



REQUEST FOR PROPOSALS

2010-5766-1024

April 30, 2010

OFFICE OF THE PURCHASING DIRECTOR

2400 Washington Avenue, 4th Floor
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TRIPS AND TRAVEL FOR PARKS, RECREATION, AND TOURISM

Addendum I

It is agreed and understood that this addendum shall be made part of the original RFP document. It provides responses to questions asked, and clarification.

The Proposal Due date remain the same.

Contract Officer:

Rose Kee, CPPB, Senior Buyer, (757) 926-8028, email: rkee@nngov.com

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ FAX No.: _____ E-mail: _____

Federal Tax ID (or Social Security #): _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

This form must be signed.

QUESTIONS, REQUEST FOR CLARIFICATION AND RESPONSE:

1. First, the complimentary tour hosts: on some requests you are only asking for one comp and on some you are asking for two. Would you like these two persons in single occupancy hotel rooms or will they be sharing double rooms? **Response:** Complimentary host rooms – single
2. You've asked us to "assign escorts as needed" - will you be putting a group leader from your organization on all programs to act as a tour director or will you need our company to provide a tour director? We will certainly include step-on guide service as necessary. **Response:** All trips will have a host from the City of Newport News. Step-on guides are necessary for certain trips.
3. Also, what types of promotional materials do you need provided? We always include an electronic copy of our detailed itinerary with color photograph headers; do you need us to design flyers, mailers or print advertisements? **Response:** Please include promotional material and fees. This is not required but if it offered as a service, please include. All promotional material must be pre-approved by Newport News Parks, Recreation & Tourism prior to distributing.
4. Now, here are some specific questions in regards to the individual trips:
 - 1) Baltimore: Would you be open to staying off-site from the Best Western property if it is more economical and the accommodations were upgraded? **Response:** No. Also, would you be interested in visiting the Reginald F. Lewis Museum of African American Culture rather than the Great Blacks in Wax? The RFL museum is located at the Inner Harbor in a new building with very state-of-the-art exhibits and the admission cost is lower than GBinW. **Response:** No.
 - 2) Orlando: For economical reasons, do you want an admission ticket to Disney World included in your price or just free time at Downtown Disney or Universal City Walk planned (no admission)? **Response:** A: only free-time in Downtown Disney.
 - 8) Dude Ranch: Is there a specific location or destination you were considering for the dude ranch? Our options are limited in Virginia, especially because of the size of your group. It might work best to plan this trip as a regional tour (ex. Shenandoah Valley) staying in hotels for convenience and comfort and include a BBQ cook-out dinner and trail rides as portions of that tour. If you had something else in mind please let me know details. **Response:** Prefer New York/Pine Grove Dude Ranch, May 2011, but please offer any suggestions for local destinations.
 - 9) Cross Country Railroad Trip: The Itinerary times stated "estimated 8-9 hour trip" but the description states "Ten day journey." I wanted further clarification on this request including: do you intend to spend every night on the train or would you be interested in taking rail out to your destination and then picking up a local motorcoach to tour and stay in a hotel? Additional details will aid me in best fulfilling your request. **Response:** The train trip is also based on availability. **Suggestions:**

- DC, Chicago, and then stops to the North West; Stops are made en route/stop for the night
- Fly to Colorado and then travel through Rockies on train
- Travel to Maryland and ride the Walkersville train excursion with tours in the area
- Smokey Mountain train tour.

5. We see that you would like to visit the Dude Ranch. There are 4 different Dude Ranches in 4 different states. We need to know which state you would like to visit either in May, 2011 or September, 2011. We also need to know what major cities you would like to stay in overnight as you continue on the Cross Country Railroad trip. **Response: Prefer the Pine Grove Dude Ranch, May 2011. Other options are possible if available from the vendor. The train trip is also based on availability. See response to 4. 9) above for suggestions. These tours are open to suggestions.**
6. A question has come up regarding the request for an early evening dinner cruise along the Inner Harbor on 7/17/10. There are no such cruises available at the time requested but we can offer the following in it's place:
- 70 minute cruise at 4:30pm or a dinner cruise from 7 – 10pm.

Do you want us to include the 4:30pm cruise and then have the group stop for dinner at the Inner Harbor around 6:30pm or do they prefer shopping at the Inner Harbor and dinner cruise that evening? **Response: 4:30 pm cruise and stop for dinner at the Inner Harbor around 6:30pm.**

7. It is my understanding that we submit proposals only for the tour(s) which are listed within the RFP we deem appropriate for us to operate. The RFP states a preference for utilizing Tour Operators for multi-day more complex tours so I conclude that we should respond only to those tours appropriate for both us and the City of Newport News and not necessarily all the tours listed within the RFP. Is this accurate? **Response: The travel companies should respond to any trip they are able to accommodate. That includes both long distance/multi day trips and local/one-day trips.**
8. When I reviewed the RFP, I did not see a request in the RFP for transportation cost. Usually there is a sheet requesting a daily rate, less than 8 hour rate; a request for additional hourly charge; a rate per mile etc.

Therefore, am I submitting the proposal based upon the trip information beginning with Destination #1, Baltimore Tour (page 12) and ending with Destination #9 (page 19/20)?

Additionally, since our company is experienced in organizing tours, should we submit prices for the entire tour i.e., hotels, meals, tickets, etc or just submit the proposal for transportation?

Response: The RFP should include transportation fees for each of the trips. Please submit separate prices for the entire cost of each trip. The price for each trip should be included separately so we can give them to our customers.

9. I just want to clarify that you want pricing for as many of these trips that we are interested in providing service, correct? Response: Yes.
10. We received a request for travel services to multiple destinations and wondered if, in order to be awarded, we had to propose every destination within the RFP or just the ones we specialize in. We are a group tour operator, we work with all different size groups and ages but some of the venues within your request do not meet our criteria for educational tours (i.e. Casino tours, Dude ranches are not our niche). Response: Respond only to the areas you specialize in.