



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 2017-017
Dated November 28, 2016

BID MUST BE RECEIVED NO LATER THAN

Date and Time Thursday, December 15, 2016 2:00 PM CT
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Please indicate: Minority Business

Yes _____

No _____

By: Lori Davenport, Buyer

660.785.4159

purchasingbuyer@truman.edu

Bid Description: Air and Ground Package for 2017 Study Abroad Trip to Ireland and Northern Ireland

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 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

BID 2017-017
Exhibit A – Pricing Page

GROUP	QUANTITY	DESCRIPTION	TOTAL PRICE per PERSON
1	1 Trip	<p>2017 Study Abroad – Music in Ireland and Northern Ireland Program Dates for 11-12 Days: May 22, 2017 – June 1, 2017 with flexibility for departure as early as May 20, 2017 and returning as late as June 4, 2017</p> <p>Number of Participants: 20 - 40 2 Professors</p> <p>All questions are to be submitted in writing to Lori Davenport, Purchasing Buyer, 660.785.7337(fax) or email purchasingbuyer@truman.edu</p> <p>The Air and Land Packages are to be provided as separate bid quotes.</p> <p>As this is a student funded summer course, no payment can be made until all students have paid enough to cover their individual air and land expenses.</p>	<p>Airfare: _____ <i>Please provide complete itinerary</i></p> <p>Land Package: _____</p>

END OF PRICING SECTION

SPECIFICATIONS
2017 MUSIC IN IRELAND AND NORTHERN IRELAND

Program dates: 11-12 Days between May 22 – June 1, 2017

Schedule should include the following:

Day 1 – Travel Day

Days 2– 10 or 11 Travel within Ireland, including:

Galway

Sligo and/or Donegal

Belfast

Dublin (at least 2 nights)

Cliffs of Moher

Antrim Coast Drive

Giant's Caseway

Newgrange or other passage tombs, if possible

Day 11 or 12 – Depart for United States

Meals – Breakfast – Daily

Dinner – minimum of 4

Stipulations – All transportation in Ireland, all museum and cultural site entrance fees, all concert arrangements, fees, and promotions, with 4 – 6 formal singing engagement plus additional informal presentations.

Concerts will be arranged in major metropolitan areas (Dublin and Belfast), as well as in desirable acoustic venues during the itinerary.

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 Ireland and Northern Ireland - All hotel city taxes should be included in the land service bid

Transportation - International air transportation shall be round-trip from St. Louis to Dublin, Ireland. Alternate bids for international air transportation will be accepted from 1) Kansas City to Dublin, or 2) Chicago to Dublin. For departure from Chicago, ground transportation must be provided from Kirksville to Chicago the day before and from Chicago to Kirksville upon return.

International air transportation bids shall be submitted separately from the land services bid.

Ground Transportation in Ireland - 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:

Level I	20 -to- 24 participants
Level II	25 -to- 29 participants
Level III	30 -to- 34 participants

Two free faculty places shall be provided for each level.

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.oeo.mo.gov/oeo/Application-profit.pdf> or contact the MBE/WBE Certification Program at 877.259.2963 or email heyern@mail.oeo.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.