



Purchasing Department  
 100 E Normal  
 Kirksville, MO 63501  
 660.785.4159 660.785.7337 (fax)

# REQUEST FOR BID

*This Is Not An Order*

Bid Request Number <b>2017-015</b>
Dated <b>November 14, 2016</b>

**BID MUST BE RECEIVED NO LATER THAN**

Date and Time <b>Tuesday, December 13, 2016 2:00 PM CT</b>
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Please indicate: Minority Business

Yes \_\_\_\_\_

No \_\_\_\_\_

By: Lori Davenport, Buyer

660.785.4159

[purchasingbuyer@truman.edu](mailto:purchasingbuyer@truman.edu)

**Bid Description: Air and Ground Package for 2017 Study Abroad Trip to Europe**

**STATEMENT:** In compliance with the Laws of the State of Missouri, Chapter 34 (M.R.S. 1969), we hereby ask for bids FOB: Kirksville, Missouri, on the following items. Questions to be directed as outlined in specifications. All responses must be submitted on this official Request for Bids form and be signed.

Name of Company	Printed Name / Title
Street Address	Authorized Signature
City, State, Zip Code	Telephone / Fax Numbers
Federal Tax ID Number / Social Security Number	Email Address

**BID RETURN INSTRUCTIONS:** Completed bid can be faxed to 660.785.7337, e-mailed to [purchasingbuyer@truman.edu](mailto:purchasingbuyer@truman.edu) or sent via U.S. Postal Service or other carrier. Print or type the Bid Number and Return Date in the lower left hand corner of the envelope or package.

**\*\* IMPORTANT\*\***

By virtue of statutory authority, a preference will be given to materials, products, supplies, provision, and all other articles produced, manufactured, made or grown within the state of Missouri. See additional Missouri Preference Information attached.

**\*\*NON-DISCRIMINATION\*\***

All contractors and sub-contractors doing business with the University must agree not to discriminate on the basis of race, color, religion, national origin, sex, disability or veteran status. If discrimination by a contractor or subcontractor is found to exist, the University must take appropriate action which may include, but not be limited to, cancellation of the contract, removal from all bidders' lists until corrective action is made and ensured, and referral to the Attorney General's Office.

**\*\*IMPORTANT NOTICE\*\***

In order for any vendor to receive the additional Missouri preference as outlined in Executive Order 03-27, the economic impact documentation must be submitted with your quotation for consideration by Truman; otherwise, no additional Missouri preference will be given. See Attachment No. 1 for submission requirement. This applies even to Missouri vendors.

**MISSOURI PREFERENCE INFORMATION ATTACHED**

Please check if the Missouri Preference applies and if you have included the required information with your response.

\_\_\_\_\_ YES – Additional Missouri Preference is requested and all required documentation has been submitted for this consideration. See Attachment No. 1, Missouri Preference Information, Item A-E, for required documentation. This applies even to Missouri vendors.

\_\_\_\_\_ NO – I am not requesting Missouri Preference and thus have not submitted any additional documentation.



**SPECIFICATIONS AND GENERAL INFORMATION**

1. Pricing must include any fees charged by the travel agency.
2. **It is the University's intent to award the Air Package and the Land Package separately.**
3. Vendors are required to submit Exhibit A by the bid closing date. The Faculty Advisor reserves the right to modify and finalize the attached itinerary after the award of the bid.
4. Payment for the Land and Air Packages may be charged to the University's VISA travel account credit card or via University check/Wire Transfer.
5. A notice of award issued by The University does not constitute an authorization for shipment. The selected vendor must receive a properly authorized purchase order or university credit card number.
6. Each invoice submitted must be on the selected vendor's original descriptive business invoice form and must contain a unique invoice number. The purchase order number must be on all invoices.
7. All payment terms shall be as stated in the Terms and Conditions of the purchase order as stated on Truman's website (<http://businessoffice.truman.edu/purchasing/conditions/index.asp>). Payment terms should be net 30 days unless otherwise agreed to in writing by both parties. No deposit or prepayment is requested unless specifically noted on the Bidder's response AND approved by the University prior to award.
8. The award shall be made to the lowest priced responsive bidder. Truman State University reserves the right to reject any bid which is determined unacceptable for reasons which may include but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; and/or 2) failure of the bidder to meet delivery of unsatisfactory product or services by the bidder within the past three years. As deemed in its best interests, the University reserves the right to clarify any and all portions of any bidder's office.

*End of Specifications and General Information*



**SPECIFICATIONS**  
**2017 EUROPE IN TRANSITION PROGRAM**

**Program dates: May 14 - May 31, 2017**

**Program Venues —**

1. Brussels, Belgium--location (central city)
  - a. 2 nights, May 15 through May 16
  - b. 3-star hotel, triple and twin bedded rooms
  
2. Paris, France--location (central city)
  - a. 4 nights, May 17 through May 20
  - b. 3-star hotel, triple and twin-bedded rooms
  
3. Sorrento, Italy--location (central city or adjacent to subway)
  - a. 1 night, May 21
  - b. 3-star hotel, triple and twin-bedded rooms
  
4. Rome, Italy--location (central city or adjacent to subway)
  - a. 4 nights, May 22 through May 25
  - b. 3-star hotel, triple and twin-bedded rooms
  
5. Assisi, Italy—location (central city)
  - a. 1 night, May 26
  
6. Florence, Italy--location (central city)
  - a. 2 nights, May 27 through May 28
  - b. 3-star hotel, triple and twin-bedded rooms
  
7. Venice, Italy—location The Mestre (with convenient public transport to St. Mark's Square)
  - a. 2 nights, May 29 through May 30

**Meals** - Continental breakfast daily. *One dinner arranged in Sorrento and Assisi.*

**Faculty Housing** - Housing for faculty shall be in twin-bedded or single-bedded rooms depending upon the number of faculty participants.

**Special Requirements** - Special field trips to government departments, businesses, museums, and historic sites shall be arranged as the itinerary permits. Proposals will be evaluated by the faculty in charge in the manner that these visits are proposed and structured to enhance the educational content of the study-abroad program.

During the period of May 15 -to- May 31, an experienced English speaking courier/guide shall be provided for all half and full-day field trips with the exception of transfers to new venues including the field trips by train, bus, or public transportation. When an English speaking guide meets the group at a location to be visited, the bus driver transporting the group should understand and be able to communicate with the faculty in English.

## **Field Trips, Admissions, and Transfers -**

### ***Brussels, Belgium Location***

1. Transfer to Brussels, Belgium Hotel
2. Field trip on day of arrival to Waterloo Battlefield Monument
3. Half-day guided field trip exploring Brussels by chartered bus
4. Field trip to the Grande Place in Brussels. Optional Illuminations display at the Grande Palace
5. Briefing at EU Parliament
6. Field trip to chocolate factory or Little Europe
7. Field trip to Bruges, Belgium with guided walking tour
8. Transfer to Paris by train

### ***Paris, France***

1. City tour by Metro including Notre Dame Cathedral, The Eiffel Tower and other sites
2. Field trip to the Louvre Museum
3. Field trip to the Impressionists Museum
4. Field trip to the Palace of Versailles by train
5. Field trip to Sacre Coeur and Montmartre, Moulan Louge
6. Seine River Cruise
7. Transfer to Paris airport to catch flight to Naples, Italy

### ***The Sorrento, Italy Location***

1. Field trip to the ruins of Pompeii
2. Transfer from Pompeii to Sorrento
3. Walking field trip of Sorrento viewing vistas overlooking the Mediterranean Sea
4. Transfer to Rome by train at Naples station

### ***The Rome, Italy Location***

1. Orientation to Rome and guided walking field trip of the area around the hotel
2. Half-day guided field trips by Metro and walking in Rome - Including the Coliseum, Forum, Pantheon and other historic sites
3. Half-day field trip to the Vatican Museum, Sistine Chapel, St. Peter's Basilica, and the Tombs of the Popes
4. Field trip to Renaissance and Baroque Rome including the Spanish Steps, Trevi Founain, Piazza Navona, Piazza Faarness, Campo de' Fiori, and the Pantheon
5. Field trip to Tivoli. Visit Hadrian's Villa and Villa d'Este in Tivoli

### ***The Assisi, Italy Location***

1. Transfer from Rome to Assisi
2. Guided field trip to Civita di Bagnoregio
3. Guided field trip to Assisi
4. Transfer to Florence

### ***The Florence, Italy Location***

1. Field trip to The Bargello Museum followed by a walking field trip to Duomo, Orsanmichele, and the Piazza Vecchio
2. Guided visit to the Accademia to view the statue of David and other art exhibits
3. Field trip to Uffizi Museum
4. Field trip to the Ponte Vecchio Bridge to view the goldsmiths' shops
5. Field trip to Pisa

6. Transfer to Venice by train

***The Venice, Italy Location***

1. Orientation walking familiarization tour of St. Mark’s Square
2. Half-day guided field trip St. Mark’s Basilica, the Ducal Palace and other historical sites
3. Transfer to Venice Airport for return flight to the United States

**Admissions** — All admissions costs for faculty and students should be included in the itinerary proposals; however, an allowance for admissions may be provided that this is coordinated with the faculty director in advance of the proposal submission.

**Hotel Taxes in Italy - All hotel city taxes in Rome, Sorrento, Assisi, Florence and Venice should be included in the land service bid**

**Transportation** - International air transportation shall be from St. Louis to Brussels, Belgium with return European flights from Venice, Italy to St. Louis. ***International air transportation bids shall be submitted separately from the land services bid.*** Alternate routings require the approval of the faculty member in charge and the University. **Cost of the air transfer from Paris to Naples should also be specified and included in the land service bid.**

**Ground Transportation** - Ground transportation is to be by chartered bus, train, or by public transportation with tickets or passes provided to each student. Depending upon the size of the group, the option of intercity transfers by train may be utilized.

**Other Required Services** - Assistance to the University and its faculty with preparation of a student guide, itinerary details, pre-trip orientation materials, and other arrangements directly related to the travel or program details.

Drafts of letters requesting field trips shall be provided to the faculty director along with addresses, phone and fax numbers, and email addresses of field trip providers. All requests for field trips shall be made and coordinated by the faculty director.

**Participant and Program Price Levels** - Program prices for the land program should be quoted for the following participation levels:

<b>Level I.</b>	10 -to- 14 participants
<b>Level II</b>	15 -to- 20 participants
<b>Level III.</b>	21 -to- 29 participants

**One free faculty place** shall be provided for **level I**, two free faculty places for **level II**, and **three free faculty places** for **level III**. Land services providers shall indicate allowances for additional fractional free faculty places for enrollments falling between the ranges of the three levels of participation.

**Summary Itinerary -**

- May 14—St. Louis, Missouri, to Brussels
- May 15— Brussels hotel
- May 16— Brussels
- May 17— Transfer to Paris, France
- May 18 – Paris
- May 19— Paris

May 20— Paris  
May 21— Transfer from Paris to Naples, then Sorrento  
May 22— Transfer from Naples to Rome  
May 23— Rome  
May 24— Rome  
May 25— Rome  
May 26— Transfer to Assisi via Civita di Bagnoregio  
May 27— Transfer to Florence  
May 28— Florence  
May 29— Transfer to Venice  
May 30--- Venice  
May 31--- Flight from Venice to St. Louis, Missouri

**Alternate Itineraries** - Depending upon the total program cost (land, air, tuition, and other fees) reflected in the bids and set by the University, the faculty in charge reserves the right to modify the itinerary to bring the total cost to students to an acceptable level.

## MISSOURI PREFERENCE INFORMATION

As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies shall purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact of products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations.

Vendors must provide the following information:

- a. A description of the proposed services that will be performed and /or the proposed products that will be provided by Missourians and/or Missouri products.
- b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
- c. A description of the Vendor's economic presence within the State of Missouri (e.g., type of facilities: sales offices; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
- d. If any products and/or services offered under this RFB are being manufactured or performed at sites outside the continental United States, the Vendor must disclose such fact and provide details with their proposal.
- e. MBE/WBE Certification. In accordance with Executive Order 98-21, firms are encouraged and may be required per the RFB to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification by the State of Missouri, Office of Administration, Office of Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please mark the appropriate blank below. To obtain an application for certification, go to the OEO Internet website and download an application at <http://www.oea.mo.gov/oeo/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877.259.2963 or email [heyern@mail.oea.state.mo.us](mailto:heyern@mail.oea.state.mo.us).

\_\_\_\_\_ MBE

\_\_\_\_\_ WBE

\_\_\_\_\_ Both

In the evaluation of responses, preferences shall be applied in accordance with Chapter 34 RSMo. Vendors should apply the same preferences in selecting other appropriate resources. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri. Such preferences shall be given when quality is equal or better and delivered price is the same or less. Truman reserves the right to consider the value of money and any other economic impact factor as deemed appropriate and in the best interests of the University.