



PRINCE GEORGE'S COMMUNITY COLLEGE

OFFICE OF PROCUREMENT AND CONTRACTING

INVITATION FOR BID NUMBER 24-03 TBD PROVIDE TRAVEL AND TRAVEL RELATED SERVICES

ISSUE DATE: Monday, April 15, 2024

BID DUE DATE: DATE: Wednesday, April 24, 2024 TIME: 10am EST
Prince George's Community College
Office of Procurement and Contracting
301 Largo Road
Kent Hall, Rm. 264
Largo, Maryland 20774

PROCUREMENT / ISSUING OFFICE: Prince George's Community College
Office of Procurement and Contracting
301 Largo Road
Kent Hall, Rm. 264
Largo, Maryland 20774

PROCUREMENT OFFICER: Patrick R. Mealy, SR. CPCM
mealypr@pgcc.edu

DEADLINE FOR QUESTIONS: Thursday, April 18, 2024 at 10am EST

RESPONSE DATE FOR QUESTIONS: Friday, April 19, 2024

EMAIL QUESTIONS TO: Lawana Lewis at lewislm@pgcc.edu

**** BIDS MUST EMAILED TO lewislm@pgcc.edu, or MAILED OR HAND DELIVERED TO THE ADDRESS SHOWN ABOVE, NO LATER THAN THE ANNOUNCED DATE AND TIME OF CLOSING. BIDS SENT BY FACSIMILE WILL NOT BE ACCEPTED.**

**PRINCE GEORGE'S COMMUNITY COLLEGE
INVITATION FOR BID NUMBER**

PROVIDE TRAVEL AND TRAVEL RELATED SERVICES

SCHEDULE

<u>Item Number</u>	<u>Description</u>	<u>U/I</u>	<u>Unit Price</u>	<u>Total Price</u>
0001.	Travel Services	Lot	\$_____	\$_____

**PRINCE GEORGE'S COMMUNITY COLLEGE
INVITATION FOR BID NUMBER 24-03**

PROVIDE TRAVEL AND TRAVEL RELATED SERVICES

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BACKGROUND

The Board of Trustees of PRINCE GEORGE'S COMMUNITY COLLEGE requests bids in support of Prince George's Community College student retention programs, Diverse Male Student Initiatives (DMSI), and Women of Wisdom (W.O.W), RISE Initiative would like to host a cultural five days four-night college tour trip to Alabama for program participants. This tour will allow students to visit HBCUs like Alabama State University, Miles College, Selma University, and Tuskegee University, while also visiting cultural community sites. Bids will be received in the Office of Procurement and Contracting, Kent Hall, Room 264, Prince George's Community College, Largo, Maryland or by email to **lewislm@pgcc.edu**, until **April 24, 2024 at 10 am EST**. Late bids will not be accepted. If the college is closed, the submission will take place on the next day that the college is open for business.

INSTRUCTION TO BIDDERS

1. Preparing your bid:
Prior to preparing your bid, familiarize yourself with the statement of work and all other contract documents.
2. In Filling Out Bid Forms:
 - A. Use only forms supplied by the college.
 - B. Make an original and three copy for submission: see Paragraph K. below.
 - C. Use ink, typewriter or word processor.
 - D. Fill in all spaces.
 - E. Do not alter or change any wording in the bid form.
 - F. State all prices in numbers. Bidders shall also provide a detailed price breakdown for the itinerary to include the 2 tour guides.
 - G. List all addenda received. Failure to list all addenda may disqualify your proposal.
 - H. Sign the original and one copy of the completed bid form in pen and ink.

Individuals: Sign with full name and address.

Partnerships: A general partner must sign and state his or her address. List the name and addresses of all other partners.

Corporations: An authorized officer of the corporation must sign on behalf of the corporation. Include the name and address of the corporation and affix the corporate seal.

Print or Type: The names of all signers below their signatures.

- I. Attach the Bid Proposal Affidavit.

- J. Attach references.

- K. Place the original and three copies of the completed and signed bid form and all attachments, in an envelope addressed to the Board of Trustees of Prince George's Community College, c/o Procurement Officer, Kent Hall, Room 264, Prince George's Community College, 301 Largo Road, Largo, Maryland 20774, bearing on the outside the name and address of the bidder, the title of the bid and the bid submission time and date **or email the same to lewislm@pgcc.edu.**

- L. Seal and Deliver: Delivery, whether by mail, email or otherwise, must be made to Kent Hall, Room 264, prior to the published submission time.

- 3. Reserved Rights: The Board of Trustees may consider informal any bid not prepared and submitted in accordance with the stated provisions and may waive any informalities in, or reject any or all bids. In the event the college determines that it is in the best interest of the college to make changes in the specifications or quantities prior to an award, the college reserves the right, prior to award, to negotiate such changes with the qualified responsive bidder and to award a contract incorporating such agreed upon changes to that bidder.

- 4. Award of Contract: The College reserves the right to make an award by aggregate bid, or to award separate contracts for each or any of the items bid, subject to the availability of funds, to reject any or all bids, accept any part and reject the other part, as best serves the interest of the college.

- 5. Contract Period: The period shall be from date of award through 6 months thereafter. No increase of price shall be accepted for the term of this contract. This contract may be terminated by the college by giving thirty days written notice of its intention to terminate.

- 6. Discrepancies: Should a bidder find discrepancies in the specifications, or be in doubt as the meaning or intent of any contract documents, she/he shall request a clarification from the Procurement Office not later than 10 days prior to the bid submission date (Saturday and Sundays excluded) so that an addendum or other clarification may be issued. Failure to request such a clarification is a waiver to any claim by the bidder for a price adjustment to compensate for additional costs incurred by reason of later clarification of the contract documents. Questions must be emailed no later than 10:00 am on Thursday, April 18, 2024 to Lawana Lewis at lewislm@pgcc.edu.

- 7. **Basis of Award:** Award will be made on a price and price related basis.

- 8. All bid prices shall hold for a period of one hundred twenty (60) days after the due date of the bid.

- 9. Other Requirements: A properly completed and executed Bid Proposal Affidavit must accompany this bid. Failure to do so may result in the disqualification of bidder.

- 10. Reciprocal Preference: A reciprocal preference will be applied when a bidder or offer's state gives a preference to its resident business when competing with non-resident businesses. The reciprocal preference will be identical to that which is applied by the other state in favor of its resident business.

“A non-resident bidder submitting a proposal for a state project shall attach to the bid a copy of the current statute, resolution, policy, procedure or executive order of the resident state of the non-resident bidder that pertains to that state’s treatment of non-resident bidders.”

NON-DISCRIMINATION IN PROCUREMENT:

The Board of Trustees is committed to a policy of non-discrimination and equal opportunity in all procurement activities, to the end that College purchases and contracts shall be solicited and entered into without regard to race, color, religion, sex, marital status, age, handicap, national origin, or status as a Vietnam War veteran, qualified disabled veteran, or qualified individual with a disability, of any bidder, prospective bidder, vendor or contractor. Minority Business Enterprises are highly encouraged to participate.

MINORITY BUSINESS ENTERPRISE _____ YES _____ NO

CERTIFICATION # _____

PRINCE GEORGE’S COUNTY FIRM _____ YES _____ NO

SMALL BUSINESS _____ YES _____ NO

STATEMENT OF WORK

The proposed dates of the college tour will be in early August (Tuesday, August 7th, - Thursday, August 11th of 2024). RISE will provide lodging, transportation, food, and group activities while experiencing cultural events in the city through the source of an educational college tour organization (3rd party). The college tour guide company will organize and customize our trip to our specific needs. The tour company will also provide two (2) tour guides to accompany the PBI group throughout the duration of the trip to address any accommodation requests. The tour guides will provide the following service arrangements for hotel accommodations, Airline Reservations, scheduling college tours, and purchasing admission tickets to the cultural enrichment activities and other activities. The tour company will be responsible for providing motor-coach transportation for staff and students from the college to the airport, throughout the entire college tour trip, and return from the airport back to the college. The tour company must arrange transportation for motor coach services to best accommodate the staff and students. The tour company will be responsible for arranging dinner accommodations such as group dinners and lunch accommodations both prepaid options and cash allocation options are perfect for the group. Breakfast at the hotel should be included in the hotel accommodations. The travel company will arrange all tours by connecting with the colleges, we would prefer an in-person tour guide for each university to provide information to the students and a walking tour for each college. All museum visits should include guided tour guides to provide students with a unique experience and background of each museum. All students and staff must be on the same flight. The hotel must offer complimentary Wi-Fi for students to complete homework if necessary in their free time. Build in downtime for the students to engage in opportunities to reflect upon the trip amongst the group and complete school work. Please include a team-building activity for the staff and students throughout the college tour.

ATTENDEES (44 Attendees and 9 Chaperones)

W.O.W and DMSI members (44)

RISE Team and Chaperones (9)

College Tour Itinerary

ITINERARY DETAILS

Day 1

Board the bus and head to the airport. Upon arrival, meet the tour manager and check in hotel. Visit Tuskegee University for a Group Tour

Lunch TBD

Visit Legacy Museum

Group Meal Dreamland BBQ or Similar

Day 2

Breakfast provided at the hotel

Visit Alabama State University for a Group Tour

Visit Civil Rights Museum

Group Dinner TBD

Day 3

Breakfast at Hotel

Depart for Selma

Visit Selma University for Group Tour

Visit the Edmund Pettus Bridge
Lunch in Selma, AL
Visit the National Voting Rights Museum
Group Sit-Down Dinner

Day 4

Breakfast at Hotel
Visit Miles College for a Group Tour
Guided Tour of 16th Street Baptist Church
Lunch TBD
Visit the Birmingham Civil Rights Institute
Dinner TBD
Depart for Airport
Arrive to Maryland.

Itinerary Details

- Alabama State University, Miles College, Tuskegee University, and Selma University College Tour
- Professional Tour Guide with group throughout the trip.
- Transportation throughout trip.
- Guided tours for Cultural Experiences such as Edmund Pettis Bridge, 16th Street Baptist Church, National Voting Rights Museum, Birmingham Civil Rights Institute
- Admission to all experiences

PROVIDE TRAVEL AND TRAVEL RELATED SERVICES

BID/PROPOSAL AFFIDAVIT

A. AUTHORITY

I HEREBY AFFIRM THAT:

I (print name) _____ possess the legal authority to make this Affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

(1) Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;

(2) Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;

(3) Fail to use the certified minority business enterprise in the performance of the contract; or

(4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES

The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

(1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;

(2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran-owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;

(3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)—(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition

of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Contract.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities: _____

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: _____

By: _____
(print name of Authorized Representative and Affiant)

(signature of Authorized Representative and Affiant)

Revised: May 6, 2013

**PRINCE GEORGE'S COMMUNITY COLLEGE
INVITATION FOR BID TBD 24-03**

PROVIDE TRAVEL RELATED SERVICES

REFERENCE REQUEST - PROJECT EXPERIENCE

Each bidder shall list below three recent customers/projects of similar requirements. Failure to submit projects will deem proposal non-responsive.

1. Customer Name: _____

Address: _____

Contact Person: _____

Telephone: _____

2. Customer Name: _____

Address: _____

Contact Person: _____

Telephone: _____

3. Customer Name: _____

Address: _____

Contact Person: _____

Telephone: _____