



Greenville Technical College  
**Request for Written Quotes**

Solicitation Number: GTC 23-06-295RFQ-NYTrip  
Date Issued: June 12, 2023  
Procurement Officer: Valentina Johnson  
Phone: (864) 250-8180  
E-Mail Address: [valentina.johnson@gvltec.edu](mailto:valentina.johnson@gvltec.edu)  
Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: Travel Services for Student Trip to New York

USING DEPARTMENT UNIT: Upward Bound

*The Term "Offer" Means Your "Bid" or "Proposal". Solicitation Number must appear on your quote.*

SUBMIT YOUR OFFER TO: [valentina.johnson@gvltec.edu](mailto:valentina.johnson@gvltec.edu)

**SUBMIT BID BY (Opening Date/Time): 06/20/2023 @ 2:00 PM** (See "Deadline For Submission Of Offer" provision)

QUESTIONS MUST BE RECEIVED BY: **06/15/2023 @ 2:00 PM** (See "Questions From Offerors" provision)

NUMBER OF COPIES TO BE SUBMITTED: **One (1) copy to be emailed to [valentina.johnson@gvltec.edu](mailto:valentina.johnson@gvltec.edu)**

By submitting a quote, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of thirty (30) calendar days after the Opening Date. (See "Signing Your Offer" and "Electronic Signature" provisions.)

Written quotes must be received by **June 20, 2023 at 2:00pm EST. Offerors must submit a Supplier Classification form (included in this document), Certificate of Insurance and a current W9 with their offer.** By submitting an offer, you are confirming that you meet all specifications and requirements in this document.

Pursuant to Section **19-445.2141.** of the SC Consolidated Procurement Code, Greenville Technical College is accepting bids from qualified suppliers for the purchase of travel services for a student trip to New York City, NY. The itinerary for the trip is listed below and all costs (motor coach, food as specified, a tour guide and hotel accommodations) must be included in your quote. Our Upward Bound program is planning a trip from Greenville, SC, to New York City, NY. Our program will take 12 high school students and 3 adult chaperones to New York. We are planning to go from Sunday, July 16<sup>th</sup> to Thursday, July 20<sup>th</sup>. We are requesting that you provide 2 quotes. One quote would be for a hotel located in Downtown New York City and the other would be for a hotel located no further than 15 miles from downtown NYC. GTC will decide which quote to award based on total cost of the trip. We require 3 single hotel rooms and 6 double hotel rooms. The trip will depart from and return to our Barton Campus located at 506 S. Pleasantburg Drive, Greenville, SC 29607.

**Sunday, July 16<sup>th</sup>**

- Arrive at Greenville Technical College
- Depart For New York at 6:00 AM
- Arrive In New York
- Depart for Hotel
- Check-In Hotel
- Depart for Dinner
- Dinner
- Arrive at Hotel/Enrichment Hour
- Room Check Security on Duty

**Monday, July 17<sup>th</sup>**

- Breakfast at Hotel
- Load Bus/Depart for New York University
- Arrive at New York University
- New York University College Tour
- Tour Ends/Lunch at NYU
- Load bus/Depart for New York Aquarium
- Arrive/Check - in New York Aquarium
- Tour Begins

- Tour Ends/Depart for Dinner
- Arrive at Peaches/Dinner
- Load Bus/Depart for Hotel
- Night Decker Bus Tour
- Arrive at Hotel
- Enrichment Hour
- Room Check/Security on Duty

### **Tuesday, July 18th**

- Breakfast at Hotel
- Walk to 9/11 Museum
- Tour Begins
- 9/11 Museum and Memorial
- Tour Ends/Walk to Statue of Liberty
- Tour Ends/Walk to Lunch
- Arrive at The Seaport/Lunch
- Load Bus/Depart for Empire State Building
- Arrive at Empire State Building
- Tour Ends/Depart for Rockefeller Center
- Arrive/Start Rockefeller Center Tour
- Dinner at Rockefeller Center
- Load Bus/Depart for Hotel
- Arrive at Hotel/Enrichment
- Room Check/Security on Duty

### **Wednesday, July 19th**

- Breakfast at Hotel
- Load Bus/Depart for Medgar Evers College
- Arrive at Medgar Evers College
- Medgar Evers College Tour
- Tour Ends/Lunch at MEC
- Load Bus/Depart to Columbia University
- Arrive at Columbia University
- Columbia University Tour
- Load Bus/Depart to Times Square
- Arrive at Times Square
- Dinner at Times Square
- Broadway Show at Times Square
- Load Bus/Depart for Hotel
- Arrive at Hotel
- Room Check/Security on Duty

### **Thursday, July 20th**

- Breakfast at Hotel
- Load Bus/Depart for Greenville, SC at 6:00 AM
- Arrive at Greenville Technical College

### **ETHICS CERTIFICATE (MAY 2008)**

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of

kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

**OPEN TRADE REPRESENTATION (JUN 2015):**

By submitting an Offer, Offeror represents that Offeror is not currently engaged in the boycott of a person or an entity based in or doing business with a jurisdiction with whom South Carolina can enjoy open trade, as defined in SC Code Section 11-35-5300. [02-2A083-1]

**QUALIFICATIONS OF OFFEROR (MAR 2015)**

- (1) To be eligible for award, you must have the capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance. We may also consider a documented commitment from a satisfactory source that will provide you with a capability. We may consider information from any source at any time prior to award. We may elect to consider (i) key personnel, any predecessor business, and any key personnel of any predecessor business, including any facts arising prior to the date a business was established, and/or (ii) any subcontractor you identify.
- (2) You must promptly furnish satisfactory evidence of responsibility upon request. Unreasonable failure to supply requested information is grounds for rejection.
- (3) Corporate subsidiaries are cautioned that the financial capability of an affiliated or parent company will not be considered in determining financial capability; however, we may elect to consider any security, e.g., letter of credit, performance bond, parent-company corporate guaranty, that you offer to provide Instructions and forms to help assure acceptability are posted on [procurement.sc.gov](http://procurement.sc.gov), link to "Standard Clauses & Provisions." [05-5005-2]

**NO INDEMNITY OR DEFENSE (FEB 2015)**

Any term or condition is void to the extent it requires the State to indemnify, defend, or pay attorney's fees to anyone for any reason. [07-7A045-2]



# SUPPLIER CLASSIFICATION FORM

Company Name:		Phone: (    )
Address:		
City:	State:	Zip Code:
Contact Person:	Title:	Phone: (    )
Company Email Address:		
Principal Product/Service:		I am <input type="checkbox"/> am not <input type="checkbox"/> a current supplier.

Complete below to identify and certify your company qualifies as Large, Small, Women or Minority owned:  
(Check only those that apply):

- Large Business Concern** – A Major Corporation with more than 500 employees.
- Small Business Concern** – A business concern, including its affiliates, independently owned and operated which is not dominant in the field of operation and which meets Small Business Administration standards as to the number of its employees and/or dollar volume of its business. (Generally under 500 employees)
- Minority Business Concern** – A business at least 51% of which is owned (or, in the case of publicly owned businesses, at least 51% of the stock of which is owned) by one or more minority individuals or other individuals found to be economically and social disadvantaged as established by the South Carolina’s Division of Small and Minority Business Contracting and Certification (SMBCC) and whose management and daily operation are controlled by such individuals. **Check all appropriate boxes below:**
  - African American
  - Hispanic American
  - Asian-Pacific American
  - Native American (American Indian, Eskimo, Aleut)
  - Female
  - Male
- Women Owned Business Concern** – A business that is at least 51% owned by a non-minority woman who controls the daily management.
- Veteran Owned** – A business at least 51% of which is owned (or, in the case of publicly owned businesses, at least 51% of the stock of which is owned) by one or more Veterans.

**CERTIFICATION STATUS:**

- My company is certified by an authorized agency (attach copy).

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Printed Name of Preparer

\_\_\_\_\_  
Date