



Des Moines Public Schools
B7647 Marine Science Trip 2018

NOTICE

Des Moines Public Schools will receive sealed bids for a Marine Science - 2018 Trip until 3:00 PM on 5/11/17. Bids will be received by the District's purchasing agent at his office: 1915 Prospect Road, Suite 1200 Des Moines, Iowa 50310. Inquiries regarding interpretation of this request and other questions shall be addressed to Kathy Kahler via email: Kathleen.kahler@dmschools.org before end of business May 5, 2017 all inquiries and responses will be posted online @ <http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/open-proposals/>

I. INTRODUCTION

In order to ensure the efficient utilization of student and parent funds the Des Moines Public Schools (District) is soliciting proposals for Travel services to the Hawaiian Islands. It is the District's intent to select a service, which will achieve the best value for air, hotel accommodations, transportation services, and educational learning experiences for the students, faculty, and parent/ chaperones planning to take this trip.

II. SCOPE OF SERVICES

A. Objectives

The District seeks bids for the travel, accommodations, and services detailed below for its, students, educators, parent chaperones and / or community members or any combination thereof, for a planned trip to the Hawaiian Islands in March 2018. The objective would be the optimization of cost, services and learning experiences, which take advantage of state- of-the-art technology and technical advances in the field of travel services. The award of this bid may not be to the lowest bidder, but to the agency that proposes the best value, based on planned services.

B. Required Services

The District is interested in establishing a contract with an agency who will, at a minimum provide the following services:

1. Make bookings for group travel, (i.e. airfare, hotel/guest house accommodations, ground transportation, tours, entrance fees, learning experiences, etc.) for District groups consisting of students, faculty, parent/chaperones or others who are members of a travel group.
2. Provide detailed travel itineraries for students and group leaders. (Note: Please see Attachment "A" below, all bidders must submit a detailed daily itinerary with their bid submission, which includes the required activities detailed in the Form of Proposal)
3. Provide tickets (electronic or paper) and/ or travel vouchers for domestic air travel. Tickets should be for the requested date and with large groups on as few different flights as possible (no more than 2) and small groups (under 35) on the same flight.
4. The contractor will provide expertise on land travel options and between the island travel arrangements and provide tour guides when appropriate.
5. The contractor will appoint a dedicated service team to handle all District group travel and make certain that a contact is available at all times to handle travel emergencies.
6. The agency will provide invoices with clear descriptions of the services provided for each group program separately.
7. The agency will provide confirmation of insurance cover as specified in the Form of Proposal.
8. The agency will provide the District and the appointed group leader with regular updates for upcoming deadlines regarding payments and/or travel changes.
9. In the likely event that students/parents/ and or faculty may be responsible for payment of a portion or all of the travel expenses associated with a group trip, the agency will make available a monthly payment plan option available to the group, with payment deadlines clearly explained in advance. Payments would be made to the District by group members, and the District will make payment to the contractor.
10. All requirements for deposits, payment deadlines and cancellation policies will clearly and completely be explained to the District and group leader in advance of any booking.
11. Agency will clearly explain all travel document requirements (i.e. photo ID, Passport, visas etc.) before booking a trip.
12. Group accommodations will clearly be defined as to number per room, type of room and what meals are included in the travel package (See Attachment A and Form of Proposal) .
13. Agency will be made aware of any group member requiring special travel accommodations due to physical or mental handicap or food allergies, the district will not accept additional costs for such service.
14. Agency will provide a worldwide twenty-four hour emergency toll free number, in the event of issues encountered by the trip leader during the tour.
15. Agency will provide ground transportation options, hotel telephone and facsimile numbers, and city and street maps when requested.
16. Agency will provide Traveler's check service if requested.
17. Agency will provide worldwide wire money transfers service if requested.

18. Agency will provide rush ticket, reservation and information delivery service if requested.
19. Agency will provide lost ticket service if needed.
20. If needed the agency will handle all baggage insurance claims processing with carriers.
21. Agency will provide all travel bulletins up to the scheduled departure date.
22. Agency will provide ticket and document delivery.
23. Agency will prepare, print or customize trip itinerary packets containing tickets, reservations and information on destinations such as, airport descriptions, meal options, etc.
24. Agency will provide with their bid a complete set of booking conditions in a bullet point format.

B. Ticket Issuance

1. The Agency will clearly outline the time line and all deadlines in regards to issuing tickets for travel including air, ground transportation, and any entry fees.
2. The Agency must include travel insurance which cover cancellations due to unforeseen illness, acts of God, war (declared or undeclared) acts of terrorism, instability, public health concerns, severe weather conditions or other conditions that makes travel inadvisable.
3. The District requires the Agency issue tickets at a minimum of 30 days in advance of travel in the names provided by the District. The Agency will assist the District in negotiating on behalf of the scheduled travelers for the reduction or elimination of airline penalty fees in cases of last minute name or scheduling changes.

C. Deliverables

1. **Agency History:** Provide a brief description of your firm and its experience in making group travel arrangements. Include name(s) of owner(s) and /or principal officers, date of incorporation and pertinent affiliations and memberships. Include hours of operation. Also include the number of worldwide offices.
2. **Insurance:** List Insurers and amounts of coverage carried for business liability. Detail optional travel insurance offered, the cost and what is covered.
3. **References:** Provide a list of a minimum of three references that are similar in size to the District. Provide names and contact information for each.
4. **Special Services:** Provide a list of any proposed service enhancements that may be unique to your firm, including any franchise agreements and any and all applicable discounts or rebates.
5. **Areas of Expertise:** Detail your agency's experience with tours to the trip destination.
6. **Cost:** Provide a detailed summary of your firm's fee structure. Include all non-refundable deposits, booking fees, and an explanation of any and all cancellation fees. The district is also requesting you complete the hypothetical tour request attached.
7. **Form of Proposal:** Include signed and dated District Form of Proposal page.
8. **Attachment A:** Complete and return with your bid
9. **Exceptions: Detail in writing** any exceptions to your agency's ability to perform the Scope of Services as detailed in this request for bid.



III. ATTACHMENT A

B7647 2018 Hawaiian Trip	
Group:	Marine Science
Destination:	Hawaiian Islands
Departure Date	3/14/2018
Departure Locations	Des Moines, Iowa
Return Date	3/22/2018
Number of Days	9 days & 8 nights
Proposed Itinerary: <i>Please include all request activities as detailed on the Form of Proposal below</i>	
<p>March 14, 2018 Day One: Flight to Honolulu, Hawaii: <i>Indicate the number of stops, destination and departure locations, airline, and departure and take off times etc.</i></p>	
<p>March 15, 2018 Day Two:</p>	
<p>March 16, 2018 Day Three:</p>	

March 17,2018

Day Four:

March 18,2018

Day Five:

March 19,2018

Day Six:

March 20, 2018

Day Seven:

March 21,2018

Day Eight:

March 22, 2018

Day Nine: Flight to Des Moines, IA: *Indicate the number of stops, destination and departure locations, airline, and departure and take off times etc.*

Please include the following information with your bid submission:

- 1.) Detail your agencies non-refundable deposit program, is there a dollar amount, percentage, what is included / excluded etc.
- 2.) Detail all transportation services from the airports to hotels, or event destinations for the entire tour.
- 3.) Detail all fee for entertainment as requested, cruises, ferries, buses etc. and summarize those costs in the per student fee located on the Form of Proposal
- 4.) Detail your agency's cancellation policy.
- 5.) Detail how your agency's luggage process.
- 6.) Detail the number of students per room.
- 7.) Detail the number of chaperones per room.
- 8.) If you plan to provide optional entertainment and / or meals please detail those plans and submit an optional Form of Proposal for each option.
- 9.) Detail your cancellation and refund policy in the event any part of, or if the entire planned trip needs to be cancelled.
- 10.) Detail your agency's services regarding lost belongings?



Certification Acknowledgement

Bidder is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Bidder may involve the presence of the Bidder's employees upon the real property of the District.

The Bidder acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Bidder further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Bidder hereby certifies that no one who is an owner, operator or manager of the Bidder has been convicted of a sex offense against a minor. The Bidder further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Bidder further certifies that the Bidder has completed a satisfactory background check on the Bidder's employees. The Bidder hereby agrees to provide the District with the Bidder's background screening procedures including specific context and infractions that are reviewed by the Bidder. The District reserves the right to, but does not have the obligation to, conduct a District background check on Bidder employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Bidder employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Bidder's background screening program at any time, whether announced or unannounced. The Bidder hereby agrees that the Bidder shall, upon request, permit an authorized District representative to review background screening records, including those of individual Bidder employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Bidder shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Bidder may engage if such engagement involves their presence upon the real property of the District.

The Bidder understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing the Form of Proposal above, the person signing on behalf of the Bidder hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Bidder, but has signed it knowingly and voluntarily.



FORM OF PROPOSAL

Des Moines Independent Community School District

Division of Purchasing

1915 Prospect Road Suite 1200, Des Moines, IA 50310

Phone (515)242-7751 Fax (515)242-7550

No: B7647

Date Issued: 4/27/17

Date Due: 5/11/17

Time: 9:00 a.m.

SUBJECT TO THE TERMS AND CONDITIONS LISTED BELOW, THE SPECIFIED SERVICE WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SERVICE:

Des Moines Public School District Hawaiian Marine Science Trip 3/14/2018 to 3/22/2018			
	Cost / Person	Total Costs	Notes
Number of Students: 50 (Max)			
Number of Chaperones: 6 (Max) (Cost for chaperones are to be included in the per student cost)			
Airfare:			
Departure airfare leaving Des Moines International Airport 3/14/18 arriving at Honolulu International (Please indicate in the note section the number of connecting flights, and connecting site locations) (56 people)			
Departure airfare leaving Honolulu or Maui International Airport 3/22/18 arriving at Des Moines International (Please indicate in the note section the number of connecting flights, and connecting site locations) (56 people)			
Inter-Island Transportation: Honolulu to Kona (Date to be determined) (56 people) Inter-Island Transportation: Kona to Kauai (Date to be determined) (56 people)			
Ground Transportation:			
Transportation to hotels from all airports. (56 people)			
Transportation to and from all activities. (56 people)			
Lodging:			
Eight nights- 16 rooms (14 with 4 / room, 2 with single occupancy) (Total 56 people)			
Three nights: Honolulu			
Three nights: Kona			
Three nights: Kauai			
Would entertain a dorm or campus setting as an option			
Lodging should include breakfast for all eight days			
Food: (Food options should highlight local cultural cuisine when possible)			
Options for group dining for three lunches (56 people)			
Options for group dining for three dinners (56 people)			

Requested Activities: (As many of the below as possible for the time allocated)			
USS Arizona			
Diamond Head Park			
Volcano Visit			
Snorkeling - minimum three and maximum five times during the stay			
Submarine tours – indicate the island tour will occur			
Kayaking			
Paddle Boarding			
Aquarium w/behind the scenes			
Whale watching – list options available			
Cultural Activities			
College visits			
Research visits			
Insurances:			
Travel Insurance – please list all insurance and their corresponding costs / person			
Accidental, Medical, Dental, list any other that is available, and their corresponding costs/person			
Total Cost per student (50), and 6 include chaperones (Include all tipping with your submission / student)	\$	\$	

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7911 annsullivan@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. The District plans to pay the Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that the Seller accept one of these forms of payment. Finally, by signing this document the Seller and their agent(s) have read, understand and will comply with the District’s Acknowledgement & Certification requirements as detailed below.

Company Name _____ Representative Name _____

Representative Signature _____ Representative Title _____

Street Address _____ City/State/Zip _____

Email _____ Phone _____ Fax _____

SUBJECT TO THE TERMS AND CONDITIONS @ <http://www.dmschools.org/wp-content/uploads/2015/08/General-Terms-n-Conditions-New.pdf>. THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED.