submitted _____ Authorized

Signature _____

Office use only

Specifications: Tour of Washington DC - 2018

- **Departure date: Monday a.m., May 7, 2018 ~ 6:30 a.m.;**
Return date: Saturday, May 12, 2018; ~ 10:30 p.m.
- **Five nights lodging scheduled & arranged by company**
- **Meals: 5 (five) continental breakfasts; 6 (six) lunches; 6 (six) dinners.**
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:**
 - **George Washington’s Mount Vernon**
 - **Guided Mansion Tour at Mount Vernon**
 - **Memorial Walking tour (prefer some at night) including:**
 - **Vietnam Veterans, Korean, Lincoln, Vietnam Women’s, World War II, Washington Monument, Jefferson, FDR Memorial and MLK Memorial**
 - **Pentagon 911 Memorial**
 - **White House Visitors Center**
 - **Embassy Row Tour**
- **National Cathedral tour**
- **Reagan World Trade Center**
- **Holocaust Museum**
- **Iwo Jima Marine Memorial**
- **Air Force Memorial**
- **Library of Congress**
- **US Capitol Tour**
- **National Archives**
- **Fort Myer Arlington Military Base “Twilight Tattoo” Performance**
- **Arlington National Cemetery Guided Tram Tour**
- **Changing of the Guard**
- **Tomb of the Unknown Soldier**
- **Smithsonian Museums:**
 - **Air & Space**
 - **Natural History**
 - **American History**
 - **Native American**
- **Spirit of Washington Dinner Cruise**
- **Monticello Tour**