

WILMINGTON RECREATION DEPARTMENT



Invitation for Bids

The Wilmington Recreation Department is seeking invitations for bids to conduct a group tour to the Colorado Rockies as described on the attached specifications sheets. Your written bid must be received in the Office of the Town Manager by 11:30 a.m. on Wednesday, August 24, 2016 where bids will be publicly opened and read.

Please include with your bid, if available, evidence of your successful group trips to this location or other similar locations. The AGREEMENT section at the end of the enclosed material is for your review. This section will need to be completed by the successful bidder.

If you do not wish to receive further "Invitations for Bids" please call the Recreation Department at 978-658-4270. For further information contact Debbie Cipriani at the same number.

The Town of Wilmington reserves the right to reject any and all bids or any part thereof deemed not to be in the best interest of the Town of Wilmington.

Jeffrey M. Hull

Town Manager

WILMINGTON RECREATION DEPARTMENT



Group Trip - Request for Bids

Destination: Colorado Rockies

Dates and Times: Travel during the month of September, 2017, 9 days/8 nights, non-stop flights **or** direct flights (with not more than one stop in each direction). A morning flight out and an afternoon return flight are preferred. Round trip flights to depart from Logan Airport (Boston, MA) or Manchester, NH Airport to Denver.

Bid Deadline: One copy of the sealed bid marked "Bid for Colorado Rockies" with the name and address of the bidder shall be delivered to the Town Manager's Office, Town of Wilmington, Town Hall, 121 Glen Road, Wilmington, MA 01887 **not later than** 11:30 a.m. on Wednesday, August 24, 2016.

PURCHASE DESCRIPTION: Bidders shall include the following information in their bid responses:

1. Round trip motorcoach transfers from Wilmington (142 Middlesex Avenue) to Logan Airport or Manchester Airport and from the airport in Denver, Colorado. Motorcoach transportation shall also be provided throughout the Colorado trip. Motorcoach shall be no more than three years of age with functioning lavatory, DVD and PA system and contain seating for a minimum of 35 passengers. Handicapped accessible motorcoaches shall be provided if necessary. Please give prices for **both** non-stop flights and direct flights (with not more than one stop in each direction) on a major airline. A morning flight to Denver and an afternoon return flight are requested. Airline seating must be done in advance, with roommates seated together, if pre-assigned seating is offered by the airline. Please advise if there is an additional charge for one checked bag, per person, with the airline. Otherwise we will assume the one checked bag fee has been included in the bid price. Baggage handling shall be included at motorcoach pick-ups, airports and hotels. Motorcoach transfers to be included throughout trip. Conway/Grey Line, Crystal Transport and Neveraz buses are not permitted for Wilmington Recreation trips.
2. The motorcoach company shall maintain all necessary licenses and permits to operate motorcoaches within and outside of the Commonwealth of Massachusetts and shall have been in the motorcoach business for the past two years at a minimum.
3. Each driver of a motorcoach for this trip shall possess all necessary licenses including but not limited to a Commercial Driver's License (CDL). These licenses shall be valid through the dates of this trip. Each driver shall have a minimum of two years of experience operating a motorcoach. The motorcoach operators assigned to this trip shall have a "clean" driving record which shall include no moving violations or "at fault" accidents within the past five (5) years.

4. Eight nights deluxe lodging as follows: Sheraton Downtown, Denver (1 night), Doubletree Hotel, Grand Junction (3 nights), Strater Hotel, Durango (2 nights) and Doubletree Hotel, Colorado Springs (2 nights). Each room shall have two double beds, and if needed, be handicap accessible.
5. Provide a complete written itinerary which shall include: departure times, flight information, meals, attractions & entertainment, etc. Finalized itineraries and baggage tickets will also need to be presented to participating individuals, by the tour company, at a mandatory pre-trip meeting no less than three weeks prior to the departure date. A copy of all documents being distributed must be received in the Recreation Office at least one week **prior** to the meeting for review.
6. Price to include a total of twelve meals. Eight buffet breakfasts to be held at the hotels. Four full dinners at local restaurants shall include: a family style dinner with wine at Maggiano's (Denver), winemaker's buffet dinner catered by Cowboy and the Rose & wine tasting at Varaison Vineyards & Winery (Palisade), Bar J show/entertainment with a chuck wagon dinner (Durango) and a sit down dinner at MacKenzies (Colorado Springs).
7. A guarantee that the trip can accommodate a minimum of **35** attendees or a maximum of 100.
8. A completed price quotation sheet which will specify the cost per person for the trip with single, double, triple, quadruple occupancy rooms; flights, motorcoach, lodging, escort, local guides, meals, touring, admissions & entertainment, **all** taxes, tips, gratuities (except tour driver & escort), service charges, fees, transfers and baggage handling; and a commission rate of five percent (5%) of the cost per trip participant for the Wilmington Recreation Department. Please **do not** include any credit card processing fees in your bid price. Price shall remain firm through the date of this trip.
9. State the amount of the deposit required and the date by which the deposit(s) and the final payments are due.
10. Describe the optional trip cancellation insurance, how it works and the cost of the cancellation insurance.
11. The trip shall include the following touring, attractions and entertainment: Colorado Rockies, explore Rocky Mountain National Park, travel through Vail, Breckenridge en route to Grand Junction, step on guide at Arches National Park, Dead Horse State Park, Canyonlands National Park, Island in the Sky mesa, time in Moab; Colorado National Monument, travel along Rim Rock, Colorado's wine country, Winemaker's dinner and wine tasting at Varaison Vineyards & Winery (Palisade), Silverton, Durango & Silverton Narrow Gauge Railroad, Old West Adventure with traditional cowboy food and entertainment at Bar J (Durango), Mesa Verde National Park, visit two of the largest Spruce Tree Cliff Dwellings, ride to Colorado Springs via the San Juan National Forest and the Rio Grande National Forest, Manitou Springs, view Pike's Peak, 8.9 mile ride on the Pike's Peak Cog Railway, and Garden of the Gods.

12. The tour company shall provide an escort who will greet travelers at the motorcoach pick-up in Wilmington and will accompany group throughout the trip. The escort will also assist with baggage handling (at motorcoach pick-ups, airports & hotel), room assignments, distribution of coupons, meal vouchers, attraction tickets and related information etc.
13. Provide confirmation of insurance coverage for both the motorcoach company and the tour company. The following limits of insurance are required for both companies:

Workers' compensation - statutory limits

general liability - \$1.0 million combined single limit

motor vehicle liability - \$1.0 million combined single limit

umbrella liability - \$1.0 million

The selected tour company shall be required to furnish a certificate of insurance for both the tour company and the motorcoach company showing the above limits. The certificates shall name the Town of Wilmington as an additional insured for the duration of this trip.

EVALUATION CRITERIA: Determination of a successful vendor will depend upon the responsive and responsible bidder who offers the lowest price. A responsive bidder is one who agrees to provide the service specified and one who submits a bid which contains all required documents and information. A responsible bidder is one who has the skill, ability and integrity to perform the requirements of this bid specification. Consideration will be given to past experience between the Tour Company and Wilmington Recreation Department.

More specifically the bid shall be awarded based upon the following criteria:

1. The lowest price for **double occupancy** plus optional insurance as stated on form marked "Price Quotation Sheet". This price shall include the motorcoach, flights and fees, lodging, **all** taxes, tips, gratuities (except escort & tour driver), baggage handling, service charges, local guides, escort, twelve meals, touring, admissions, entertainment, etc. and a 5% commission for the Wilmington Recreation Department.
2. A completed "Price Quotation Sheet".
3. An executed Certificate of Non-Collusion.
4. A purchase description checklist which is completed and executed by the individual with authority to enter into agreements on behalf of the bidder. By executing this checklist the bidder represents that they can comply with each and every requirement of this bid.
5. A bid which is received in the Town Manager's Office not later than the established date and time of the bid deadline.

The selected bidder will be notified verbally and in writing of their status within two weeks following the bid submission deadline. The Town of Wilmington reserves the right to reject any or all bids which are deemed not to be in its

best interest. The Town reserves the right to waive any provision of this specification if the Town believes that the bidder substantially complied with the requirements of the bid specifications.

Questions should be directed to the Recreation Department at 978-658-4270. Office hours are Monday thru Friday from 8:30 a.m. to 4:30 p.m.

COLORADO ROCKIES - 2017

PRICE QUOTATION SHEET

	Non-stop flights	Direct flights - 1 stop each way
1. Eight nights/nine days single occupancy	_____	_____
2. Eight nights/nine days double occupancy *	_____	_____
3. Eight nights/nine days triple occupancy	_____	_____
4. Eight nights/nine days quadruple occupancy	_____	_____
5. Commission Rate for Recreation Dept. (required 5%)	_____	_____
6. Cost for optional insurance/waiver	_____	_____

Please do not include any credit card processing fees in your bid price.

* These double occupancy price quotations + cost of optional insurance shall be used by the Town to compare bid prices with other bidders and to determine the lowest bid.

The Town will choose between the lowest complying bid with non-stop flights or the lowest complying bid using direct flights (not more than one stop in each direction).

COLORADO ROCKIES - 2017

EVALUATION CRITERIA CHECKLIST

The bidder shall mark an **x** next to each statement with which the bid complies. The bidder's representative with the authority to enter into contracts on behalf of the firm or organization shall sign this document where noted. The signature shall represent that the bidder can comply with all items of this bid specification marked with an **x**. The bidder must include this document as part of the material submitted to the Town in the sealed envelope.

- ___ 1. Bid submission by due date
- ___ 2. Bid submission in sealed envelope
- ___ 3. Round trip motorcoach & airfare as required in Purchase Description #1
- ___ 4. Maintain necessary licenses/permits per Purchase Description #2
- ___ 5. Drivers shall possess necessary licenses and experience per Purchase Description #3
- ___ 6. Hotel shall meet a certain standard per Purchase Description #4
- ___ 7. Complete itinerary to be included per Purchase Description #5
- ___ 8. Description of meal plan per Purchase Description #6
- ___ 9. Guarantee minimum/maximum per Purchase Description #7
- ___ 10. Include price quotation per Purchase Description #8
- ___ 11. State amount of deposit & final payment date per Purchase Description #9
- ___ 12. Describe optional trip cancellation per Purchase Description #10
- ___ 13. Price includes tours, admissions & attractions per Purchase Description #11
- ___ 14. Price includes escort and local guides per Purchase Description #12

(name of firm/entity)

(date)

(signature)

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Name of person signing bid or proposal)

(Name of business)

A G R E E M E N T

This AGREEMENT is made this _____ day of _____, 20____ by and between the TOWN OF WILMINGTON, a municipal corporation organized and existing under the Commonwealth of Massachusetts (hereinafter referred to as "TOWN") with its principle place of business at Town Hall, 121 Glen Road, Wilmington, Massachusetts 01887, acting through the Town Manager; and _____ (hereinafter referred to as "CONTRACTOR"), a Massachusetts corporation with its principle place of business at _____.

WHEREAS, the TOWN is seeking to obtain services for the conduct of a recreational trip; and

WHEREAS, the CONTRACTOR has proposed to provide such services;

NOW THEREFORE, the parties hereto mutually agree as follows:

I. SCOPE OF SERVICES

- A. Dates/times of trip departure and return
- B. As described in "Group Trip - Request for Bids"

II. TERM OF THE AGREEMENT

This AGREEMENT shall commence upon the date the Agreement is executed and shall terminate upon the date and time that trip participants arrive back in Wilmington at the conclusion of the trip.

III. METHOD OF PAYMENT

- A. The TOWN shall submit a deposit for each trip participant for the amount and by the deadline established by the CONTRACTOR in their bid proposal.
- B. The TOWN shall submit final payment by the date established in the CONTRACTOR'S bid specifications. Payment shall be based upon the number of the trip participants and the cost per participant as described in the bid proposal.

IV. TERMINATION

- A. The TOWN shall have the right to terminate this AGREEMENT if the CONTRACTOR fails to meet the requirements of the bid specifications or this

AGREEMENT or if sufficient funds are not appropriated or otherwise made available to support the continuation of this AGREEMENT. The CONTRACTOR shall have the right to terminate this AGREEMENT if the TOWN fails to make payment within the time frame required.

- B. Either party must notify the other party in writing of its intention to terminate this AGREEMENT at least ten (10) days prior to the date the termination takes effect.

V. **INSURANCE**

- A. The CONTRACTOR shall meet all requirements for insurance in the bid specifications

VI. **INDEMNIFICATION**

For the services to be provided in this AGREEMENT the CONTRACTOR shall indemnify, hold harmless and defend the TOWN and its officers, employees, servants and agents from and against all actions, causes of actions, claims, demands, damages, costs, expenses and compensation, including attorney's fees and interest, arising out of, or resulting directly from negligent acts or resulting from the negligent failure to act on the part of the CONTRACTOR, anyone employed by the CONTRACTOR or anyone for who's acts the CONTRACTOR may be liable.

VII. **CONTRACT SUM**

The total sum of this contract shall not exceed _____ based upon a maximum enrollment of _____.

VIII. **OTHER PROVISIONS**

- A. The CONTRACTOR shall maintain all necessary local, state and federal licenses and permits for conduct of their business.
- B. This AGREEMENT shall include by reference the bid specifications, any attachments and addenda and the CONTRACTOR'S bid submission.
- C. The requirements of this AGREEMENT shall not be assigned by the CONTRACTOR without the prior written permission of the TOWN.

IX. GOVERNING LAW

This AGREEMENT shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts. If any provision of the AGREEMENT shall be deemed invalid, the remainder of the AGREEMENT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT.

CONTRACTOR

BY: _____
SIGNATURE

TITLE: _____

TOWN OF WILMINGTON

BY: _____
TOWN MANAGER

This is to Certify that the funds have been appropriated or are otherwise made available for the purposes set forth in the AGREEMENT herein:

TOWN ACCOUNTANT