



UTICA COMMUNITY SCHOOLS

June 7, 2018

Bid No: B-2139-18

Eisenhower High School Washington D. C. Trip

**Due Date: June 20, 2018
2:00 p.m.**

Bids will be accepted by the Utica Community Schools for the services indicated on the attached specifications.

The purchasing department must receive all Bids no later than the date specified. Please address all questions or replies to the address indicated below unless otherwise indicated.

**UTICA COMMUNITY SCHOOLS
Attn: Purchasing Department
11303 Greendale
Sterling Heights, Michigan 48312
Phone: (586) 797- 1190**

Upon receipt of this Bid the Utica Community Schools reserves the right to accept or reject any part of, or the complete Bid, for any reason, which will be in the best interest of the school district.

Sincerely,

**Jeff Henderson
Director of Purchasing Services and
Risk Management**

JH/kg

For technical information on the attached Bid, contact:

Purchasing@UticaK12.org

FOR THE PROVISION OF:

**11303 GREENDALE - STERLING HEIGHTS MI 48312-2925
PHONE (586) 797- 1000 - FAX (586) 797- 8335**

Eisenhower High School Washington D. C. Trip

ALL INVITATIONS TO BID BY THE UTICA COMMUNITY SCHOOLS WILL BIND BIDDERS TO THE CONDITIONS AND REQUIREMENTS SET FORTH IN THESE GENERAL CONDITIONS, AND SUCH CONDITIONS SHALL FORM AN INTEGRAL PART OF EACH PURCHASE CONTRACT AWARDED BY THE UTICA COMMUNITY SCHOOLS.

DEFINITIONS

"School District"	Shall be the legal designation of the district.
"Board"	The Board of Education of the school district.
"Sealed Bid"	A FORMAL offer to furnish materials, supplies and/or equipment in accordance with policies and monetary limitations set by the Board of Education, the general conditions, and the specifications. The bidder to be considered must indicate Bid Number and date on outside of reply.
"Successful Bidder"	Any vendor to whom an award to supply material and/or equipment is made by the School District.
"Specification"	A general description of materials, supplies, and/or equipment and the conditions for its purchase.

GENERAL CONDITIONS

1. All bids must be submitted on and in accordance with forms provided; unless otherwise indicated, and shall remain firm until final confirmation of number of travelers is made.
2. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and the character of the service required and a representation that the bidder can furnish the service in complete compliance with the specifications. Vendors must specify the hotel along with the itinerary.
3. No alteration, erasure, or addition is to be made in the typewritten matter. Deviations from the specifications must be set forth in space provided on the bid for this purpose.
4. A detailed itinerary for the specified trip must be included with each bid submission. Bids submitted without this documentation will not be considered.

SEALED BIDS - Must be received NO LATER THAN THE TIME AND DATE SPECIFIED at the location listed below, at which time they will be opened and read aloud. If a proposal is transmitted by U.S. Mail, or other delivery medium, the bidder shall be responsible for its timely delivery to the designated location. Proposals must be clearly marked "SEALED BID – Eisenhower High School Washington D. C. Trip" (preferably with the label provided with these specifications).

DUE DATE: June 20, 2018
TIME: 2:00 p.m.
PLACE: Utica Community Schools
11303 Greendale
Sterling Heights, MI 48312

BIDS RECEIVED AFTER THE APPOINTED TIME WILL NOT BE OPENED.

[] AN 'X' IN THIS BOX INDICATES A BID BOND OR CERTIFIED CHECK IN AN AMOUNT EQUAL TO FIVE PERCENT (5%) OF THE TOTAL BID. BID BONDS OR CERTIFIED CHECKS MUST BE MADE PAYABLE TO THE UTICA COMMUNITY SCHOOLS, BOARD OF EDUCATION. IF THIS BOX IS NOT CHECKED, NO BID BOND IS REQUIRED.

5. All Proposals received after the Due Date will be unopened and made available to the Proposer for pick-up, at their own expense.

BID NO: B-2139-18 Eisenhower High School Washington D. C. Trip
DUE: June 20, 2018
2:00 PM

6. The school district reserves the right to make awards within 60 days after the due date of the bid opening during which time bids may not be withdrawn, unless the bidder distinctly states in his proposal that acceptance thereof must be made within a shorter specified time.
7. Utica Community Schools reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this bid), to accept or reject, in whole or in part, any or all bids with or without cause. The School District further reserves the right to waive any irregularity or informality in the bid process or any bid, and the right to award to other than the bidder submitting the best financial proposal (low bidder).
8. The Utica Community Schools are exempt from all taxes. Exemption certificates, if required, will be furnished on forms provided by the bidder.
9. Bidders are required to complete the attached Affidavit of Compliance in accordance with **Michigan Public Act No. 517 of 2012 (IRAN ECONOMIC SANCTIONS ACT)**. Bids submitted without a fully completed, notarized Affidavit will not be considered.
10. Service providers (Motor coach companies, etc.) sub-contracted through the tour company will carry necessary insurance(s) related to performing such service. **The district will require proof of insurance from both the travel/tour company and any sub-contractors (coach companies, etc.).**
11. Contractor agrees that it will not publish or otherwise mention, refer to or disclose its work for or with the Utica Community Schools for any reason without the advance written permission of the District's Superintendent.

GUARANTEES BY THE SUCCESSFUL VENDOR

The successful bidder guarantees:

1. That he/she has carefully checked the enclosed figures and understands that he/she shall be responsible for any error of omission in this bid offer.
2. That he/she has carefully examined the instructions and specifications and will furnish this service with such specifications for the price set forth in this bid.
3. Vendors will provide written documentation of a consumer protection plan to protect travelers in the event of vendor bankruptcy or other failure to perform the duties as described in these specifications.
4. That it is a member of one or both of the following associations:
 - 4.1 The National Tour Association
 - 4.2 The Student/Youth Travel Association

SCOPE OF PROJECT

Utica Community Schools is requesting bids for a travel/tour company to provide all necessary arrangements for the trip mentioned in these specifications. The successful vendor will be responsible for, but not limited to, the following list of responsibilities:

1. All travel arrangements from the point of departure to the point of destination.
2. All travel arrangements while at the destination.
3. All return travel arrangements.
4. All meal arrangements.
5. Coordination of all hotel accommodations.
6. Coordination of all visits to various points of interest at destination as detailed in the attached specifications. This includes making all necessary arrangements for tour guides, photo opportunities, etc.

INSURANCE REQUIREMENTS TO BE MET BY THE TRAVEL COMPANY

The Successful Bidder(s) shall not commence work until he/she has obtained the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Utica Community Schools.

1. **Worker's Compensation Insurance:** The Successful Bidder(s) shall procure and maintain Worker's Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance:** The Successful Bidder shall procure and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability no less than two-million dollars (\$2,000,000.00) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor's Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) per contract Aggregate or Item 6, as shown.
3. **Motor Vehicle Liability:** The Successful Bidder shall procure and maintain Motor Vehicle Liability Insurance, including Michigan No-Fault coverage, with limits of liability of not less than two-million dollars (\$2,000,000.00) per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured:** The following shall be Additional Insured's: The Utica Community School District, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers
5. This coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether other available coverage be primary, contributing or excess.
6. **Cancellation Notice:** Worker's Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-renewal, Reduction and/or Material Change shall be sent to Jeff Henderson, Director of Purchasing Services and Risk Management, Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312."
7. **Proof of insurance Coverage:** The Successful Bidder shall provide to Utica Schools certificates as listed below:
 - a. Two (2) copies of Certificate of Insurance for Worker's Compensation Insurance;
 - b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - c. Two (2) copies of Insurance for Vehicle Liability Insurance;
 - d. If so requested, Certified Copies of all policies mentioned above will be furnished.
 - e. If any of the above coverage expires during the term of the project, the Successful Bidder shall deliver renewal certificates and/or policies to the Utica Community Schools at least ten (10) days prior to the expiration date.

Contractor agrees to indemnify, defend and hold harmless the School District, its Board of Education, in their official and individual capacities, administrators, employees, agents, Contractors, successors and assignees, from and against any and all costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of the: (i) negligent act or omission or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, Contractors and agents; (ii) any breach of the terms by Contractor, its officers, directors, employees, successors, assignees, Contractors and agents; or (iii) any breach of any representation or warranty by Contractor, its officers, directors, employees, successors, assignees, Contractors and agents under the Contract. This provision shall survive the expiration or earlier termination of the Contract.

INSURANCE REQUIREMENTS FOR COACH COMPANIES CONTRACTED BY THE TRAVEL COMPANY

The charter bus company contracted to provide coach transportation must have proof of a State of Michigan Department of Transportation Certificate of Authority to Operate and will be listed on the MDOT website.

The coach company must provide proof of insurance which must be in full force and effect and proof provided to the School District prior to commencement of any work under the contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Utica Community Schools.

1. **Worker's Compensation Insurance:** The Successful Bidder(s) shall procure and maintain Worker's Compensation Insurance, including Employer's Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance:** The Successful Bidder shall procure and maintain Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability no less than five-million dollars (\$5,000,000.00) per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor's Coverage; (D) Broad Form General Liability Extensions or equivalent..
3. **Motor Vehicle Liability:** The Successful Bidder shall procure and maintain Motor Vehicle Liability Insurance, including Michigan No-Fault coverage, with limits of liability of not less than five-million dollars (\$5,000,000.00) per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles. The requested coverage may be achieved through a combination of primary and accompanying umbrella policy.
4. **Additional Insured:** The following shall be Additional Insured's: The Utica Community School District, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.
5. This coverage shall be primary to the Additional Insured's, and not contributing with any other insurance or similar protection available to the Additional Insured's, whether other available coverage be primary, contributing or excess.
6. **Cancellation Notice:** Worker's Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-renewal, Reduction and/or Material Change shall be sent to Jeff Henderson, Director of Purchasing and Risk Management, Utica Community Schools, 11303 Greendale, Sterling Heights, MI 48312."
7. **Proof of insurance Coverage:** The Successful Bidder shall provide to Utica Community Schools certificates as listed below:
 - a. Two (2) copies of Certificate of Insurance for Worker's Compensation Insurance;
 - b. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - c. Two (2) copies of Insurance for Vehicle Liability Insurance;
 - d. If so requested, Certified Copies of all policies mentioned above will be furnished.
 - e. If any of the above coverage expires during the term of the project, the Successful Bidder shall deliver renewal certificates and/or policies to the Utica Community Schools at least ten (10) days prior to the expiration date.

The coach company agrees to indemnify, defend and hold harmless the School District, its Board of Education, in their official and individual capacities, administrators, employees, agents, Contractors, successors and assignees, from and against any and all costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of the: (i) negligent act or omission or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, Contractors and agents; (ii) any breach of the terms by Contractor, its officers, directors, employees, successors, assignees, Contractors and agents; or (iii) any breach of any representation or warranty by Contractor, its officers, directors, employees, successors, assignees, Contractors and agents under the Contract. This provision shall survive the expiration or earlier termination of the Contract.

BID NO: B-2139-18 Eisenhower High School Washington D. C. Trip
DUE: June 20, 2018
2:00 PM

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner or authorized officer of _____ (the "Contractor"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that, in the event Contractor is awarded a contract as a result of the aforementioned Request For Proposal, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor understands and agrees that, if the School District receives credible information that this Affidavit includes false information, the School District will conduct an investigation that may lead to the termination of this contract as provided in the Act. The Contractor agrees to indemnify the School District (including its agents, employees and representatives), and hold them harmless, for all actual attorneys' fees and costs, settlements, awards, judgments, interest and bonds arising from or relating to any such investigation.

The Contractor further acknowledges that any person who is found to have submitted a false certification may be responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contractor proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

CONTRACTOR:

Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

COUNTY OF _____)

ss.

This instrument was acknowledged before me on the _____ day of _____, 2018, by _____

, Notary Public

County, _____

My Commission Expires: _____

Acting in the County of: _____

BID NO: B-2139-18 Eisenhower High School Washington D. C. Trip
 DUE: June 20, 2018
 2:00 PM

UTICA COMMUNITY SCHOOLS Trip Specification Form

Destination:	Washington D. C.	Date Of Return:	October 24, 2018
Date of Departure:	October 20, 2018	Return To:	Eisenhower High School
Departure From:	Eisenhower High School	Return Time @	6:30 a. m.
Time of Departure:	3:00 a. m.		
Number Of Paying Students:	96	Number Of Paying Adults:	0
Total Number Of Passengers:	104	Non-Paying Adults:	8
		Number of Meals to be included	8

Method Of Transportation

Deluxe Motor Coach with bathroom, VCR/DVD Players, Charging Stations (a requirement) and Wi-Fi (if possible)

Type Of Accommodations / Requirements

Night Time Security at all accommodations. **October 20-21, 2018** The Westin Arlington, Gateway 801 N. Glebe Road, Arlington, VA 22203. **October 22, 2018** Woodlands Hotel, 105 Visitor Center Drive, Williamsburg, VA 23185.

Meals To Be Included

BREAKFAST – Buffet and/or Continental Breakfast to be included at the hotels 10/21/18; 10/22/18; 10/23/18
LUNCH – 10/22/18; 10/23/18
DINNER – 10/20/18; 10/21/18; 10/23/18

Trip Itinerary/Required Points Of Interest

ALL ADMISSION TICKETS, FEES, AND ARRANGEMENTS TO ALL EVENTS – RESERVED AS PART OF BID

1. Gettysburg Visitor Center/Museum (Meet tour guide)
2. October 20, 2018 Dinner at Farnsworth House or General Pickett's Buffet
3. Arlington National Cemetery
4. Washington House (photos)
5. The Newseum Tour (lunch at food court, students expense)
6. National Mall and Smithsonian Museums
7. October 21, 2018 Dinner at Hard Rock Café
8. Monuments and Memorials Tour (Lincoln, Vietnam, Korea, Jefferson, FDR, MLK Jr., WWII Memorials and Washington Monument)
9. U. S. Capitol Building
10. Capitol for Monticello (Round-a-bout Monticello Tour)
11. October 22, 2018 Lunch at Michie Tavern
12. Greenhouse Lumber House (Ghosts Among Us Tour)
13. Tour of buildings and trades of Colonial Williamsburg
14. General Patrick Henry Washington/Thomas Jefferson Live
15. October 23, 2018 Lunch at Williamsburg Tavern
16. Capitol Building Tour
17. Independent Group Touring of Williamsburg (instruction given the night before)
18. 10/23/2018 Dinner at Williamsburg Tavern
19. **Preferred Past Itinerary Included**

BID NO: B-2139-18 Eisenhower High School Washington D. C. Trip
 DUE: June 20, 2018
 2:00 PM

Other Trip Specifications/Requirements

1. 24-Hour Toll Free Emergency Number / Service	6. Pricing Is To Include All Tips And Gratuities
2. Name Tags	7. Health & Accident Insurance for all Tour Participants
3. Nighttime Security	8. Trip Resource Manual
4. Trip Cancellation Protection Plan available to all participants/ Deposit Protection Plan	9. \$2,000,000 Liability Insurance for Travel Agency
5. Membership in the NTA and/or SYTA	10. No Fuel Surcharge Guarantee

Special Hotel/Accommodation Requirements

Students Per Individual Room:

4

Parents Per Individual Room:

0

Teachers Per Individual Room:

2

REFERENCES

In the space provided below, please list 3 recent references for similar school trips you/your company has organized.

Destination	School	Contact Person	Phone Number

TRIP PRICING

Approximate Number Of Persons On This Trip		Cost Per Person	Total Cost
96	Paying Students		
0	Paying Adults		
8	Non-Paying Adults (Chaperones)	N/A	N/A
Grand Total For Approximately 104 Students and Adults		N/A	

PRICING IS TO INCLUDE ALL ASSOCIATED TAXES, TIPS, AND GRATUITIES.