

**MONROE TOWNSHIP BOARD OF EDUCATION
NOTICE OF SOLICITATION
REQUESTS FOR QUALIFICATIONS**

Notice of Solicitation

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20, New Jersey Pay to Play, and other legislative enactments, more specifically Chapter 271 of the laws of the State of New Jersey, the Monroe Township Board of Education located at 75 East Academy Street, Williamstown, New Jersey, 08094, is seeking RFQs for professional services to be provided to the Monroe Township Board of Education as listed below :

Travel Services for
Williamstown High School
Senior Class Trip 2011
DATES: Tuesday, April 12 – 16, 2011
Approximately 180 students

All RFQ's must be returned to Mr. Earl J. Vassallo no later than February 28, 2010 and must meet "ALL" the specifications listed below:

1. Travel Company selected must have at least ten (10) years of student travel experience and must be able to provide at least five (5) school references on successful delivery of a school sponsored senior class trip. (reference letters should be included with bid specifications).
2. Travel Company must show proof of membership in the United States Tour Operator (USTOA) program, which requires travel members to post \$1,000,000.00 (One Million) to protect against bankruptcy, insolvency or closure. Travel Company must also hold a Surety Trust Bond for a minimum of \$200,000.00, if operating trip on a public charter format. Travel Company will also show proof of a Professional Liability Insurance Policy covering the school, with a minimum of Ten (10) Million dollars coverage.
3. Travel Company agrees to reserve 'entire' aircraft for trip participants with FAA certified commercial aircraft on a minimum size aircraft of 117 seats. The purpose of this request is to minimize the number of aircraft that the group will travel on between Philadelphia and Florida.
4. Travel Company will 'Guarantee' all package prices against any possible price increase.
5. Travel Company will provide an affordable 'optional' Refund Guarantee Protection Plan or insurance that allows students to cancel their trip and receive a 'full refund' for medical reason, school denying trip participation for academic or discipline reasons, parent job loss or school sports/music competition reasons.
6. Complimentary chaperone trips, based on participation.
7. No minimum number of participants for package price to apply. **School does not need to provide firm number of participants until 90 days prior to trip.**
8. Airport Representative and 24/7 staffing in Orlando to accommodate our group.
9. Use of two (2) Nextel Direct Talk cell phones for class advisors in Orlando.
10. Use of rental car with insurance in Orlando for administrator.
11. All baggage handling in Orlando, along with hospitality services for chaperons.
12. DVD Presentation on Senior Class Trip to Seniors in school auditorium in the Fall.

Your proposal should include the following trip inclusions:

- Round trip ‘non-stop’ airfare between Philadelphia and Orlando (maximum of two planes for entire group).
- Hotel accommodations for 4 nights at Disney’s All Star Sports Resort (requesting Baseball Section – poolside rooms, chaperones between girls and guys, with all rooms in same section together).
- Roundtrip motorcoaches between High School and Philadelphia Airport for each participant and adult..
- Four (4) \$5 Disney Dollars for breakfast at the hotel food court for each participant and adult.
- Two (2) Disney counter service meal coupons for dinner for each participant and adult.
- One (1) SeaWorld Polynesian Luau Dinner and Show with DJ/Dance party (with popcorn and soda) for each participant and adult.
- One (1) three day Walt Disney Pass, which allows three days park hopping to EPCOT, Magic Kingdom, Disney’s Hollywood Studios and Animal Kingdom, PLUS three (3) days admission to Blizzard Beach, Typhoon Lagoon and/or DisneyQuest (unlimited games) for each participant and adult.
- One (1) two days pass to Universal Studios AND Islands of Adventure with park hopping between both parks for each participant and adult.
- All transfer in Orlando between the above listed activities, utilizing Disney transportation when possible, per the attached itinerary.
- One (1) 6” x 9” color group photo per participant.
- One (1) security guard each evening at the hotel from 12-6 AM.
- One (1) rental car with unlimited mileage, CDW insurance and tax paid for administrator.
- One (1) free trip for every twenty (20) paid, based on double occupancy, plus one (1) administrator trip.
- Full time professional staff in Orlando to assist your group.
- Use of two (2) Nextel Direct Talk cell phones for class advisors in Orlando.
- All taxes, airport fees, baggage fees and gratuities.

Single Occupancy _____ Double Occupancy _____

Triple Occupancy _____ Quad Occupancy _____

Please fill in your guaranteed per person pricing above

WILLIAMSTOWN HIGH SCHOOL
SENIOR CLASS TRIP - ORLANDO, FLORIDA
APRIL 12 - 16, 2011

Tentative Schedule of Events

ALL STAR SPORTS RESORT

TUESDAY - APRIL 12

6:15am Deluxe charter buses from High School to Philadelphia Airport
7:00am Check in for flight - Philadelphia Airport
9:00am Flight(s) depart Philadelphia
11:15am Flight(s) arrive Orlando
As each flight arrives participants will take Disney's Magical Express buses to the Ticket and Transportation Center
Disney monorail to the Magic Kingdom*
9:00pm Spectromagic parade
10:00pm "Wishes" fireworks
11:00pm Disney buses to the hotel for check in
Pool, game room and food court open until midnight

WEDNESDAY - APRIL 13

7:15am \$5 Disney Dollars for breakfast at the hotel
food court 8:15am Group photo taken at the hotel
8:30am Charter bus transfer to Universal Studios
Park hopping admission to both Universal Studios and Islands of Adventure
4:30pm Charter bus transfer to EPCOT*
Disney meal coupon provided for dinner
9:00pm Illuminations laser light show
10:00pm Disney bus transfer to the hotel

THURSDAY - APRIL 14

7:30am \$5 Disney Dollars for breakfast at the hotel
food court 8:30am Disney bus transfer to the Animal Kingdom*
Disney bus transfer to Disney's Hollywood Studios*
Disney counter service meal coupon for dinner 8:30pm and 10:00pm Fantasmic night time show
11:00pm Disney buses to hotel
Pool, game room and food court open until midnight

FRIDAY - APRIL 15

8:30am \$5 Disney Dollars for breakfast at the hotel
food court 9:30am Disney bus transfer to Blizzard
Beach Water Park 3:00pm Disney bus transfer to the
hotel (shower and change) 4:30pm Charter bus transfer
to SeaWorld (can enter park one hour
prior to start of the Luau to explore
SeaWorld) 6:00pm Seating for Polynesian Luau
Dinner and Show
8:15pm DJ/Dance Party (with popcorn and soda)
10:15pm Charter buses to the hotel

SATURDAY - APRIL 16

7:00am \$5 Disney Dollars for breakfast at the hotel food
court Room check out
8:30am Charter bus transfer to Universal Studios
Park hopping admission to Universal Studios and
Islands of Adventure
4:30pm Charter bus to the Orlando Airport for
check in 7:15pm Flight(s) depart Orlando
9:40pm Flight(s) arrive Philadelphia
10:15pm Deluxe charter buses departs for the High
School 11:00pm Approximate arrival at the High
School

Times are approximate and subject to change

*Park hopping privileges to all four Disney Theme Parks,
plus a total of three (3) days at Blizzard Beach,
Typhoon Lagoon and/or DisneyQuest (unlimited games).

Williamstown High School
Junior Class Trip 2011

DATES: Weekend Following Memorial Day Tentative Dates are June 3, 4, & 5, 2011
Approximately 250 students

All RFQ's must be returned to Earl J. Vassallo no later than February 28, 2010 and must meet "ALL" the bid specifications listed below:

1. Travel Company selected must have at least ten (10) years of student travel experience and must be able to provide at least five (5) school references on successful delivery of a school sponsored senior class trip. (Reference letters should be included with bid specifications).
2. Travel Company must show proof of membership in the United States Tour Operator (USTOA) program, which requires travel members to post \$1,000,000.00 (One Million) to protect against bankruptcy, insolvency or closure. Travel Company will also show proof of a Professional Liability Insurance Policy covering the school, with a minimum of Ten (10) Million dollars coverage.
3. Travel Company will charter US Department of Transportation certified deluxe video/DVD equipped motor coaches with a reputable motor coach company.
4. Travel Company will 'Guarantee' all package prices against any possible price increase.
5. Travel Company will provide an affordable 'optional' Refund Guarantee Protection Plan or insurance that allows students to cancel their trip and receive a 'full refund' for medical reason, school denying trip participation for academic or discipline reasons, parent job loss or school sports/music competition reasons.
6. Complimentary chaperone trips, based on participation.
7. No minimum number of participants for package price to apply. **School does not need to provide firm number of participants until 90 days prior to trip. However, Travel Company may base the per person pricing on a minimum number of passengers per motor coach.**
8. Trip will be escorted by Travel Company representative with experience in this type of trip.

Your proposal should include the following trip inclusions:

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- Deluxe transportation via lavatory equipped coaches with video/DVD capabilities from Williamstown High School.
- Hotel accommodations for two (2) nights at Days Hotel Busch Gardens for each participant and adult.
- Two (2) breakfast at hotel or similar for each participant and adult.
- One (1) day in Washington DC to visit the Smithsonian's National Air & Space Museum for each participant and adult.
- One (1) \$15 cash for lunch at the Wright Place Food Court inside the National Air and Space Museum for each participant and adult.
- One (1) admission pass to Kings Dominion for each participant and adult.
- One (1) meal coupon valid at Kings Dominion for each participant and adult.
- One (1) two-day admission pass to Busch Gardens Williamsburg for each participant and adult.
- Two (2) meal coupons valid at Busch Gardens for lunch or dinner for each participant and adult.
- One (1) spirit of Norfolk Dinner Dance Cruise for each participant and adult. (DJ music, dinner, unlimited soft drinks and dessert).
- Three (3) security guard each evening at the hotel from 12-6 AM.
- One (1) rental car with unlimited mileage, CDW insurance and tax paid.
- One (1) complimentary double occupancy chaperone trip for every fifteen (15) paid, package participants.
- All applicable tax and gratuities (including bus drivers).
- Services of a Tour Representative throughout trip.

Single Occupancy _____

Double Occupancy _____

Triple Occupancy _____

Quad Occupancy _____

All RFQs must be received by Earl J. Vassallo, Interim Business Administrator/Board Secretary of the Monroe Township Board of Education located at 75 East Academy Street, Williamstown, NJ, 08094, no later than 10:00 a.m. on Tuesday, February 28, 2010. All questions concerning this notice should be addressed to Earl J. Vassallo, Interim Business Administrator/Board Secretary, at 856-629-6400.

All statements of qualifications for professional service contracts shall include at a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
 - a. Identify the person who will be primarily responsible for the services required by the Monroe Township Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Monroe Township Board of Education.
 - b. Identify persons who will serve as back up to the primary person including resumes of all parties.
2. Affirmative Action Language and Certificate
3. Business Registration Certificate
4. C.271 Political Contribution Disclosure Form

Evaluation of Proposals

The Monroe Township School District intends to award professional services contracts for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et seq.