

**Request for Proposal**  
**Parkland College**  
**Student Group Travel – Washington D.C.**

The Parkland College TRIO/Student Support Services program is requesting proposals for group travel to Washington, D.C. The group will include 2 staff members/chaperones and 10 students.

**Proposal and Question Submission**

Proposals are due by 5:00 p.m. on Friday, May 26, 2023 and should be addressed to:

Parkland College

Attn: Business Office

2400 W. Bradley Ave

Champaign, IL 61821

or by e-mail at [purchasing@parkland.edu](mailto:purchasing@parkland.edu)

All questions should be submitted to [purchasing@parkland.edu](mailto:purchasing@parkland.edu) by noon on Monday, May 15, 2023.

RFPs must be received no later than **5:00 p.m. on Friday, May 26, 2023**. Any RFP not received by said time and date will not be considered.

The Board of Trustees of Parkland College reserves the right to reject all or any part of an RFP submitted, to waive any technicalities or informalities in the proposal, and to accept RFPs or combination of RFPs deemed most favorable to and in the best interest of the college after all proposals have been examined and evaluated.

**Proposal Timeline**

RFP issued.....	May 5, 2023
Last day to submit questions for a response.....	Noon on May 15, 2023
Proposal submission deadline.....	5:00 p.m. May 26, 2023
Recommendation submitted to Parkland College Board of Trustees.....	June 7, 2023
Approval by Parkland Board of Trustees.....	June 21, 2023

**Scope of Work**

Parkland College TRIO is seeking a group travel package for 2 staff members/chaperones and 10 students for a 4 day/3 night trip to Washington D.C. and the surrounding area to take place in the Summer of 2023.

**Dates of Travel in order of preference**

1. Thursday, July 20 – Sunday, July 23, 2023
2. Thursday, July 27 – Sunday, July 30, 2023
3. Monday, July 31 - Thursday August 3, 2023

**Please arrange arrival and departure for the most advantageous ticket price and arrange itinerary accordingly.**

## **Requested Itinerary**

(Please propose options as you see fit to best meet requested itinerary):

1. Smithsonian Museums/National Mall
2. U.S. Holocaust Memorial Museum
3. Washington Monument—Picture Stop
4. World War II Memorial
5. John F. Kennedy Center for the Performing Arts
6. Jefferson, FDR, and MLK Memorials
7. Pentagon Memorial
8. US Marine Corps War Memorial (Iwo Jima)
9. Arlington National Cemetery
10. Smithsonian National Museum of African American History
11. Georgetown University Guided Campus Tour (may be switched for another college/university)
12. Lincoln, Vietnam Veterans, and Korean War Veterans Memorials
13. U.S. Capitol Building Tour
14. U.S. National Archives Museum
15. George Washington's Mount Vernon Estate & Gardens
16. Howard University Guided Campus Tour
17. Tour of Historic "U" Street
18. National Zoological Park

## **Proposal to include but not limited to:**

1. **Transportation**: Roundtrip flights (all taxes, fees, and one checked bag to be included) out of CMI; bus transportation to/from Parkland and CMI; and a private charter bus for our group during our time in DC. Driver regulations to apply. Driver(s) must be knowledgeable of travel routes and tour areas. Gratuities for driver(s) included.
2. **Guide**: A licensed, expert guide who will be traveling with our group 24/7.
3. **Hotel**: Accommodations in a 3-star or better hotel, 3 nights. Double occupancy rooms (5) for students; single occupancy rooms (3) for chaperones. Hotel to include overnight security.
4. **Meals**: Three (3) meals included each day: breakfast (preferably at hotel as long as not continental breakfast), lunch, and dinner. At least one sit-down meal per day (please consider Primo's Family Restaurant & Madhatter). Water, juice, and soda to be included with all meals. No more than 2 food court meals.
5. **Sites**: Includes all tickets and admissions to activities listed each day.
6. **College Visits**: At least 2 college visits, preferably Howard University and possibly Georgetown University (or another college/university, TBD).
7. **Complimentary Items**: Outline any and all complimentary items to be supplied.
8. **Payments**: Delineate group payment schedule by date(s) and amount due. Define payment method options.
9. **Cancellation/Refund**: Clearly defined cancellation and refund policy, defined per person.

10. **Baggage/Property Insurance**: Coverage clearly defined per person.
11. **Proof of Commercial General Liability Insurance**: Coverage of at least \$1 million dollars (US) per occurrence for the entire travel period.
12. **Workman’s Compensation Insurance**: If the vendor is the employer of the tour escort(s), guides(s), and/or driver(s), the vendor must provide proof of Workman’s Compensation Insurance for its employees.
13. **Legal Compliance**: Vendor must be in compliance with laws and regulations of the jurisdiction in which they operate/travel.
14. **References**: Please provide a minimum of two (2) references from past US high school or college groups. Trips must have taken place within the past three (3) years.
15. **COVID 19**: Include pre-travel and on-program safety requirements concerning COVID 19, with your proposal.

### **Prices and Payments**

1. All proposal prices shall be complete.
2. Contract will be an official Parkland College purchase order to be issued after approval of the bid by the Board of Trustees.
3. Payment shall be made in accordance with these specifications and the proposal submitted by the bidder. Bid will be valid for a period of sixty days from date of proposal opening.
4. Any exceptions or deviations from the proposal specifications must be addressed in writing and submitted with the proposal.
5. Parkland College is tax exempt. A copy of the exemption certificate will be furnished on request.

### **Business Enterprise for Minorities, Females, and Persons with Disabilities**

Consistent with the Business Enterprise for Minorities, Females, and Persons with Disabilities Act, 30 ILCS 575/0.01, et seq. (the “Act”), it is the policy of Parkland College to foster and encourage the continued economic development of minority owned businesses, female owned businesses, and businesses owned by a person with a disability.

When Parkland College is required to competitively bid a contract, the bid documents shall additionally require all potential bidders to submit their name, the bid amount, a statement confirming whether the bidder is including in its bid work to be performed by certified as a minority owned business, female owned businesses, and businesses owned by a person with a disability.

Are you certified as a minority owned business or female businesses or a person with a disability owned business?

Yes \_\_\_\_\_ No \_\_\_\_\_