

# THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

## *Purchasing/Property Records/Warehouse*

817 Bill Beck Boulevard, Building 2000 • Kissimmee • Florida 34744-4495

Phone: 407-870-4630 • Fax: 407-870-4616 • [www.osceola.k12.fl.us](http://www.osceola.k12.fl.us)

### SCHOOL BOARD MEMBERS

- District 1 – Jay Wheeler  
407-390-0505
- District 2 – Julius Melendez  
407-922-5113
- District 3 – Cindy Lou Hartig  
407-832-3999
- District 4 – David Stone, Vice Chair  
407-933-2700
- District 5 – John McKay, Chair  
407-957-4056



Superintendent of Schools

Michael A. Grego, Ed.D.

June 9, 2009

### **Bid # SDOC 09-B-116 KR**

Intra & Inter State Field Trips

#### Addendum # 1

The original Invitation To Bid (ITB) documents shall remain in full force and effect, except as modified herein, and shall take precedence over any contrary provisions in the prior documents. The Bid opening date and time, Tuesday, June 16, 2009 at 2:00 p.m. and location will remain the same as stated in the original bid documents. If you have any questions regarding this Addendum please feel free to contact Kristy L. Rumping, Buyer 1 by email at [rumpingk@osceola.k12.fl.us](mailto:rumpingk@osceola.k12.fl.us) or by phone at (407) 870-4611.

This addendum is being issued to address questions received, make revisions to the ITB document and to release the revised bid submittal form.

**Question:** The question was asked in regards to Section 1.03 C. The vendor stated that they must prepay many vendors prior to the departure for a tour (buses, meals, attractions, lodging for example). On trips which require flight or Amtrak transportation those groups typically need to be ticketed 45-60 days prior to departure. Will there be any flexibility with Section 1.03 C. to allow for deposits to be collected prior to the trip date for tours where we must make deposits in order to secure reservations for the trip? Section 2.16 F. Partial Payments seems to indicate that we might be able to bill for those components of the tour that require advance payments but I need your clarification.

**Answer:** Normally, the District does not pay for services that have not been rendered. Although, we realize that many of these services included in this bid must be paid for in advance. Therefore this bid will allow for deposits. Bidders must specify on the bid submittal form their standard deposit requirements. Unless otherwise noted on the Bid Submittal Form, the District reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District. Successful bidder(s) shall be required to return the deposit unless otherwise specified on the Bid Submittal Form. Bidders must also specify their cancellation policy on the bid submittal form for trips that are cancelled less than fourteen days prior to the schedule trip.

**Question:** How does the School Board define inclement weather?

**Answer:** Inclement weather will be determined by a School District Administrator.

*Student Achievement – Our Number One Priority*

Districtwide Accreditation by the Southern Association of Colleges and Schools

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An Equal Opportunity Agency

**Question:** How much notice would the Board give us should they decide to cancel a trip because of the weather?

**Answer:** Administrators will give successful bidder(s) as much notice as possible. When it is determined the weather is too bad for a trip, the successful bidder(s) will be notified immediately. Section 1.03, F. has been revised to address these situations.

**Question:** All of the motor coach carriers we use have drivers that have successfully completed level 2 background checks as required by the Jessica Lunsford Act and will have the related documentation with them aboard the coach they are driving. Will this meet your requirements?

**Answer:** Yes, this will meet requirements.

**Question:** We have no problem in submitting bids with guaranteed pricing for 90 days for those trips using motor coach transportation. For trips that include Amtrak and air transportation this becomes a more difficult task. Rates will vary for both rail and air transportation depending upon the time of year, the days of the week and other factors that airlines and Amtrak consider. Would it be acceptable to factor in a specific dollar amount for that portion of the trip (\$200 per person for air travel, for example) since it would be impossible to calculate the exact cost of air or rail, without specific dates? The only variation in the pricing for the 90 day guarantee would be the actual price of air or rail when real dates of travel are chosen. (Prices could go up or down)

**Answer:** The bid submittal form has been revised to exclude the cost of the airline ticket or Amtrak ticket as they are constant variables.

**Question:** We are a professional tour company and not a bus company so would the line item about public liability insurance under Section 2.19 pertain to us? We do carry Liability Insurance so that is not a problem but we do not have a motor carrier insurance policy as the buses we contract out are required to maintain that.

**Answer:** The Insurance requirements listed in Section 2.19 have been revised.

**Question:** All of the motor coach carriers we use maintain 5 million dollars of general liability insurance as required by the Department of Transportation. Additionally our company maintains 2 million dollars in professional and general liability insurance. Will this meet your insurance requirements?

**Answer:** The Insurance requirements listed in Section 2.19 have been revised.

**Question:** The Question was asked from a vendor who had provided a trip this year for one of the schools, since they had provided a trip did this mean that they were an approved vendor? And if so does that mean every year we have to submit a formal bid to your office rather than work with the school directly?

**Answer:** Schools will be required to use the awarded bidders resulting from this bid. This is a three year base bid with the option to renew for an additional two year period. Every purchase from this bid ultimately will come through the Purchasing Department for approval.

**The following are revisions to the Invitation To Bid document:**

Page 4 of 38, Section 1.03 Products or Services to be provided and applicable specifications, 1.03.1 General Requirements for Intra & Inter State Field Trips, F. shall be amended to read:

F. The District reserves the right to modify or reschedule trips due to inclement weather (as deemed by a School District Administrator) or unforeseen

circumstances and shall notify the successful bidder of any such modification without penalty to the District prior to the scheduled departure or pick-up.

Page 4 of 38, Section 1.03 Products or Services to be provided and applicable specifications, 1.03.1 General Requirements for Intra & Inter State Field Trips, the following shall be added to read:

- H. The District reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District unless otherwise specified on the bid submittal form.
- I. Bidders shall specify their cancellation policy on the bid submittal form for trips that are cancelled less than fourteen days prior the scheduled trip.

Page 11 of 38, Section 2.19, Insurance-the requirements, shall be amended to read:

Successful bidder(s) must carry and provide proof of the following:

- Commercial General Liability- in the amount of \$3 million aggregate/ \$1 million per occurrence
- Professional Liability- in the amount of \$1 million
- Workers Compensation- As required by Florida Law.

It is the responsibility of the successful bidder(s) to ensure that any companies providing bus transportation under this contract must carry the following:

- Liability- Auto, in the amount of \$3 million aggregate/ \$1 million per occurrence
- Public Liability- must meet the minimum financial requirements for Public Liability under the Federal Motor Carrier Act. Vendor must submit documentation with bid response.

Acknowledgment of Addendum #1 by Vendor:

This addendum shall be completed by the Vendor and returned with the bid response. If a bid has already been submitted, this addendum must be submitted to the above address in a sealed envelope, which is marked on the outside: Addendum to Bid, Bid title and number.

This is to acknowledge receipt of this addendum, which will become part of the Bid document.

\_\_\_\_\_  
NAME (TYPED OR PRINTED)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER

**REVISED BID SUBMITTAL FORM- June 9, 2009**

TO: The School District of Osceola County, Florida  
Purchasing Department, Building 2000  
817 Bill Beck Blvd.  
Kissimmee, Florida 34744-4495

The undersigned hereby declare that [firm name] \_\_\_\_\_  
\_\_\_\_\_ has carefully examined the specifications to furnish:

**Intra & Inter State Field Trips**

For which Bid Submittals were advertised to be received **no later than 2:00 p.m., local time, on June 16, 2009**, and further declare that will furnish the Intra & Inter State Field Trips according to specifications.

**Sample Field Trip Pricing**

1. Round Trip from Osceola County to Washington D.C. using **Motor Coaches** based on 45 students, 5 chaperones, for a 5 day trip to Washington D.C. (Including 3 days in Washington D.C.), including the minimum requirements in Section 1.03. Include with the pricing a sample itinerary and a list of benefits that this trip includes.
  - a. Price per person \$ \_\_\_\_\_  
(Attach sample Itinerary and list of benefits that are included in this trip)
  - b. Deposit amount or percentage of cost of trip \_\_\_\_\_
  - c. Section 1.03.1, H. reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District. Specify if your cancellation policy differs from this: \_\_\_\_\_
  - d. Specify cancellation policy for trips that are cancelled less than fourteen days prior to scheduled trip: \_\_\_\_\_
  
2. Round Trip from Osceola County to Washington D.C. using a **Commercial Airline** based on 45 students, 5 chaperones, for a 5 day trip to Washington D.C. (Including 3 days in Washington D.C.), including the minimum requirements in Section 1.03. Include with the pricing a sample itinerary and a list of benefits that this trip includes.
  - a. Price per person \$ \_\_\_\_\_ \*Excluding the cost of the airline ticket  
(Attach sample Itinerary and list of benefits that are included in this trip)
  - b. Deposit amount or percentage of cost of trip \_\_\_\_\_
  - c. Section 1.03.1, H. reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District. Specify if your cancellation policy differs from this: \_\_\_\_\_
  - d. Specify cancellation policy for trips that are cancelled less than fourteen days prior to scheduled trip: \_\_\_\_\_

3. Round Trip from Osceola County to Washington D.C. using a **AMTRAK** based on 45 students, 5 chaperones, for a 5 day trip to Washington D.C. (Including 3 days in Washington D.C.), including the minimum requirements in Section 1.03. Include with the pricing a sample itinerary and a list of benefits that this trip includes.
  - a. Price per person \$\_\_\_\_\_ \*Excluding the cost of the airline ticket (Attach sample Itinerary and list of benefits that are included in this trip)
  - b. Deposit amount or percentage of cost of trip \_\_\_\_\_
  - c. Section 1.03.1, H. reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District. Specify if your cancellation policy differs from this: \_\_\_\_\_
  - d. Specify cancellation policy for trips that are cancelled less than fourteen days prior to scheduled trip: \_\_\_\_\_
  
4. Round Trip from Osceola County to St. Augustine, FL using **Motor Coaches** based on 150 students, 25 chaperones, for a day trip to, including the minimum requirements in Section 1.03. Include with the pricing a sample itinerary and a list of benefits that this trip includes.
  - a. Price per person \$\_\_\_\_\_ (Attach sample Itinerary and list of benefits that are included in this trip)
  - b. Deposit amount or percentage of cost of trip \_\_\_\_\_
  - c. Section 1.03.1, H. reserves the right to cancel trips at least fourteen days prior to the scheduled trip without penalty to the District. Specify if your cancellation policy differs from this: \_\_\_\_\_
  - d. Specify cancellation policy for trips that are cancelled less than fourteen days prior to scheduled trip: \_\_\_\_\_

**The above sample pricing will be used as an aid in evaluation of the bid submittals. Bidders must be able to hold the above pricing for a minimum of ninety (90) days. Bidders will provide quotes to the District on an as needed basis for Intra & Inter State Field Trips. Pricing per person shall include any and all fees associated with the Field Trip, including but not limited to fuel, driver fees/gratuities, mileage, tolls, etc. Vendors are encouraged to submit other sample pricing for Field Trips not already addressed on this bid submittal form.**

Have you supplied all the Submittal Requirements outlined below?

- Invitation To Bid cover page
- Completed and executed Bid Submittal form
- Any addenda pertaining to this ITB
- Drug Free Certification
- Debarment Certification
- Emergency/Storm related catastrophe-Contractor agreement form
- Conflict of Interest form
- References, in accordance with Section 2.10, *Definition of Responsive and Responsible*
- Licenses / Occupational & any others required
- Proof of Insurance
- Hold Harmless Agreement and/or Notice of Election to be Exempt, if required
- Did you include a CD, as required in the section entitled **Bid Submittal Form**?
- All other items required in Section 2.10

Prompt Payment Terms: \_\_\_\_\_ % \_\_\_\_\_ Days; Net 45 Days

Do you accept electronic funds transfer (ETF)? YES  NO

If yes, does your firm offer a discount? %

Do you accept Purchase/Payment by Visa card? YES  NO

The School Board reserves the right to reject any or all proposals, to waive informalities, and to accept all or any part of any proposal as they may deem to be in the best interest of the School Board.

I hereby certify that I have read and understand the requirements of this Invitation To Bid No. **SDOC 09-B-116 KR, "Intra & Inter State Field Trips"**, and that I, as the bidder, will comply with all requirements, and that I am duly authorized to execute this proposal/offer document and any contract(s) and/or other transactions required by award of this ITB.

Company \_\_\_\_\_

Per \_\_\_\_\_ (Print name)

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Dunn & Bradstreet # \_\_\_\_\_ Fed. I.D. # \_\_\_\_\_