



Monmouth County Park System

805 NEWMAN SPRINGS ROAD, LINCROFT, NJ 07738
www.monmouthcountyparks.com

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NOTICE OF RFP Exempt Services

The Monmouth County Park System is soliciting proposals through a Fair and Open process in accordance with the N.J.S.A. 19:44A-20.4 et seq.

Sealed RFP responses will be received by the Purchasing Agent on **FRIDAY, JANUARY 25, 2013 at 10:00 AM** at the Park System Purchasing Department located at the Monmouth County Park System Headquarters, 805 Newman Springs Road, Lincroft, NJ 07738 at which time and place responses will be opened for:

FURNISHING AND DELIVERY OF A WASHINGTON DC TOUR PACKAGE (PS #09-13)

Specifications and instructions may be obtained at the Purchasing Office or on the Monmouth County Park System website, www.monmouthcountyparks.com.

Respondents shall comply with the requirements of Affirmative Action P.L. 1975 c127 N.J.S.A. 17:27 et seq.) A copy of your New Jersey Business Registration Certificate is required with your proposal.

Stephanie Weise, QPA
Purchasing Agent



THE NATION'S FIRST ACCREDITED PARK AND RECREATION AGENCY

Serving the Citizens of Monmouth County Since 1961
RECYCLED PAPER

(PS #09-13)

SPECIFICATIONS FOR THE FURNISHING AND DELIVERY OF A WASHINGTON DC TOUR PACKAGE FOR THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS, LINCROFT, NEW JERSEY

SCOPE:

It shall be the purpose of this contract to make available to the Monmouth County Park System an authorized source of travel arrangements as specified herein.

PROPOSAL:

The attached proposal must be submitted in order for bidders to be considered. Contractors currently supplying the agency must reapply on this proposal.

METHOD OF SUBMITTING AND AWARD:

Vendors can submit a bid on any or all proposals in which they have interest. Total proposal is to be awarded per proposal based on the lowest weighted lump sum price of the first five (5) outlined rate categories as listed on the proposal pages. Percentages listed are for weighting each rate category for the purpose of comparing bids and awarding the contract. Although the vendor will provide a price for the escort's guest, this rate will not be included in the lump sum total used for comparison of bids. The escort and the driver shall be provided one complimentary package each. The escort's package will include all lodging, meals, admissions, tours and other fees. The driver's package will include lodging and meals only.

1. single occupancy (15%)
2. double occupancy (70%)
3. triple occupancy (5%)
4. quad occupancy (5%)
5. child's rate (12 and under in shared room with adult) (5%)
6. escort's guest rate
7. Escort: **complimentary**
8. Driver: **complimentary**

The Purchasing Committee reserves the right to accept or reject any or all bids, and will award this bid in a manner which will be in the best interest of the agency and the general public which it serves.

PERIOD OF CONTRACT:

This contract shall be effective for the periods listed on each of the tour specifications. Should the contractor dispose of his business during the contract period, it is understood and agreed that all obligation will be transferred to the new owner, who will be required to submit a proposal in accordance with the requirements set forth herein.

ACCOMMODATIONS:

The hotel listed first on Trip Specification page is the hotel of preference. Alternate hotels are listed where acceptable. The bidder will list the selected hotel, including any variances, at the time of submitting the bid. It will be the responsibility of the awarded bidder to contract and secure the rooms with the hotel and pay them accordingly.

ITINERARY:

The bidder will submit a detailed itinerary with each proposal.

ESCORT:

The Monmouth County Park System will provide its own escort. The escort is to be provided a complimentary package to include lodging, group meals, admissions, tours, taxes, fares and other charges.

ESCORT'S GUEST:

In some instances, the escort will travel with a paying guest. Bidder to submit a price for escort's guest. The quoted price will be for group meals, admissions, tours, taxes, fares and other charges, except for the room charge.

DRIVER'S RATE:

The bus driver's package will be provided complimentary and will include lodging and group meals.

CHILD AGE RANGE:

It is understood that respective hotels may set varying age ranges for a child's rate. For comparison purposes and for purposes of awarding this contract, the age range for a child rate is set at 12 and under. The vendor will provide a quote for children using this age range.

TRANSPORTATION:

The Monmouth County Park System will provide all ground transportation.

NUMBER OF PEOPLE:

Bidder must be able to make accommodations for a minimum of 30 people with a maximum of 57 people including escort, escort's guest (if any) and driver(s).

Type of accommodations required, single, double, triple, and quad, will vary and cannot be specified at this time. Bidder will be required to submit unit price for each type of accommodation.

CANCELLATION CLAUSE:

The Monmouth County Park System reserves the right to cancel any trip with the minimum of 20 days and the maximum of 30 days notice prior to scheduled tour. Upon notice of cancellation bidder agrees to refund in full all deposit money previously paid within 30 days.

TRIP INFORMATION:

Upon entering into this contract, the bidder will need to forward any applicable brochures, fliers, maps and literature pertaining to the trip that will help the Monmouth County Park System staff read up and fine-tune the details of the trip.

TRIP DEPOSIT:

Upon entering into this contract, the Monmouth County Park System agrees to process for payment a trip deposit in the maximum amount of \$500.00 fee per bus trip. This money will be forwarded to contractor.

FINAL PAYMENT:

All monies due contractor may be paid 45-60 days after the conclusion of trip. However, the Monmouth County Park System will make every effort to have the payment on the final day of trip.

TRIP SPECIFICATIONS PROPOSAL #1

SERVICES FOR: National Cherry Blossom Festival, Washington DC Overnight (ABW32X)
PROVIDED BY CONTRACTOR: April 12 – 15, 2013

1. Two (2) nights lodging at Hilton McLean, Tysons Corner, VA (alternate: Clarion Inn, College Park, MD) to include: hotel taxes, gratuities and baggage handling. Specify hotel on bid.
2. One experienced, knowledgeable guide per bus to provide area informational & point out places of interest and for the following tours:
 - a. Guided illuminated night tour of the monuments and memorials around Washington DC such as:
 - Supreme Court and Library of Congress
 - Jefferson Memorial
 - Iwo Jima Memorial
 - Lincoln Memorial
 - Franklin D. Roosevelt Memorial
 - Kennedy Center
 - World War II Memorial
 - b. Riding Tour of Arlington National Cemetery to see such sites as:
 - Arlington Cemetery Visitor's Center
 - Kennedy Gravesites
 - Tomb of the Unknown Soldier (Changing of the Guard)
 - Arlington House
 - The Robert E. Lee Memorial
3. Meal(s) to include taxes and gratuities:
 - a. Three (3) Full Course Dinners in and/or around Washington DC Area
 - b. Three (3) Full American Breakfasts
4. Reserved seats in Grandstand Bleachers to view "National Cherry Blossom Festival Parade"
5. Women in Military Service for America Memorial.
6. A group stop to spend free time exploring the Smithsonian Museums on The Mall, as:
 - National Air & Space Museum
 - National Museum of American History
 - African Art Museum
 - American Indian Museum
 - American Art Museum
 - Freer Gallery of Art
7. One (1) full complimentary package (at single rate or double rate if traveling with a guest) for escort to include all of the above items.
8. Since the escort's guest's room charges are already covered in the escort's complimentary package, the escort guest rate quoted should be for all other charges, excluding the room.
9. One complimentary package for the driver to include lodging and included group meals.
10. A full time line/itinerary must accompany bid.

NOTE: The Monmouth County Park System will provide all bus transportation.
Rough itinerary available upon request.

Proposal

(PS #09-13)

SUBMITTED BY: _____
(Company Name)

PROPOSAL #1

FURNISHING AND DELIVERY OF TRAVEL ARRANGEMENTS FOR A NATIONAL CHERRY BLOSSOM FESTIVAL WASHINGTON DC OVERNIGHT

TO THE MONMOUTH COUNTY PARK SYSTEM, LINCROFT, NJ
TO THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS

The undersigned hereby declares that __he has carefully examined the advertisement, specifications, and form of contract for furnishing the specified items and that __he will execute the contract according to the specifications, terms, and conditions with respect to the following:

National Cherry Blossom Festival, Washington DC, April 12 – 15, 2013 (ABW32X)

	Unit Price	Typical Usage			Adjusted Rate
		At this Rate			(For Method of Award Only)
1. Single	\$ _____	X	15%	=	_____
2. Double	\$ _____	X	70%	=	_____
3. Triple	\$ _____	X	5%	=	_____
4. Quad	\$ _____	X	5%	=	_____
5. Child	\$ _____	X	5%	=	_____
<i>(12 and under in a shared room with an adult)</i>					
6. Escort's guest	\$ _____				
7. Driver:	complimentary				
8. Escort:	complimentary				

LUMP SUM TOTAL OF ADJUSTED RATES (1 – 5): _____

PLEASE SPECIFY HOTEL: _____

TAX EXEMPT # 69-0220842

VARIANCE IF ANY:

The undersigned is (check one): ____ an individual ____ a partnership ____ corporation

under the laws of the State of _____

having principle offices at: _____

Vendor Name (print): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Signature: _____ Date: _____

Email: _____ Website: _____

FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. _____

NEW JERSEY BUSINESS REGISTRATION REQUIREMENTS NON-CONSTRUCTION

All New Jersey and out of state business organizations must obtain a Business Registration Certificate (BRC) from the Department of Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Proof of valid business registration with the Division of Revenue, Department of Treasury, State of New Jersey, must be submitted. No contract will be awarded without proof of business registration with the Division of Revenue. The contract will contain provisions in compliance with N.J.S.A. 52:32-44, as amended, outlined below.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor.

Before final payment of the contract is made by the contracting agency, the contractor shall submit an accurate list and proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.


For the term of the contract, the contractor and each of its affiliates and each subcontractor and each of its affiliates (N.J.S.A 52:32-44 (g) (3)) shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the "Sales and Use Tax Act" (N.J.S.A. 54:32 B-1, et seq.) on all sales of tangible personal property delivered into this state.

A business organization that fails to provide a copy of a registration as required pursuant to section 1 of P.L. 2001, c.134 (N.J.S.A. 52:32-44 et seq.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (N.J.S.A. 5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25.00 for each day of violation, not to exceed \$50,000.00 for each business registration copy not properly provided under a contract with a contracting agency.


Sample Business Registration Certificates are attached. Certain other forms, such as a Certificate of Authority to collect Sales and Use Taxes or a Certificate of Employee Information Report Approval, are **not** proof of business registration.

Any questions in this regard can be directed to the Division of Revenue at (609) 292-9292. Form NJ-REG can be filed online at: <http://www.state.nj.us/treasury/revenue/gettingregistered.shtml>

**THESE ARE SAMPLES OF THE ONLY ACCEPTABLE
N.J. BUSINESS REGISTRATION CERTIFICATES:**

	STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE
Taxpayer Name:	
Trade Name:	
Address:	
Certificate Number:	
Effective Date:	
Date of Issuance:	
For Office Use Only:	

OR

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 322 TRENTON, N.J. 08646-0322
TAXPAYER NAME:	TRADE NAME:	
ADDRESS:	SEQUENCE NUMBER:	
EFFECTIVE DATE:	ISSUANCE DATE:	
 Acting Director New Jersey Division of Revenue		
FORM-BRC (09-01)	<small>This Certificate is NOT assignable or transferrable. It must be conspicuously displayed at above address.</small>	