

LEGAL NOTICE

The Boyle County Board of Education will accept sealed proposals in its Central Office for the purpose of securing a Fall 2024 Chicago Trip Proposal beginning **February 20th, 2024**. Specifications may be obtained at the Central Office, located at 101 Citation Drive, Suite C, Danville, Kentucky, during the hours of 8:00 am to 4:00 pm Monday through Friday. The last day bids will be accepted is **March 5, 2024 at 10:00 AM**. The Board reserves the right to accept or reject any or all bids.

FALL 2024 CHICAGO TRIP PROPOSAL

All bids must be received by the time designated and none will be considered thereafter. Bids must be clearly marked "**FALL 2024 CHICAGO TRIP PROPOSAL**", on the outside of the envelope, with the vendor name and number.

Copies of the Proposal Documents may be obtained from the Boyle County Board of Education's Office, (859) 236-6634 or off the district website- www.boyle.kyschools.us. Contact Kristina Grubb, for additional information- kristina.grubb@boyle.kyschools.us

STATEMENT OF PURPOSE

The Boyle County Board of Education, through this document, is issuing a Request for Proposals for a Fall 2024 Chicago Trip Proposal. The purpose is to acquire a trip proposal that meets the needs of Boyle County Middle School arts students and GT students. The proposed trip window is the month of October 2024.

DISTRICT REQUIREMENTS FOR PROPOSALS

Bids should contain pricing for 3 days and 2 nights in Chicago traveling by Charter Bus.

The Tour Company will collect all monies from participants and will have full financial responsibility for this trip. Any dispute involving payment or refund will solely rest with the tour company. The method and requirements for payment should be included in the proposal.

Cancellation policy should be included in the proposal, as well as cancellation insurance, if available.

Hotel should be of Sheraton-type, mid-range.

At least 2 meals per day. Full breakfast at the hotel is preferred and sit-down options for dinner.

Pricing should reflect a ratio of 1 free chaperone per every 15 students.

Itinerary minimums:

- Blue Man Group or Broadway Performance
- Navy Pier
- Willis Tower
- Field Museum
- Art Institute of Chicago
- Chicago Architecture boat tour

Itinerary suggestions

- Magnificent Mile
- Shakespeare Theater
- Adler Planetarium
- Shedd Aquarium
- Museum of Science and Industry
- Millennium Park
- Chicago History Museum

Additional Information

The Boyle County Board of Education reserves the right to reject any and all proposals and to waive any informality in a proposal if that action is in the best financial interests of the Board. The Board reserves the right to negotiate additional benefits prior to awarding of the bid.

All proposals must be delivered in person or by certified mail in an envelope clearly marked **“FALL 2024 CHICAGO TRIP PROPOSAL”**. Bids will be received until 10:00 a.m. on **March 5, 2024**. Proposals received after that time and date will not be opened nor read. Failure of the postal service to deliver the proposal is the responsibility of the vendor; not the Board.

All proposals must be signed by a member of the firm that can legally bind the organization to the terms and conditions contained in the proposal.

Bids are to be sent to the following address:

Boyle County School System Attn: Sandy Jupin

101 Citation Drive, Suite C Danville, KY 40422

RFP QUESTIONS

The objective is to ensure that the district provides potential vendors with all the information needed in order to provide the most complete response to this RFP. As such, the district welcomes any and all inquiries. Questions or requests for clarification must be emailed to Kristina Grubb at kristina.grubb@boyle.kyschools.us. Responses to questions/inquiries will be distributed to all parties participating in the RFP process.

IMPORTANT DATES

8:00 AM, 02/20/2024	RFP window opens and responses can be submitted.
8:00 AM, 03/04/2024	Last day questions will be answered from vendor inquiries.
10:00 AM, 03/05/2024	Completed response to RFP due. Sealed packet should be delivered to District's Central Office
03/21/2024	The Board of Education will review and accept or reject proposal(s) during the board regular board meeting.
9:00 AM, 03/22/24	Awarded vendor will be notified