



Business Services
School Administration Building
304 New York Ave., Oak Ridge, TN 37830
Phone: 865-425-9005 / Fax: 865-425-9060

Request for Bid

The Oak Ridge Schools Board of Education intends, by this bid, to purchase "Travel Accommodations" for Oak Ridge Schools 4th grade Safety Patrol Trip to Washington, DC. Trip date of departure will be May 28, 2025, leaving Oak Ridge High School at approximately 6:00am and returning to school at approximately 6:00pm on May 31, 2025. The vendor will be responsible for meeting all Department of Transportation requirements throughout the term of the contract.

General Requirements:

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **2:00 PM EDT, August 7, 2024**. Every document must be enclosed in an envelope clearly marked as a bid document. Two full copies of the proposal must be submitted each with original signatures on both Bid Forms (included in this packet). Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than sixty (60) days from the date of the bid.

All documents shall be submitted to the following address:

Mary Ann Riley, Purchasing Specialist
Re: Travel Services for Washington, DC Trip
(RFP 25-001)
Oak Ridge Schools
304 New York Ave
Oak Ridge, TN 37830

PACKAGE TO INCLUDE THE FOLLOWING:

- **Roundtrip Motorcoach Transportation via Charter Bus:**

If the bus company is not one of Oak Ridge Schools' approved transportation contractors (Attachment A), then the following is required.

1. A letter on bus company letterhead, signed and certified by the Company owner that all drivers dispatched have passed criminal history background checks (TBI/FBI) and fingerprint sampling.
 2. A copy of the current State Vehicle Inspection Report for those buses to be utilized in services.
 3. A Certificate of General Liability Insurance with Oak Ridge Schools named as an additional insured in the amount of \$1,000,000 and proof of Worker's Compensation coverage (as required by statute).
- Three (3) night hotel accommodations at Washington DC or close location with Continental breakfast and security on each floor.
 - Tour escorted by 3 Professional Tour Guides for 3 days (gratuity included).
 - One Professional Tour Guide for 3.5 days (gratuity included).
 - All admissions, entrance fees, and taxes included.
 - Services of Tours Representative throughout the entire trip.
 - Tour Company is a Member of the Student Youth Travel Association (SYTA).
 - Group Insurance of at least \$1,000,000 coverage.
 - Medical Insurance for all participants. Primary Coverage for Accident (\$5,000), Illness (\$1,000) or Dental Injury (\$500)
 - Additional Hotel Security.
 - All applicable taxes and gratuities.
 - Sample itinerary must be included with bid.
 - All promotional material, flyers, and final documents be included.
 - Direct Payment Plan Including Credit Card Payment Availability.
 - If Requested a Trip Kick-Off or Final Documents Meeting by a Tour Group Representative.
 - All motor coaches must include working electrical outlets and Wi-Fi.
 - Must furnish all drivers and fuel for all trips. Bid must include driver's hotel room and any tolls or parking fees.
 - Must ensure that drivers of charter buses have NOT been convicted of any felony and is not listed on any Statewide or National Sex Offender Registry.
 - Name Tags with Emergency Contact information for all participants.
 - Tour should include 3-breakfasts, 4-lunches, and 3-dinners.

The quoted itinerary for this trip may include the following sites or other suggested locations. Please include specific details on quote:

- Visit to Manassas Battlefields
- Visit to Pentagon City Mall.
- Visit to Lincoln Memorial.

- Visit to Vietnam Veteran Korean Memorial.
- Visit to Air Force Memorial
- Visit to Mt. Vernon and entry into George Washington's Mansion.
- Tour of U.S. Capitol Building.
- Visit the National Archives.
- Visit to Jefferson Memorial.
- Visit to FDR Memorial.
- Visit to WWII Memorial.
- Visit to the Martin Luther King Jr. National Memorial.
- Drive along Embassy Row.
- Visit to the Washington's National Cathedral.
- Visit to the Smithsonian Institution.
- View an IMAX film at National Air and Space Museum.
- Visit to National Museum of American History
- Dinner at Hard Rock Café.
- Dinner at Buca di Beppo
- Dinner at Chevy's Fresh Mex Restaurant.
- Dinner at Pentagon City Mall.
- Lunch at the National Air & Space Museum.

Submission Requirements:

1. A detailed bid form, which includes quantity and unit cost must be included in the bid package. Please include specification sheets on all products/terms.
2. **Two full copies of the proposal must be submitted**, with original Bid Forms included with each copy.
3. Questions should be directed to Mary Ann Riley, Purchasing Specialist. Contact information: Phone: 865-425-9005, email: orspurchasing@ortn.edu

Functional Equivalents:

None necessary

Schedule:

Sealed bids will be opened at the School Administration Building, 304 New York Avenue, Oak Ridge TN, 37830, at **2:00 PM EDT, August 7, 2024, in the Business Office Conference Room.**

Bidding Procedures

Location: All bids must be submitted to the Oak Ridge Schools Business Department at or before the announced deadline.

Mary Ann Riley,
Purchasing Specialist
Travel Services for
Washington, DC Trip
RFP 25-001
304 New York Ave.
Oak Ridge, TN 37830

Award of Contract: The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive, or conditional bids. Oak Ridge Schools may conduct such investigations, as it deems necessary, to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of Oak Ridge Schools. It is also understood that the "apparent low bidder" will be announced at the bid opening; however, the "successful bidder," who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the owner. Price will be the primary factor when determining the successful bidder assuming all bid specifications are met. Oak Ridge Schools does not enter into contracts that provide for mediation or arbitration. The owner (Oak Ridge Schools) further reserves the right to reject any and all bids, to waive any and all informalities, and to negotiate contract terms with the successful bidder (e.g., product line-item deletions or adjustments), and the right to disregard all non-conforming, non-responsive, or conditional bids.

Bid Document: For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the date and time as set forth in the "bid invitation."

EDGAR Certification: The EDGAR certifications and provisions are required and applied when Oak Ridge Schools expends federal funds for any contract resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the District and the District's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

Errors in Bids: When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications, or bidding schedule, is made at the risk of the bidder.

Facsimile transmissions: Electronic transmissions will not be accepted, except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

Hold Harmless Agreement: Bidders shall be required to complete the attached Hold Harmless Agreement.

Laws and Regulations: The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

Legal Issues: Contracts with Oak Ridge Schools will be subject to the laws of Tennessee. Disputes will be tried in the State of Tennessee and in the Court of Anderson County. Bids will be denied if these provisions are not included in the contract.

Non-Boycott of Israel Affidavit: Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to TCA 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

Non-Collusion Affidavit: Bidder shall be required to complete the attached Non-Collusion Affidavit.

Payments: Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses.

Payment terms shall be specified in the bid response, including any discounts for early payment. The Oak Ridge Schools Business Department discourages the practice of picking up checks in person unless there is an emergency situation.

Purchase: No purchase or contract is authorized or valid until the issuance of a Purchase Order from Oak Ridge Schools and the Board of Education approval of project in accordance with Oak Ridge Schools Policy. No employee is authorized to purchase equipment, supplies or services prior to the issuance of such Purchase Order and Board of Education approval.

Refund Guarantee: ***IMPORTANT: By responding to this RFP, Vendor agrees to refund 90% of all charges (lodging, meals, transportation, etc.) should the trip be cancelled due to any unexpected/unavoidable circumstances (i.e. COVID pandemic). ** ANY CONTRACT FOR THESE SERVICES MUST INCLUDE LANGUAGE GUARANTEEING REFUND FOR TRIP CANCELLATION *****

Sub-contracts: The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.

Subcontractors and employees: If work is to be performed during regular school hours when children are present, the BOE reserves the right to require background checks, dress codes, and certain ethical standards of all employees on school property.

Taxes: Oak Ridge Schools is tax exempt.

Tie Bids: If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the owner.

Title VI of the Civil Rights Act of 1964: All interested parties, without regard of race, color, or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." Oak Ridge Schools strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

Vendor Indemnify: Oak Ridge Schools will indemnify vendor to the extent Tennessee law allows.

Warranty: The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

Bid Form

Owner: Oak Ridge Schools Board of Education
 Mary Ann Riley, Purchasing Specialist
 RE: Travel Services for 4th Grade Student Washington DC Trip RFP 25-001
 School Administration Building
 304 New York Ave
 Oak Ridge, TN 37830

Project: Travel Services for 4th Grade Student Washington DC Trip
 RFP 25-001

Bid Opening: **Wednesday, August 7, at 2:00 PM EST**
 Business Services Conference Room

Company Name: _____

Address: _____

Phone Number: _____

Email: _____

Signature: _____

Title: _____

Date: _____

Cost should be based on 125 Students and 13 Chaperones traveling at no cost.

Complimentary chaperones roomed as follows:

1 in Single, 12 in Double, 0 in Triple, 0 in Quad.

	Quad Rate	Triple Rate	Double Rate	Single Rate
Student Price:				
Adult Price:				

IMPORTANT: By responding to this RFP, Vendor agrees to refund 90% of all charges (lodging, meals, transportation, etc.) should the trip be cancelled due to any unexpected/unavoidable circumstances (i.e. COVID pandemic). ** ANY CONTRACT FOR THESE SERVICES MUST INCLUDE LANGUAGE GUARANTEEING REFUND FOR TRIP CANCELLATION**

This price is to be for the complete package, materials, licenses, and labor to complete this project. Total includes all admissions, taxes, and gratuities. Please attach detailed Itinerary and quote specifications.

Attachment A:

Approved Field Trip Transportation Vendors as of 7/08/2024

We are still awaiting response from other vendors and will have an updated list soon. Please reach out for a detailed list before responding to bid.

First Student
100 Woodbury Lane
Oak Ridge, TN 37830
865-425-3192

Parker Transport, Inc.
1350 Clinch Ave.
Clinton, TN 37716
(865) 518-3415

Premier Transportation
1500 Breda Dr.
Knoxville, TN 37918
(865) 694-0304
www.gopremiertn.com

Rocky Top Tours
PO Box 672
Pigeon Forge, TN 37868
www.rockytop tours.com

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an

Employer contracting with the Oak Ridge School Board of Education to provide services having direct contact with children or access to grounds of an Oak Ridge public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-413 as amended effective September 1, 2007, for entities entering into contracts with a local board of education where the Company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public: _____

My commission expires: _____

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Oak Ridge School District to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company") and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113 which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the Tennessee Code Annotated.
3. The Company is in compliance with the terms of T.C.A. § 50-9-113.

Further affiant saith naught.

Principal Officer: _____

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20____.

Notary Public: _____

My commission expires: _____

HOLD HARMLESS AGREEMENT

This Hold Harmless Agreement is between _____

Name of Contractor

(Hereinafter Contractor), and Oak Ridge Schools named in this bid.

Contractor agrees that as a condition precedent to "Contractor" being awarded a contract from Oak Ridge Schools, "Contractor" agrees to indemnify, protect, defend, and hold harmless Oak Ridge Schools, its Board Members, agents, and employees from all judgments, claims, demands for payment, suits or actions of every nature and description brought against Oak Ridge Schools, its Board Members, agents, and employees alleging injuries or damages sustained by any person arising out of or in the course of "Contractor's" providing goods or services to Oak Ridge Schools.

Name of Contractor: _____

By: _____

Title: _____

STATE OF _____

County of _____

_____ personally appeared before me, the undersigned, with whom I am personally acquainted and who, upon oath, acknowledged that he/she/it executed the within instrument for the purposes therein contained, and who further acknowledged that he/she/it is authorized to execute this interment on behalf of

_____.

Signature

Witness by hand and Notaries seal at office this _____ day of _____, year of _____.

Notary Public

My Commission Expires: _____

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT TO BE EXECUTED
BY DESIGN-BUILDER

State of _____

County of _____

_____, being first duly sworn, deposes and says that he or she is of the party making the foregoing bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder neither possesses a business relationship with any employee of the District which may be involved in the award or administration of the project nor has received or solicited either directly or indirectly any inside information from an employee of the District which would give the bidder an advantage over any other bidder; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract or any interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Subscribed and sworn to (or affirmed) before me this _____ day

of _____.

Signature of Officer

Notary Signature

Typed Name of Officer

Office

Notary Seal

WARNING! PROPOSALS WILL NOT BE CONSIDERED UNLESS THIS AFFIDAVIT IS COMPLETED AND EXECUTED, INCLUDING THE AFFIDAVIT OF THE NOTARY AND THE NOTORIAL SEAL.

IRAN DIVESTMENT ACT REQUIREMENTS

Pursuant to Tennessee Code Annotated § 12-12-106 (as enacted by Chapter 817 of the Public Acts of 2016) the chief procurement officer for the State of Tennessee shall publish a list of persons determined to be engaging in investment activities in Iran. The list is posted on the website of the Tennessee General Services Department’s Central Procurement Office*. When competitive bidding is required, Tennessee Code Annotated § 12-12-111 requires every bid or proposal submitted to a local government for goods or services to include the following statement, subscribed or affirmed by the bidder as true under the penalty of perjury:

CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. § 12-12-106.

Signature

Date

Printed Name

Title

Name of Firm/Company

*https://tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Annotation_12-12-106._Iran_Divestment_Act-July.pdf

REFERENCES AND EXPERIENCE

Attachment B

A MINIMUM of five (5) years experience is required of the successful respondent, in similar services, as described in this RFP. Experience and references provided by respondent shall be verified and will be a significant factor in the evaluation process. Respondents are **REQUIRED** to provide the information below in **FULL DETAIL**.

How many years has your firm been in business?	Years:		
List references showing agreements, held by your company, providing the same services for other Districts or private companies. Attach a separate sheet of paper, if needed.			
COMPANY NAME & ADDRESS:	CONTACT NAME & PHONE NUMBER:	DATE OF TRAVEL:	DESCRIBE IN DETAIL SERVICES YOUR COMPANY PROVIDED:

Bidder's Initials _

Proposal Ranking Sheet

SCORING RANGES

	40 Point Questions	20 Point Questions
Outstanding	30-40	17-20
Exceeds Expectations	20-29	13-16
Satisfactory	10-19	09-12
Below Satisfactory	00-09	00-08

Evaluation Criteria Fees	Maximum Pts.	Score
<p>Fees</p> <p>The District will review and evaluate any/all proposals for the per person rate for services provided. Consider if the following conforms to the requirements of the RFP and the District.</p> <ul style="list-style-type: none"> • Per person rate based on 4 person occupancy for 25 persons • Per person rate based on 4 person occupancy for 40 persons • Per person rate for optional Travel Insurance 	20	
<p>References & Experience</p> <p>The District will review and evaluate any/all proposals for the references and experience with similar sized school districts as indicated on the references form -Attachment B.</p> <ul style="list-style-type: none"> • Reliability of the firm, based on references given • Experience with other similar sized schools/student travel groups to same destinations • Methods used are effective and have been proven elsewhere • Appropriately staffed to meet the District trip demands • Member of the Student Youth Travel Association (SYTA) 	40	
<p>Qualifications & Certifications of Staff</p> <p>The District will evaluate any/all proposals for the qualifications and industry certifications of the staff provided by the firm.</p> <ul style="list-style-type: none"> • Does firm have certified travel staff available to the District 24/7 during the trip? • How many years of experience are noted for the travel staff handling the district trips? 	40	

Total Pts. ·
(100)

Ranked by: -----