



FLORENCE COUNTY
SOUTH CAROLINA

INVITATION-TO-BID NO. 09-13/14

VARIOUS TOUR TRIPS

FOR THE

FLORENCE COUNTY PARKS AND RECREATION DEPARTMENT

Bid Opening Date/Time: Tuesday, August 27, 2013 at 3:00 p.m. (ET)

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**COUNTY OF FLORENCE, SOUTH CAROLINA
INVITATION-TO-BID #09-13/14**

Written sealed bids for three (3) tour trips for members of the seniors group for the Florence County Parks and Recreation Department will be received by the Florence County Procurement Office until Tuesday, August 27, 2013 at 2:45 p.m. (ET). The sealed bids will then be opened in the Florence County Council Chamber located at the City-County Complex, 180 N. Irby Street, Room 803, Florence, South Carolina at 3:00 p.m. (ET) on Tuesday, August 27, 2013. At that time and place, sealed bids will be publicly opened and bids read aloud.

Sealed bids must be received by Florence County Procurement at the following address: Florence County Procurement Office, City-County Complex, MSC-R, 180 N. Irby Street; Room B-5, Florence, SC 29501. (843) 665-3018

Sealed bids must be submitted in a sealed envelope and clearly marked as follows:

"Bid No. 09-13/14 – “Various Tour Trips (3)”

Sealed bids MUST be in the actual possession of the Florence County Procurement Office on or before the exact time and date indicated above. Bids received after the published time and date will not be opened and will be disqualified and returned unopened to sender.

Sealed bids submitted by mail and/or carrier must meet the same requirements as above and should be addressed to the same address listed above. Florence County shall not be responsible for late delivery of bids.

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. Emails or facsimiles will not be accepted.

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) calendar 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 under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Florence County reserves the right to accept or reject, in whole or in part, 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 bid.

GENERAL SPECIFICATIONS/SCOPE OF WORK

Trip # 1 - Helen, Georgia Trip March 18-20, 2014

A MINIMUM OF THIRTY (30) PARTICIPANTS MUST BE ACQUIRED FOR THIS TRIP. FLORENCE COUNTY RESERVES THE RIGHT TO CANCEL ANY AND ALL TRIPS DUE TO LOW PARTICIPATION OF LESS THAN THIRTY (30) PARTICIPANTS.

- 2 Night hotel accommodations (minimum 3 star AAA rated hotel) in the Helen area
- 2 Breakfasts at hotel
- 2 lunches (1 Buffet at Unicoi State Park Lodge and 1 @ the Smith House in Dahlonega)
- 2 Dinners
- 2 full days with Guide
- Tour and admission to Charlemagne's Kingdom
- Gold Mine Tour and panning for gold at Gold 'N Gem Grubbin'
- Gem panning at Duke's Creek Mines
- Admission to Anna Ruby Falls
- Admission at the Gold Museum Historic Site in Dahlonega
- Admission to the Folk Pottery Museum and Art Gallery
- Visit to Mark of the Potter
- Visit to Babyland General Hospital (home of the Cabbage Patch babies)
- Stops at Betty's Country Store, Old Sautee Store, Nora Mill Granary, Fred's Famous Peanuts, and Habersham Winery
- Free time to shop in Dahlonega and downtown Helen
- Baggage handling (motor coach to individual rooms; reversed at end of trip)
- All taxes included
- All meal gratuities included
- Motor Coach Transportation (bus cannot be older than 3 years old)
- 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 30 paying participants or 2 Double Credits on 40 paying participants
- Priced for double and single occupancy (participant choice)

Trip #2 - Italian Vistas, Italy Tour
April 11-23, 2015

A MINIMUM OF TEN (10) PARTICIPANTS MUST BE ACQUIRED FOR THIS TRIP. FLORENCE COUNTY RESERVES THE RIGHT TO CANCEL ANY AND ALL TRIPS DUE TO LOW PARTICIPATION OF LESS THAN TEN (10) PARTICIPANTS.

- Round trip Airfare (from Charlotte N.C. to Rome, Italy and return flight from Milan, Italy to Charlotte, N.C.) with all participants on the same flights for entire trip.
- Bus to take participants from Florence to Charlotte Airport on April 11 and from Charlotte Airport to Florence on April 23.
- 11 nights hotel accommodations (3 nights in Rome @ the Grand Hotel Palatino, 2 nights in Sorrento Coast @ the Crowne Plaza Stabiae, 2 night in Florence @ the Grand Hotel Baglioni, 2 nights in Venice @ the Hotel Bellini, and 2 nights in Stresa @ the Regina Palace Hotel).
- 18 meals (11 breakfasts, 1 lunch, and 6 dinners).
- Tour Manager from company to be used while on trip for tours, buses, and guides for entire time in Italy.
- All transfers, taxes, and fees.
- Travel Insurance included (cancellation, medical, trip interruption, travel delays, baggage, and accidental death).
- Guided tour of Rome, Pompeii, Sorrento, Florence, Venice, and Stresa.
- Visit to Locarno, Switzerland for a day (arrive by boat).
- Visit to St. Mark's Square for a walking tour of the Basilica, Doge's Palace, and the Bridge of Sighs.
- Boat trip to Murano Island for a glass-blowing demonstration.
- Boat ride and time to visit the Isle of Capri.
- Boat ride to Isola dei Pescatori for a farewell dinner.
- Visits to Colosseum, Ruins of Pompeii, Sorrento Coast, Statue of David, Leaning Tower of Pisa, Tuscan Winery, and Verona.
- Free time in Rome, Sorrento, and Venice.
- Baggage handling at hotels
- Hotel service charges
- All meal gratuities included
- Produce and supply colored flyers for advertisement (supplied as needed)
- 24 hour availability to group leader during travel period
- 1 Single Trip Credit on 10 paying participants
- Priced for double and single occupancy (participant choice)

Trip #3 - Panama Canal Cruise
November 9-20, 2014

A MINIMUM OF FIFTEEN (15) PARTICIPANTS MUST BE ACQUIRED FOR THIS TRIP. FLORENCE COUNTY RESERVES THE RIGHT TO CANCEL ANY AND ALL TRIPS DUE TO LOW PARTICIPATION OF LESS THAN THIRTY FIFTEEN (15) PARTICIPANTS.

- Cruise ship is to be Princess “Coral Princess” – cruise dates are November 9-20, 2014
- Motorcoach transportation from Florence, SC to Fort Lauderdale, FL on November 9 and return to Florence on November 20
- Ship departs from Fort Lauderdale, Florida
- Ports of call during the cruise: Aruba, Cartagena, Panama Canal (partial transit – including Gatun Locks and Gatun Lake), Colon, Costa Rica , and Ocho Rios
- 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 15 paying participants for a Balcony Cabin
- Priced for Interior Cabin, Oceanview Cabin, and Balcony Cabin
- Priced for double and single occupancy (participant choice)

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 sixty (60) calendar 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 bid 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 bid.
- 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 bid must allow a sufficient mail delivery period to insure timely receipt of their bid. Florence County is not responsible for bids 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 to be 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 services 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 services, which 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 sheet which will be enclosed in the sealed bid.
- i) All addendums in association with this invitation to bid may be obtained from the Florence County Procurement Office located at the City-County Complex, 180 N. Irby Street; Room B-5, Florence, SC 29501, by calling telephone number (843) 665-3018 or by visiting the Florence County public bids web page at the following link for 09-13/14: <http://www.florenceco.org/offices/procurement/bids/>.
- j) Each bidder shall acknowledge receipt of all addendum(s) by its submission of a bid. It shall be each bidder’s responsibility to assure that all addendum(s) have been received. No claim for failure to receive addendum(s) will be considered.
- k) 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 bids.

3) ORDER OF PRECEDENCE

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

4) INTERPRETATIONS OF 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 made in writing via e-mail the Florence County Procurement Director (pfletcher@florenceco.org) or his designee. To be given consideration, such requests must be received at least seven (7) calendar days prior to the scheduled date for opening sealed bids. Any such interpretations or supplemental instructions will be issued in the form of addendum(s) to the bid document which will be posted on our website <http://www.florenceco.org/offices/procurement/bids/> , not later than three days prior to the date for opening of

bids. Failure of any bidder to receive such addendum(s) shall not relieve the successful bidder of any obligation under the awarded contract and this Document.

5) RIGHT TO INCREASE OR DECREASE THE AMOUNT OF SERVICES:

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

6) 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 bid.

VENDOR AGREEMENTS

1) STATEMENT OF RIGHTS

- a) Florence County reserves the right to obtain clarification or additional information necessary to properly evaluate a bid. Vendors may be asked to give a verbal presentation of their bid after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's bid. 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) 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.
- b) Florence County reserves the right to award the lowest responsible-responsive bids received on the basis of the bids for each trip, or a combination of trips; to reject any and all bids; 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.
- c) Florence County is not exempt from 8% sales tax, if applicable. Sales, use, or excise tax, as well as any handling and shipping charges, must be included in your bid. (See Bid Sheet)

- d) Florence County has a local preference of 2%, which may be applied in bid award determination.
- e) 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.
- f) 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.
- g) The Bidder agrees to secure at Bidder's own expense all personnel necessary to carry out Bidder's obligations under this Bid. 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, servicer'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, servicemen'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.
- h) 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.
- i) 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.
- j) 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 in writing via e-mail to the Florence County Procurement Director (pfletcher@florenceco.org) 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.
- k) Florence County may terminate this agreement with or without cause at any time. In the event of termination by either party, fees due for services satisfactorily performed or goods accepted prior to the termination shall be paid.
- l) Unless specifically requested, submit one (1) copy of your response.

- m) 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.
- n) All submittals become the property of Florence County.
- o) 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 bidder be allowed to withdraw a bid after the opening hour commences.

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 #09-13/14 VARIOUS TOUR TRIPS FOR THE FLORENCE COUNTY PARKS AND RECREATION DEPARTMENT	HAND CARRY TO: Procurement Office, Room B-5 City-County Complex, 180 N. Irby Street Florence, South Carolina 29501	
Bids will be accepted at the Procurement Office until 2:45 p.m. (EST) on Tuesday, August 27, 2013.	TELEPHONE NO. (843) 665-3018	
Then Publicly Opened at: Florence County Council Chamber, 180 N. Irby Street, Rm. 803 Florence, SC 29501 at 3:00 p.m. on Tuesday, August 27, 2013. (EST)		

LEGAL COMPANY NAME: _____

D/B/A IF APPLICABLE: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

CITY-STATE-ZIP: _____

TELEPHONE NO: _____ **FAX NO:** _____

FEDERAL ID (TAX ID) NO: _____ **E-MAIL:** _____

AUTHORIZED SIGNATURE : _____

PRINTED NAME: _____

SC CONTRACTOR'S LICENSE # (if applicable) _____

Bid Amount for Trip # 1 - Helen, Georgia Trip-March 18-20, 2014 (MINIMUM OF 30 PARTICIPANTS):

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

Bid Amount for Trip # 2 - Italian Vistas, Italy Tour-April 11-23, 2015 (MINIMUM OF 10 PARTICIPANTS):

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

Bid Amount for Trip # 3 - Panama Canal Cruise-November 9-20, 2014 (MINIMUM OF 15 PARTICIPANTS):

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

The Bidder declares their Bid Response is made without any connection with any other individual that may be submitting a Bid Response to this IFB and their Bid Response, in all respects, is fair and in good faith, without collusion or fraud, with another Bidder, representative or agent.

By submission of a response to this Invitation for Bid, the bidder agrees and certifies, to deliver all required services and perform all required services with the strictest conformance to meet or exceed the scope of services, specifications and minimum requirements contained within this Invitation to Bid.

All pricing is firm and will remain firm for at least ninety (90) calendar days from the time and date of the IFB submittal and opening. During this period, the Bidder may only withdraw their Bid Response by submitting a written request to Florence County and Florence County approving said written request.

The bidder agrees to abide by all conditions of this bid and verifies that he is authorized to sign this bid for the offerer. The bidder further states 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.

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

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