

FLORENCE COUNTY, SC

INVITATION-TO-BID # 02-11/12

VARIOUS TOUR TRIPS

Issue Date

JULY, 2011



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**FLORENCE COUNTY, SOUTH CAROLINA
VARIOUS TOUR TRIPS
BID #02-11/12**

Written sealed bids for seven (7) tour trips for members of the seniors group for the Florence County Recreation Department, will be opened by Florence County (hereinafter called the Owner) at 180 N. Irby Street, City-County Complex, Room B-5 Procurement Offices, Florence, South Carolina at **11:15 a.m. (ET) Tuesday, August 16, 2011**. At that time and place, sealed bids will be publicly opened and bids read aloud in public.

The Project Documents, including Requirements and Specifications, may be obtained from the office of Florence County Procurement at the address listed below or by visiting the procurement website: www.florenceco.org. When requesting project documents, provide the following information about your company: Mailing address, street (UPS) address, telephone number, and FAX number (if applicable).

THE PROJECT DOCUMENT CONTAINS SEVERAL MINIMUM REQUIREMENTS WHICH MUST BE MET AND DOCUMENTED BY ALL RESPONDERS. A RESPONSE RECEIVED FROM A RESPONDER THAT HAS NOT MET AND DOCUMENTED THOSE REQUIREMENTS SHALL BE REMOVED FROM FURTHER CONSIDERATION AND SHALL NOT BE CONSIDERED FOR ANY CONTRACT THAT MAY BE AWARDED AS A RESULT OF THIS INVITATION-TO-BID.

Sealed bids must be received by Florence County Procurement at the following address:

Florence County Procurement
City-County Complex, MSC-R
180 N. Irby Street; Room B-5
Florence, SC 29501
(843) 665-3018

Sealed bids must be received at the above address no later than 11:15 a.m. (ET) on Tuesday, August 16, 2011 and submitted in a sealed envelope and clearly marked as follows:

"Invitation-To-Bid #02-11/12 – VARIOUS TOUR TRIPS"

Sealed bids **MUST** be in the actual possession of the Florence County Procurement Department on or before the exact time and date indicated above. **Bids received after the published time and date shall not be opened and shall be disqualified. Florence County shall not be responsible for late delivery of bids. No emails or facsimiles will be accepted.**

No bid will be considered unless the responder is legally qualified under the provisions of the South Carolina Code. All bids must be completed typed or printed in ink and comply with all the terms and conditions of this Invitation-To-Bid and associated Project Documents.

Each responder, by submission of a bid, agrees to each and every term and condition set forth within this Invitation-To-Bid and associated Project Documents, including any addendum that may be issued, and to be bound thereby.

All bids (and supporting documents) will be retained by Florence County for a period of ninety (90) days from the date the bids are opened, and no bid shall be received nor shall any responder be allowed to withdraw a bid after the opening hour commences.

Florence County reserves the right to accept or reject, in whole or in part, together or separately, any and all responses as appears in its judgment to be in the best interests of the County, or to waive any and all technicalities and informalities in determining the action of each proposal.

ADVERTISED:

MORNING NEWS
SUNDAY, JULY 24, 2011

SCBO
MONDAY, JULY 25, 2011

INSTRUCTIONS TO RESPONDERS

1) RECEIPT AND OPENING OF SEALED BIDS:

- a) Sealed bids will be received and opened as specified in this Invitation-To-Bid document.
- b) The Owner will consider as non-responsive any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within 90 days after the actual date of the opening thereof or as provided for the in the bid documents whichever is later.

2) PREPARATION OF BID:

- a) All bids will be evaluated in accordance with procedures and specifications contained herein and Florence County Code. The responsiveness to same determined in accordance to the instructions and criteria in this document. Any bid not providing sufficient information and documentation to comply with the Invitation-To-Bid Evaluation requirements will be considered non-responsive and removed from further consideration.
- b) A proposal shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- c) All information requested of the bidder shall be entered in the appropriate spaces on the provided forms. If additional space is required, attach additional pages as needed within the sealed bid response.
- d) Bidders mailing their proposal must allow a sufficient mail delivery period to insure timely receipt of their proposal. Florence County is not responsible for proposals delayed by mail and/or delivery services of any nature. It is the bidder's sole responsibility to insure that all documents are received by person (or office) at the time indicated in the bid document. No facsimile or email submissions.
- e) Bidders must clearly mark as "Confidential" each part of their offer which they consider proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 as amended (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. Florence County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against Florence County or his agents for its determination in this regard.
- f) All information shall be entered in ink or typewritten.
- g) All proposed costs shall be for all licenses, permits, taxes, labor, material, transportation, equipment and any other components/services that are required to complete the work embraced herein this Invitation-To-Bid document.
- h) If applicable, each bidder shall show the names, address and license number of any subcontractors and the scope of their work that he may employ on the Project. Subcontractors will be required to comply with all applicable requirements of the Specifications. If applicable, each bid shall include the bidder's name, address and South Carolina Contractor's License Number. In South Carolina, where a mechanical contract amount to \$17,500 or more, the name and license number of the subcontractor, where bid is issued, shall also be shown. The license numbers shall be shown on the bid form proposal which will be enclosed in the sealed bid.
- i) Each bidder shall acknowledge receipt of all addenda by its submission of a bid. It shall be each bidder's responsibility to assure that all addenda have been received. No claim for failure to receive addenda will be considered.

- j) Each bid must be submitted in a sealed envelope, addressed to the Owner along with the name of the project for which the bid is submitted. The bidder shall also show his name and address, on the outside of the envelope. Failure to show the required information may result in rejection of the response and removal from further consideration. If forwarded by mail or carrier, the sealed envelope containing the bid must be enclosed in another outer envelope. Florence County shall not be responsible for unidentified proposals.
- 3) BIDDER QUALIFICATIONS:
- a) To be acceptable to the Owner, bidders must be skilled and/or licensed, if applicable, in the class of work on which they respond, and no bid will be considered from any bidder who is unable to show that he has actually performed considerable work of similar character to that on which he is bidding.
- 4) BID SURETY REQUIREMENTS:
- a) As discussed in the Bid Surety Requirement document contained herein, Bid Surety must accompany any and all responses submitted that contain estimated project costs exceeding twenty-five thousand dollars (\$25,000.00) Failure to satisfy this Bid Surety requirement will result in your bid being considered non-responsive and removed from further consideration for award of the subject contract. Bid Surety can be provided as discussed below.
 - b) Bid Surety will not be required from firms that have been in business for five (5) consecutive years without filing for bankruptcy. A statement on the company's letterhead from the firm stating this qualification will replace the bid bond and must accompany the bid.
 - c) For all bidders not meeting the criteria of "a" above, a deposit in the amount of five percent (5%) of the proposed total contract price shall accompany the bid. These deposits shall take the form of cash, certified check, cashier's check or bond executed by a corporate surety licensed under the laws of this state. The cash, cashier's check or certified check shall be deposited to the County's account if the successful bidder fails to enter into the proposed contract within ten (10) days after the award. Bid deposits of unsuccessful bidders will be returned as soon as the contract is awarded.
 - d) One of the above requirements must be met for your response to be considered.**
- 5) EXECUTION OF CONTRACT:
- a) The bidder to whom an award is made shall deliver to the County Payment and Performance Bonds and a Certificate of Insurance within ten (10) working days after the County has provided a verbal Notice of Award. Payment and Performance Bonds requirements are discussed in **Item 5 below**. The County's issuance of a purchase order and verbal notification of such execution may serve as the official "Notice to Proceed". Bidders failing to enter the proposed contract and/or provide the required Payment and Performance Bonds and Certificate of Insurance may be subject to Debarment and Suspension, as prescribed under Section 11-102 of the Florence County Code, from future consideration for award of contracts. Bidders failing to enter the proposed contract may result in claims against bonds.
- 6) PAYMENT AND PERFORMANCE BONDS:
- a) As discussed in the Payment Bond Requirement and Performance Bond Requirement documents contained herein, Payment and Performance Bonds must accompany any and all contracts exceeding twenty-five thousand dollars (\$25,000.00).
- 7) LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT:
- a) The successful bidder, upon his failure or refusal to execute and deliver the contract required within ten (10) working days after he has received "Notice of Award", shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with his bid. Forfeiture of guaranty under this section may result in the bidder being subjected to Debarment or Suspension, as prescribed under Section 11-102 of the Florence County Code, from future consideration for award of contracts.
- 8) TERM OF CONTRACT AND CONTRACT DOCUMENTS:
- a) The contract documents that will form the contract shall include:
 - The Complete Solicitation Document

All Addenda
The Successful Bidder's Submitted Bid Document
Notice of Award (Verbal or Written)
Purchase Order/Agreement/Contract
Insurance Certification

9) ORDER OF PRECEDENCE

- a) In the event of inconsistent or conflicting provision of this contract and referenced documents, the following descending order of precedence shall prevail: (1) Florence County Procurement Ordinance, as amended (2) Special Terms and Conditions, (3) the Specifications, (4) Instructions to Responders and Vendor Agreements (5) Other provisions of the contract whether incorporated by reference or otherwise, and (6) Bid Announcement/Advertisement.

10) INSURANCE AND BONDS:

- a) Upon award of the contract or Purchase Order, the bidder shall maintain, throughout the performance of its obligations a policy of Worker's Compensation insurance with such limits as may be required by SC law, and a policy or policies of general liability insurance insuring against liability for injury to, and death of, persons and damage to, destruction of, property arising out of, or based upon, any act or omission of the bidder or any of its subcontractors of their respective officers, directors employees or agents. Such liability insurance shall have limits sufficient to cover any loss or potential loss resulting from this contract. Bidder shall provide a Certificate of Insurance prior to contract execution.
- b) For construction contracts, all items delivered to or drop shipped to any Florence County site shall remain the sole responsibility of the Bidder until fully installed and attached to the Florence County facility which is the subject of this bid; Bidder is solely responsible for maintaining insurance on and replacing said items in the event of theft, damage, or other loss.

11) EXAMINATION OF PROJECT'S WORK SITES:

- a) Each of the bidders shall fully familiarize itself with the conditions relating to the bid to insure complete understanding of all the details involved. The bidder shall satisfy itself as to the actual requirements of the bid by personal examination of its location or other means, so as to enable the bidder to make an informed bid. Failure to do so shall not relieve the successful bidder of its obligation to furnish all materials, products, and/or labor necessary to complete the provision of the awarded contract. And failure to do so may result in the claims against bonds. No allowance will be made for any claims that a bid and/or response were based on incomplete information as to the nature and character of the sites and of the work involved.

12) INTERPRETATIONS OF PLANS AND SPECIFICATIONS:

- a) No binding interpretation of the meaning of the Documents or any questions relating to the bid will be made to any bidder orally prior to the receipt of bids. Any request for such interpretation or questions shall be in writing addressed to Florence County Procurement or designee. To be given consideration, such requests must be received at least seven (7) days prior to the scheduled date for opening sealed bids. Any such interpretations or supplemental instructions will be issued in the form of addenda to the Contract Documents which will be mailed or emailed to persons receiving a set of documents, not later than three days prior to the date for opening of bids. Failure of any bidder to receive such addenda shall not relieve the successful bidder of any obligation under the awarded contract and this Document.

13) RIGHT TO INCREASE OR DECREASE THE AMOUNT OF WORK:

- a) The Owner reserves the right to increase or decrease the amount of work under the Contract at the unit prices quoted in the bid received from the successful bidder.

14) POWER OF ATTORNEY:

- a) Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power-of-attorney

15) LAW AND REGULATIONS:

- a) The bidder's attention is directed to the fact that all applicable Federal, State and Local laws, statutes, ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract and the project throughout, and they will be deemed to be included in the contract the same as though herein written out in full.
 - b) The bidder's attention is directed to the fact that all bids will comply as prescribed under the most current Florence County Code.
- 16) METHOD OF AWARD:
- a) Contracts will be awarded to the bidder whose bid appears to serve the best interest of the owner. The successful bidder will be determined as prescribed herein this Document.
 - b) Florence County reserves the right to accept or reject, in whole, in part, together or separately, any and all responses as appears in its judgment to be in the best interests of the County, or to waive any and all technicalities and informalities in determining the action of each proposal.
- 17) OBLIGATION OF BIDDER:
- a) At the time of the opening of bids, each bidder will be presumed to have inspected the site, if applicable, and to have read and to be thoroughly familiar with the Documents (including all addenda). The failure or omission of any bidder to examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to this Invitation-To-Bid.

END OF SECTION

VENDOR AGREEMENTS


- 1) STATEMENT OF RIGHTS
 - a) Florence County reserves the right to obtain clarification or additional information necessary to properly evaluate a proposal. Vendors may be asked to give a verbal presentation of their proposal after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's proposal. Florence County reserves the right to accept or reject any and all bids, in whole or in part, separately or together, with or without cause; to waive technicalities in submissions, to secure a project that is deemed to be in the best interest of the County. Florence County also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the County.
- 2) GENERAL TERMS:
 - a) Each bidder by submitting a response to Florence County as a result of this Invitation-To-Bid agrees to and acknowledges its acceptance of and agreement with the procedures outlined below and the terms, conditions and requirements of the applicable Florence County Invitation-To-Bid document. Agreement is evident by the submission of a response to Florence County. If a vendor cannot agree to these terms, or violates these procedures, the response will be judged non-responsive and not considered. If the procedures are violated during the evaluation process or prior to the issuance of a contract by Florence County, the offer of the firm in question will be void and Florence County will procure the goods/services in question from other eligible vendors.
- 3) SPECIFIC TERMS:
 - a) Products offered shall meet all requirements of the Uniform Commercial Code, if applicable.
 - b) Responses submitted are final and complete offers by the vendor. No additions, corrections, modifications, changes or interpretations will be allowed. In the event questions arise on what is meant by an offer, the Procurement Officer will make a determination as to the county interpretation of the vendor's offer. If, after informing the vendor of the county's opinion, disagreement as to scope of the offer is present, the offer will be declared VOID.
 - c) Florence County reserves the right to award proposals received on the basis of individual items, groups of items, or the entire list of items; to reject any and all proposals; and to waive any technicalities. In every case, Florence County reserves the right to make awards deemed to be in the best interest of the County and to negotiate further the offer determined by the County to be in the best interest of the County.
 - d) Unit prices will govern over extended prices. Prices must be stated per unit and extended for the total quantity.
 - e) Florence County is not exempt from sales tax, if applicable. Sales, use, or excise tax, as well as any handling and shipping charges, must be shown as separate items.
 - f) In the event of a tie bid, a coin toss will be conducted to decide the award. Local preference will be applied prior to tie determination.
 - g) Florence County has a local preference of 2%, which may be applied in bid award determination.
 - h) Any deviation from specifications in the bid solicitation must be clearly pointed out; otherwise, it will be considered that the items offered are in strict compliance with these specifications, and the successful bidder will be held responsible therefore. Unless otherwise stated, it is understood and agreed that any item offered or shipped on this bid shall be new and suitable for storage or shipment, and that prices include standard commercial packaging and handling.
 - i) Any attempt by a vendor to influence the opinion of the county staff, or County Council, by discussion, promotion, advertising or any procedure to promote their offer, will constitute grounds to judge such an offer non-responsive. All offers presented to Florence County will be evaluated based on the current County Code and the offer as presented to the county on the date/time specified in the given solicitation.
 - j) Florence County reserves the right to make periodic inspections of the manner and means the service is performed or the goods are supplied.

- k) All vendors are informed that the Procurement Officer may exercise the County's option to extend the contract and/or purchase order under the provisions of County Code should such extension be mutually agreeable between the County and the selected vendor.
- l) The Bidder agrees to secure at Bidder's own expense all personnel necessary to carry out Bidder's obligations under this Proposal. Such personnel shall not be deemed to be employees of the County nor shall they or any of them have or is deemed to have any direct contractual relationship with the County. The County shall not be responsible for withholding taxes with respect to the Bidder's compensation hereunder. Bidder shall not hold himself out as an employee of the County, and shall have no power or authority to bind or obligate the County in any manner, except County shall make payment to Bidder for services as herein provided. Bidder shall obtain and maintain all licenses and permits required by law for performance of this contract by him. The Bidder shall have no claim against the County hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind. State or Federal governments, including but not limited to Social Security, workmen's compensation, Employment Security, sales or use tax and any other taxes and licenses or insurance premiums required by law. The County shall pay no employee benefits or insurance premiums of any kind to or for the benefit of Bidder or his employees, agents, and servants by reason of this contract. The Bidder will carry liability insurance relative to any service that he performs for the County. A certificate of insurance must be submitted to the procurement office prior to services performed, with the requested coverage and limits per the County, with Florence County listed as additional insured.
- m) The vendor will act in an independent capacity and not as officers or employees of the County. The vendor shall indemnify, defend and hold harmless Florence County, its officers, agents and employees from liability and any claims, suits, judgments, and damages of any nature brought because of, arising out of, or due to breach of the agreement by Vendor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of Vendor, its subcontractors, suppliers, agents, or employees.
- n) The successful vendor shall indemnify and hold harmless the Florence County, its officers, agents and employees from all suits or claims of any character resulting from patent, trademark or copyright infringement or accidents/injury at any point in the delivery of goods/services.
- o) It is the responsibility of the prospective bidder to review the entire invitation for bids packet and to notify the Procurement Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received by the Procurement Department not less than five (5) days prior to the time set for bid opening. These requirements also apply to specifications or instructions that are ambiguous.
- p) Should any vendor fail to perform or comply with any provision or terms and conditions of any documents referenced and made part hereof, Florence County may terminate this contract, in whole or in part, and may consider such failure or non-compliance a breach/default of contract. The County reserves the right to purchase any/all items or service in default on the open market. By submittal of a response, all vendors agree to this provision. No additional responses will be considered from a firm in default until the default expenses are paid. No principals of a defaulting firm may submit a response under another organization or individual name until their previous default is settled.
- q) Florence County may terminate this agreement with or without cause at any time. In the event of termination by either party, uncontested fees due for services satisfactorily performed or goods accepted prior to the termination shall be paid.
- r) Unless specifically requested, submit one (1) copy of your response.
- s) In the event no funds are appropriated by Florence County for the goods or services in any fiscal year or insufficient funds exist to purchase goods or services, then the Contract shall expire upon the

expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

- t) All submittals become the property of Florence County.
- u) All bids (and supporting documents) will be retained by Florence County for a period of sixty (60) days from the date the bids are opened, and no bid shall be received nor shall any bidder be allowed to withdraw a bid after the opening hour commences.
- v) Brand names and numbers, when used, are for reference only to indicate character or quality desired and do not indicate a preference. Equal items will be considered; equal items shall state the brand name or quality; and Florence County's determination of what shall constitute equality shall be final and conclusive.
- w) **S.C. LAW CLAUSE:** Upon award of a contract or Purchase Order under this bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina, which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful bidder from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed bid, the bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.

END OF SECTION

FLORENCE COUNTY, SOUTH CAROLINA , a Body Politic and Corporate and a Political Subdivision of the State of SC	MAIL TO: Florence County Procurement 180 N. Irby Street City-County Complex MSC-R Florence, SC 29501	
SEALED BID #02-11/12 VARIOUS TOUR TRIPS	HAND CARRY TO: Procurement Office, Room B-5 City-County Complex, 180 N. Irby Street Florence, South Carolina 29501	
Bids will be accepted until Tuesday, AUGUST 16, 2011 at 11:15 a.m. (EST)	TELEPHONE NO. (843) 665-3018	
Then Publicly Opened at: Florence County Procurement 180 N. Irby Street City-County Complex Room B-5 Florence, SC 29501	TRIPS MAY BE AWARDED SEPERATELY IF IT IS DEEMED TO BE IN THE BEST INTEREST OF FLORENCE COUNTY	

VENDOR NAME: _____

ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO: _____ FAX NO: _____

(Fax number must be included in order to receive notification of bid response information)
 FEDERAL ID (TAX ID) NO: _____

AUTHORIZED SIGNATURE (WRITTEN): _____

AUTHORIZED SIGNATURE (TYPED): _____

Contractor's License No. (If Applicable) _____

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and verify that I am authorized to sign this bid for the offerer. I further state that the company affiliated with this bid currently complies with all applicable federal and state laws and directives relative to non-discriminatory practices in employment.

Various tours trips (7) as per list below
(TRIP 1, CHATTANOOGA, TN - APRIL 24-27, 2012)

Bid Amount for Chattanooga, TN (April 24-27, 2012)
Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)
PRICE PER PERSON - SINGLE \$ _____ DOUBLE \$ _____

Bid Amount in words for Chattanooga, TN Tour Trip for 35 Participants
SINGLE _____
DOUBLE _____
Per Person Unit Price
exceeding 35 Participants-Single \$ _____/Double\$ _____

(TRIP 2, OUTER BANKS, NC - MAY 29-31, 2012)

Bid Amount for Outer Banks, NC (May 29-31, 2012)
Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)
PRICE PER PERSON - *SINGLE* \$ _____ *DOUBLE* \$ _____

Bid Amount in words for Outer Banks, NC Tour Trip for 35 Participants
SINGLE _____
DOUBLE _____
Per Person Unit Price
exceeding 35 Participants-Single \$ _____/Double\$ _____

(TRIP 3, WILLIAMSBURG, VIRGINIA - JUNE 12-14, 2012)

Bid Amount for Williamsburg, Virginia (June 12-14, 2012)
Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)
PRICE PER PERSON - *SINGLE* \$ _____ *DOUBLE* \$ _____

Bid Amount in words for Williamsburg, Virginia Tour Trip for 35 Participants
SINGLE _____
DOUBLE _____
Per Person Unit Price
exceeding 35 Participants-Single \$ _____/Double\$ _____

(TRIP 4, MACKINAC ISLAND TOUR including NORTHERN MICHIGAN - JULY 14-22, 2012)

Bid Amount for Mackinac Island Tour including Northern Michigan
(July 14-22, 2012)
Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)
PRICE PER PERSON - *SINGLE* \$ _____ *DOUBLE* \$ _____

Bid Amount in words for Mackinac Island Tour including Northern Michigan Trip
for 35 Participants
SINGLE _____
DOUBLE _____
Per Person Unit Price
exceeding 35 Participants-Single \$ _____/Double\$ _____

(TRIP 5, TUNICA & MEMPHIS CASINO TOUR - SEPTEMBER 16-22, 2012)

Bid Amount for Tunica & Memphis Casino tour (September 16-22, 2012)
Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)
PRICE PER PERSON - *SINGLE* \$ _____ *DOUBLE* \$ _____

Bid Amount in words for Tunica & Memphis Casino Tour Trip for 35 Participants
SINGLE _____
DOUBLE _____
Per Person Unit Price
exceeding 35 Participants-Single \$ _____/Double\$ _____

(TRIP 6, MEDITERRANEAN CRUISE - NOVEMBER 2-10, 2012)

Bid Amount for Mediterranean Cruise (November 2-10, 2012)

Tour Trip (PER PERSON PRICE, MINIMUM 10 PARTICIPANTS)

PRICE PER PERSON - SINGLE \$ _____ DOUBLE \$ _____

Bid Amount in words for Mediterranean Cruise Tour Trip for 10 Participants

SINGLE _____

DOUBLE _____

Per Person Unit Price

exceeding 10 Participants-Single \$ _____/Double\$ _____

(TRIP 7, CHRISTMAS in ATLANTA, GEORGIA - DECEMBER 3-7, 2012)

Bid Amount for Christmas in Atlanta, Georgia (December 3-7, 2012)

Tour Trip (PER PERSON PRICE, MINIMUM 35 PARTICIPANTS)

PRICE PER PERSON - SINGLE \$ _____ DOUBLE \$ _____

Bid Amount in words for Christmas in Atlanta, Georgia Tour Trip for 35 Participants

SINGLE _____

DOUBLE _____

Per Person Unit Price

exceeding 35 Participants-Single \$ _____/Double\$ _____

PLEASE ATTACH SEPARATE PRICING SHEET FOR CRUISE

TRIPS MAY BE AWARDED SEPERATELY IF IT IS DEEMED TO BE IN THE BEST INTEREST OF FLORENCE COUNTY

PLEASE ADD ADDITIONAL PAGES TO THIS BID FORM AS NEEDED.

SECTION 10200

MINIMUM MANDATORY SPECIFICATIONS

THE FOLLOWING MINIMUM SPECIFICATIONS SHALL BE MET AND DOCUMENTED BY ALL RESPONDERS. A RESPONSE RECEIVED FROM A RESPONDER THAT DOES NOT COMPLY WITH AND/OR DOES NOT SUBMIT DOCUMENTATION SUPPORTING SUCH COMPLIANCE WITH THESE MINIMUM SPECIFICATIONS SHALL BE REMOVED FROM FURTHER CONSIDERATION AND SHALL NOT BE CONSIDERED FOR ANY CONTRACT THAT MAY BE AWARDED AS A RESULT OF THIS INVITATION-TO-BID.

- 1) Documentation of compliance with the following requirements must be submitted as an integral component of each response:
 - 1) In business for at least the past five (5) years under the current business name without declaring bankruptcy. A letter on company letterhead declaring that the company has been in business for five (5) years + and has not declared bankruptcy.
 - 2) A minimum of three (3) similar project references with contact names and contact information that are past customers within the last two years. Provide a brief project description, project budget, start and completion dates, and contact information.

“Florence County is accepting bids for seven (7) tour trips with minimum specifications as follows:”

TRIP 1

MINIMUM SPECIFICATION

for

Chattanooga, TN

April 24 – 27, 2012

- 3 Nights hotel accommodations (minimum 3 star AAA rated)
- 3 Continental Breakfasts
- 3 Dinners (1 to be the Southern Belle Dinner Cruise)
- 3 train rides : The Missionary Ridge Local, Lookout Mountain Incline Railway, and Blue Ridge Scenic Railway)
- Admission to Ruby Falls
- Admission to Rock City Gardens
- Jukebox Junction Music Show
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3 years)
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

TRIP 2

MINIMUM SPECIFICATIONS

for

Outer Banks, N.C.

May 29 - 31, 2012

- 3 Nights hotel accommodations (minimum 3 star AAA rated)
- 3 Continental Breakfasts
- 3 Dinners
- Full day tour of Cape Hatteras to include visit and admission to Bodie Island Lighthouse, visit to Cape Hatteras Lighthouse, tour and visit museum at Graveyard of the Atlantic, and tour of Chicamacomico Life-Saving Station)
- Admission to Elizabethan Gardens
- Admission to “The Lost Colony” Outdoor Drama
- Visit to Wright Brothers National Park
- Admission to Roanoke Island Festival Park
- Free time to shop and visit in Duck, N.C.
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3 years)
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

TRIP 3

MINIMUM SPECIFICATIONS

for

Williamsburg, Virginia

June 12 - 14, 2012

- 2 Nights hotel accommodations (minimum 3 star AAA rated)
- 2 Continental Breakfasts
- 2 Dinners – 1 to be at the Colonial Tavern and the other to be at the Boxwood Inn with entertainment
- Full day pass to Colonial Williamsburg
- Visit and admission to Berkeley Plantation
- Self-guided tour of Jamestown
- Self-guided tour of Yorktown and visit to the Yorktown Riverwalk
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3 years)
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

TRIP 4

MINIMUM SPECIFICATIONS

for

Mackinac Island Tour including Northern Michigan July 14 - 22, 2012

- 8 Nights hotel accommodations (minimum 3 star AAA rated) – 4 in Northern Michigan and 4 en-route
- 8 Continental Breakfasts
- 6 Dinners – 1 to be at Kewadin Sault Casino
- Visit to Mackinac Island, including a guided Carriage Tour
- Visit to Mackinaw Crossings
- Boat ride through the Soo Locks and free time for sight-seeing in Sault Sainte Marie
- 2 hour guided tour of Mackinaw City
- Admission to Colonial Michilimackinac
- Gaming at Kewadin Sault Casino
- Visit and admission to Cleveland Museum of Natural History
- Visit to “Michigan’s Little Bavaria” in Frankenmuth
- Visit to Bromers in Frankenmuth
- Visit and admission to Rutherford B. Hayes Presidential Museum
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3 years)
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

TRIP 5

MINIMUM SPECIFICATIONS

for

**Tunica & Memphis Casino Tour
September 16-22, 2012**

- 6 Nights hotel accommodations (minimum 3 star AAA rated)
– 4 in a Tunica area Casino Resort and 2 en- route
- 6 Continental Breakfasts
- 4 Dinners
- Admission to the Tunica Museum
- 2 hour guided tour of Memphis
- Visit and admission to Graceland
- Free time on Beale Street in Memphis
- Visit to Casey Jones Village in Jackson, Tennessee
- Baggage handling (motor coach to individual rooms;
reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3
years)
- Produce and supply colored flyers for advertisement
(supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection
Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip
credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

TRIP 6

MINIMUM SPECIFICATIONS

for

Mediterranean Cruise November 2 - 10, 2012

- Cruise ship is to be Royal Caribbean “Splendor of the Seas” – cruise dates are November 3-10, 2012
- Round trip airfare out of Charlotte, N.C. – if flight leaves before 11:00 am on November 2, 2012, a hotel room will be needed in Charlotte (minimum 3 star AAA rated) on November 1, 2012
- Ship departs from Venice, Italy
- Ports of call during the cruise: Bari, Italy; Corfu, Greece; Mykonos, Greece; Athens, Greece; and Dubrovnik, Croatia
- All transfers and fees to and from airport to cruise lines
- Shipboard meals
- Port charges & taxes
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Full Single Trip Credit per 10 paying participants for an Outside Cabin (category I)
- Priced for Inside Cabin (Category Q, M, & N), Outside Cabin (Category G, H, & I), & Balcony Cabin (Category E2 & E1)
- Priced for double and single occupancy (participant choice)
- Florence County Parks and Recreation will supply the transportation on their bus to the airport for the first 20 participants

PLEASE ATTACH SEPARATE PRICING SHEET FOR CRUISE
ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY

TRIP 7

MINIMUM SPECIFICATIONS

for

Christmas in Atlanta, Georgia December 3-7, 2012

- 4 Nights hotel accommodations (minimum 3 star AAA rated) within 3 miles of Marietta, Georgia
- 4 Continental Breakfasts
- 3 Dinners
- 1 hour guided tour of CNN and free time on own
- Admission to the World of Coca-Cola
- 1 hour guided tour of Braves Museum & Hall of Fame/Turner Field Tour
- Guided tour of Margaret Mitchell House
- Visit and admission to Martin Luther King National Historic Site
- Visit to Christmas at Callanwolde
- Admission and full day at Stone Mountain Christmas with dinner on their own
- Visit to “Fantasy of Lights” at Callaway Gardens
- Visit to Centennial Olympic Park “Holiday in Lights”
- Christmas show at the Fox Theatre – show TBA
- Free time at Lenox Square Mall in Buckhead
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus to be no older than 3 years)
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- Ability for participant to purchase Travel Protection Insurance
- 1 Single trip credit on 35 paying participants or 2 Double trip credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

**ANY DEVIATIONS FROM ABOVE REQUIREMENTS
MUST BE LISTED SEPARATELY**

The Bidder, in compliance with your Invitation-To-Bid, having examined the Project Documents, the site of the proposed work, and being familiar with all of the conditions surrounding the proposed project, including the availability of materials, labor, and work site environmental conditions, hereby proposes to furnish all permits, labor, materials, supplies, equipment and all other cost to perform the duties in accordance with the contract documents of which this Bid Form is a part.

The undersigned, as Bidder, hereby declares that he has read, understands, and accepts the Vendor Agreements and Instructions to Responders which are part of the bid documents.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal(s) is, or are, named herein and that no other person has any interest in the Bid or in the contract to be entered into; that this Bid is made without connection with any other person, company or parties making a bid; and that is in all respects fair and in good faith without collusion or fraud.

The Bidder further proposes and agrees, if this Bid is accepted, to contract with Florence County, to furnish all permits, materials, equipment, tools, apparatus, means of transportation, and labor necessary hereto, and to complete the construction of the proposed project in full and complete accordance with the Project Documents, to the full and entire satisfaction of the Owner, at the prices listed in the Bid Schedule. Bidder further agrees to commence work on the earliest date possible upon receipt of notification of award by the Owner.

Names of equipment and material suppliers, proposed subcontractors and other information that maybe requested herein, must be shown. My failure to do so may result in the rejection of this Bid.

The amounts listed on the Bid Schedule section of this Bid Form include all permits, labor, materials, tools, equipment, transportation, removal, overhead, profit, insurance, taxes, permits, and other costs both indirect and direct, etc., to complete the subject Project. The amounts listed on the Bid Schedule section of this Bid Form also include all costs associated with the compliance of all applicable State laws, local ordinances, and the rules and regulations of all authorities and professional association standards having jurisdiction over the project or the materials used throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Unit prices and/or lump sums are shown in the Bid Schedule section below. In case of error in extension, the Unit Price shall govern rather than the Amount. Where Lump Sum Amounts are bid, the amount for each bid item shall govern rather than the total of any several items.

In compliance with the bid documents and subject to all conditions of the bid vendor agreements, the above signed offers and agrees unconditionally to furnish any/all item(s) quoted at the price as set forth in the bid response price page within _____days after receipt of contract/order, delivered as required with all transportation costs satisfied in the bid price and prepaid by the successful vendor.

END OF SECTION

PERFORMANCE BOND REQUIREMENT

A Performance Bond must be submitted to the County by the successful responder ("Contractor") once it has been awarded the contract. The Performance Bond insures that the project will be completed even if the prime Contractor defaults or abandons the project. A Performance Bond guarantees contract performance by the Contractor, according to the contract specifications, terms and conditions. The Performance Bond requirement helps assure that the Contractor provides suitable evidence of its financial condition and ability to complete the project without financial difficulty.

For all contracts submitted with costs exceeding twenty-five thousand dollars (\$25,000.00), a Performance Bond in the amount of one hundred percent (100%) of the contract price must be submitted by the Contractor with the proposed contract to the County. Failure to satisfy this Performance Bond requirement will result in the Contractor being considered non-responsive and possibly removed from consideration for award of future County contracts. Performance Bond guaranty options are discussed below.

PERFORMANCE BOND GUARANTY OPTIONS:

For all contracts submitted with costs exceeding twenty-five thousand dollars (\$25,000.00), a Performance Bond Guaranty in the amount of one hundred percent (100%) of the contract price must be submitted by the Contractor with the proposed contract to the County. This Performance Bond guaranty requirement can be satisfied utilizing one of the two options below:

(1) Option A:

The Contractor with the executed contract must submit a Performance Bond in the required amount discussed above and executed by a corporate surety licensed under the laws of this state. Contractors not meeting this requirement must furnish an alternative Performance Bond Guaranty as discussed in Option B below.

(2) Option B:

For all Contractors not meeting the criteria of "Option A" above, a deposit in the amount of one hundred percent (100%) of the contract price must be submitted by the Contractor with the proposed contract to the County. This deposit shall take the form of cash, certified check, or a cashier's check deposited with the County. **PERSONAL OR COMPANY CHECKS DO NOT MEET THIS REQUIRMENT.** Failure of the Contractor to satisfactorily fulfill its obligations under the subject contract shall result in the forfeiture of this deposit.

One of the above requirements must be met and submitted by the successful Contractor with its proposed contract to the County. Failure to satisfactorily fulfill its obligations under the subject contract shall result in the forfeiture of the Performance Bond Guaranty.

Responders failing to enter the proposed contract and also post the required Performance Bond may be subject to Debarment or Suspension, as prescribed under Section 11-102 of the Florence County Code, from future consideration for award of contracts.

END OF SECTION

SECTION 10100 – SPECIAL CONDITIONS

10100.1 General

10100.2 Contract Documents

10100.3 Special Provisions

10100.4 Special Attention for Bidders

10100.1 GENERAL:

- (a) Work covered by the Contract Documents consists of improvements as described in the specifications and drawings, and as specified herein.
- (b) **All Bids** shall include all permits, labor, materials, transportation, equipment, services, applicable taxes and other direct or indirect cost necessary for a complete and acceptable job in compliance with the Documents and Specifications contained herein.

10100.2 CONTRACT DOCUMENTS:

- (a) Documents covering the work under this project consist of the following items:

- 1) Contract Documents:

- 1. Invitation-To-Bid
- 2. Drawings and Specifications, if applicable
- 3. Instructions to Responders
- 4. Vendor Agreements
- 5. Bid Form
- 6. Sample Bid Bond
- 7. Sample Performance and Payment Bond
- 8. Section 10100 – Special Conditions

- 2) All Documents: All documents and specifications are a part of this Contract and the requirements of each part shall apply to the entire Project as may be applicable.