



Cartersville School System

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SUPERINTENDENT

KENNETH CLOUSE, Ed.S.
ASSISTANT SUPERINTENDENT

REQUEST FOR PROPOSAL

September 10, 2019

Dear Sir or Madam:

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

Cartersville Middle School Tour of Georgia

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

**Dr. Marc Feuerbach, Superintendent
Cartersville School System
RFP # 0330-0910-125 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120**

no later than 2:00 p.m., Tuesday, October 8, 2019

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.

Cartersville Middle School Tour of Georgia

\$ _____

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., Tuesday, October 8, 2019
2. Bids must be submitted on the proposal form 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@cartersvilleschools.org
7. Further information about the trip can be obtained by contacting Rick Poe, Cartersville Middle School, 825 Douthit Ferry Road, Cartersville, Georgia 30120; phone no.: 770-382-3666 or rpoe@cartersvilleschools.org.

2019–2020 Tour of Georgia Bid Specifications– May 4th, 2020 to May 9th, 2020

Parameters:

- Depart Monday, May 4th, 2020 before 7:30 a.m. and return Saturday, May 9th, 2020 around 5:00 p.m.
- Five nights lodging – scheduled and arranged by the tour company
- The hotels must be considered at least a three-star hotel
- The hotel rooms must be clean and interior rooms only
- The hotels must be non-smoking and non-pet friendly
- Every four students must be provided a room with two full or queen-sized beds
- There will be a maximum of 3 hotels used for the duration of the trip
- The tour company must provide a security guard for each of the nights
- The cost of the security guard must be included in the tour price.
- All transportation will be by deluxe motor coach(es) with free Wi-Fi access and movie capability
- A tour director will be provided by tour company and will be present for the entire trip
- The tour company will provide a representative to address parents' questions at meetings as needed
- The tour company will comp one teacher per 10 paying students (double occupancy, two teachers per room)
- The tour company will provide optional trip insurance at an additional charge
- The tour company will handle the money – they will provide parents with a payment portal or another means for payment
- Meals:
 - Five breakfasts which can be a hotel-type of breakfast but must include different choices for students such as a protein and a “hot” option
 - Six lunches, including lunch at the Pirate House in Savannah and Mimi's in Columbus, Ga.
 - Lunches can be kid friendly, i.e. Chick-Fil-A, but still should offer some choices for students
 - Five dinners, including Golden Coral, Joe's Crab Shack and Carey Hilliard's
 - Dinners should be more formal in nature
 - Pizza is only to be served once during the trip

Sites/destinations to be included:

- Tour of the National Civil War Naval Museum, 1002 Victory Dr., Columbus, GA, US, 31901
- Tour of the Little White House, 401 Little White House Rd, Warm Springs, GA, US, 31830
- Visit to the Springs at the Little White House/ Warm Springs
- Hollywood Connection Family Fun Center, 1683 Whittlesey Road, Columbus, GA, US, 31904 – tour price should include a game card for each student good for miniature golf and laser tag.
- Visit the National Infantry Museum, 1775 Legacy Way, Columbus, GA, US, 31903
- Tour of the Andersonville National Historic Site, 496 Cemetery Rd, Andersonville, GA, US, 31711
- Visit the POW Museum at Andersonville (Donation made here)
- Visit to the Little Drummer Boy Civil War Museum, 109 east church St., Andersonville, GA, US, 41711
- A Tour of Jimmy Carter's boyhood home, farm, and Plains High School
- A step-on guided tour of Jimmy Carter's Presidential grounds in Plains, Ga.
- Time in downtown Plains to shop
- Private swamp boat tour, Okefenokee Adventures, 4159 Suwannee Canal Rd, Folkston, GA, US, 31537
- Private charter boat for Cumberland Island
- Cumberland Island tour – “Tour of Ruins” and beach walk, Cumberland Island, Saint Marys, GA, US, 31558
- St. Simons Island – time to shop and visit St. Simons lighthouse – speaker at the museum's pavilion
- Tour of Christ Church – church docent included
- Tour of Tybee Island Lighthouse, 30 Meddin Ave, Tybee Island, GA, US, 31328 and pier walk
- Tour and partake in activities at the Marine Science Center, 1509 Strand Ave, Tybee Island, GA, 31328
- Guided marsh and beach ecology walk on Tybee Island
- Dinner and Bowling in Savannah – tour price should include 2 games of bowling for each student

2019–2020 Tour of Georgia Bid Specifications– May 4th, 2020 to May 9th, 2020

- Tour of the First African Baptist Church, 23 Montgomery St, Savannah, GA, 31401 – church docent included
- Carriage tour of Savannah, 19 Jefferson Street, Savannah, GA, 31401
- At least one hour of shopping time on River Street
- Civil War program at Old Fort Jackson, 1 Fort Jackson Rd, Savannah, GA, 31404
- Tybee Island Dolphin and Ecology Tour
- Guided tour of the Mighty Eighth Air Force Museum
- If possible, tour the Port of Savannah
- Price of trip should include one T-shirt per student
- **All-inclusive tour - all admission prices for the various venues, security cost, one t-shirt per student, meal cost, tips and taxes should be included in the tour cost**
- Bid should be broken down into cost per student for roughly 90 students based on past history