



Cartersville School System

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REQUEST FOR PROPOSAL

October 12, 2018

Dear Sir or Madam:

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

2019 CHS Band Trip-Washington DC

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

**Dr. Marc Feuerbach, Superintendent
Cartersville School System
RFP # 0440-1012-106 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Monday, November 12, 2018.

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

We invite your participation.

Respectfully,

Marc Feuerbach, Ed.D.
Superintendent

Enclosures

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

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 2019 CHS Band Trip- Washington DC

\$ _____

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

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., November 12, 2018.
2. Bid proposal should include complete scheduled itinerary of the trip.
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@cartersvilleschools.org
7. Further information about the trip can be obtained by contacting Alex Shive, Band Director, Cartersville High School, 320 East Church Street, Cartersville, Georgia 30120; phone no. 770-382-3200 or ashive@cartersvilleschools.org.

Bid Specifications: 2019 CHS Band Trip- Washington DC
March 28 – April 1, 2019

Thursday, March 28th

10:00pm Depart Cartersville High School for Washington, DC via Motor coach (10 hours without stops)

Friday, March 29th

10:00am Arrive in Washington, DC

10:30am Explore the National Mall Museums with options such as - Washington Monument, White House, World War II Memorial, Korean War Memorial, Vietnam Veteran's Memorial and the Lincoln Memorial, National Museum of American History, National Museum of Natural History, National Gallery of Art, National Air & Space Museum, National Archives and the Smithsonian Castle.

5:00pm Depart for dinner

6:00pm Enjoy dinner at the Hard Rock Café

7:30pm Depart for hotel

8:30pm Check-in to hotel in Washington DC area (with interior corridors) and enjoy a relaxing night in

10:00pm Lights out

Uniformed Nighttime Chaperone will patrol student floors from 11pm – 5am

Saturday, March 30th

7:30am Breakfast at hotel.

8:30am Depart for Arlington National Cemetery

9:30am Touring Arlington

11:30am Depart for United States Capitol Building

12:00pm Lunch on your own at the US Capitol Cafeteria

1:00pm Tour of the US Capitol

2:00pm Walk to the National Mall and explore the Smithsonian museums

4:30pm Meet motor coach and depart for dinner

5:30pm Enjoy dinner at Buca di Beppo

6:30pm Load bus and depart to National Mall to meet tour guide

7:00pm Illuminated Night Tour

10:00pm Return to hotel & lights out

Uniformed Nighttime Chaperone will patrol student floors from 11pm – 5am

Sunday, March 31st

8:00am Breakfast at hotel.

9:00am Depart for Six Flags

10:00am Enjoy time at Six Flags America

Meal voucher provided for lunch

4:00pm Meet motor coach outside theme park

4:30pm Depart for dinner cruise

6:00pm Enjoy a DJ Dance and Dinner party on the Potomac River with the Spirit of Washington!

9:00pm Depart to hotel

10:30pm Lights out

****Uniformed Nighttime Chaperone will patrol student floors from 11pm – 5am****

Monday, April 1st

TBA Breakfast at hotel.

TBA Depart for Mount Vernon

TBA Enjoy 2 hours at Mount Vernon

TBA Receive Box's lunch

TBA Depart for home

INCLUSIONS

TRANSPORTATION:

- Transportation to and from Cartersville Georgia, as well as all D.C. locations.

LODGING:

- Three (3) nights lodging in a Washington DC area hotel Interior Hallways

MEALS:

- Three (3) Full Breakfasts at the hotel
- One (1) Dinner/DJ Dance party aboard The Spirit of Washington
- One (1) Dinner at Hard Rock Café
- One (1) Dinner at Buca di beppo
- One (1) Meal Voucher to use at Six Flags America

ATTRACTIONS:

- Washington area touring Options: Washington Monument, White House, World War II Memorial, Korean War Memorial, Vietnam Veteran's Memorial and the Lincoln Memorial, National Museum of American History, National Museum of Natural History, National Gallery of Art, National Air & Space Museum, National Archives and the Smithsonian Castle.
- One (1) visit to Arlington National Cemetery (Walking Tour)
- One (1) Illuminated Night Tour of the Monuments w/ Step-on Guides
- One (1) visit to the United States Capitol Building (tour pending approval)
- One (1) visit to Mount Vernon
- One (1) visit to Six Flags America

MISCELLANEOUS:

- Estimated numbers: 85 students and 15-20 Adults
- Two luggage tags for each participant
- Overnight Hall Monitors to patrol student occupied floors from 11pm – 5am nightly
- One (1) Group Leader Package Deductions (Comp)
 - o Price deduction (on final invoice) will be based on single package rate
- One (1) Chaperone Package Deduction (Comp) for every Ten (10) paid participants
 - o Price deduction (on final invoice) will be based on double package rate
- Experienced Service Host with 24-hour availability on site
- Professional Liability Insurance Policy
- Post Departure Inclusion
- All taxes, applicable fees and restaurant gratuities included
- Online payment options for individual student accounts