



Greenville Technical College

Request for Written Quotes

Solicitation Number: GTC-25-04-309RFQ

Date Issued: April 17, 2025

Procurement Officer: Kristal Doherty

Phone: (864) 250-8417

E-Mail Address: Kristal.Doherty@gvltec.edu

Mailing Address: PO Box 5616 Greenville, SC 29606

DESCRIPTION: Travel Services for Student Trip to Philadelphia, PA

USING DEPARTMENT UNIT: Upward Bound

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

SUBMIT YOUR OFFER TO: Kristal.Doherty@gvltec.edu

SUBMIT QUOTE BY (Opening Date/Time): 04/25/2025 @ 1:00 PM

QUESTIONS MUST BE RECEIVED BY: **04/21/2025 @ 5:00 PM**

NUMBER OF COPIES TO BE SUBMITTED: **One (1) copy to be emailed to Kristal.doherty@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.

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 or exceed 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 Philadelphia, PA. The proposed 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. The hotel and restaurants specified are preferred, but offerors may propose alternatives that are equal to or better than the specified locations. Greenville Technical College will have the final determination of whether the proposed alternatives are acceptable as equal or better options. Our Upward Bound program is planning a trip from Greenville, SC, to Philadelphia, PA. Our program will take 23 high school students and 3 adult chaperones to Philadelphia. We are planning to go from Sunday, July 6th to Thursday, July 10th. The quote should include a motor coach with restroom and other amenities, preferably a 55 passenger, but alternatives which provide restroom and other amenities may be considered. We require 5 single hotel rooms and 7 triple hotel rooms (triple must accommodate 3 guests with their own beds). The travel agency will be responsible for providing or scheduling private overnight security at the hotel and this cost must be included in the quote. The travel agency will not be responsible for providing breakfast on the departure day. The agency will be responsible for providing all lunch and dinner meals during the trip. The trip will depart from and return to our Barton Campus located at 506 S. Pleasantburg Drive, Greenville, SC 29607. Your quote must include: an itinerary, specifying hotel and restaurants; details on the type of motor coach to be provided; any forms requested in this solicitation document; total cost for the trip. Include Solicitation number GTC-25-04-309RFQ on your quote.

Day One - Sunday July 6, 2025

- 5:30 AM Motorcoach arrives at Greenville Technical College
506 S Pleasantburg Dr, Greenville, SC 29607
- 6:00 AM Depart for Philadelphia, PA
- Upward Bound provides breakfast
- Lunch – provided by the agency
- 5:45 PM Arrive in Philadelphia
- 6:00 PM Dinner at Philly's Gourmet Steaks
- 8:00 PM Check into the Holiday Inn Express Midtown-Philadelphia
1305 Walnut St. Philadelphia, PA 19107
- Private overnight security at the hotel each evening

Day Two - Monday July 7, 2025

- 7:00 AM Breakfast at hotel
- 7:45 AM Depart for sightseeing – United States Mint of Philadelphia

- 10:00 AM Temple University Campus Tour
- 12:00 PM Lunch at Reading Terminal Market – provided by the agency
- 2:00 PM Guided Tour of Philadelphia's Historic District
- 3:30 PM Independence Hall Tour
- 5:00 PM Explore Independence National Historical Park
- 6:30 PM Dinner at Pizza Fresca by Lamberti
- 8:00 PM LOVE Park
- 9:30 PM Return to the hotel
- Private overnight security at the hotel each evening

Day Three - Tuesday July 8, 2025

- 7:00 AM Breakfast at hotel
- 8:00 AM Depart for sightseeing
- 10:00 AM Photo Stop at the "Rocky" Steps at The Philadelphia
- 10:30 AM Explore the Museum of Art
- 12:00 PM Cheyney University of Pennsylvania Campus Tour
- 1:30 PM Lunch at Shake Shack – provided by the agency
- 3:00 PM University of Pennsylvania Guided Campus Tour
- 4:30 PM Explore Rittenhouse Square
- 6:00 PM Dinner at Las Bugambillas
- 8:00 PM Philadelphia Ghost Tour
- 10:00 PM Return to the hotel
- Private overnight security at the hotel each evening

Day Four - Wednesday July 9, 2025

- 8:00 AM Breakfast at hotel
- 9:00 AM Depart for sightseeing
- 10:00 AM National Constitution Center
- 12:00 PM National Constitution Center Boxed lunch
- 2:00 PM Eastern State Penitentiary
- 4:00 PM Franklin Institute Science Museum
- 6:00 PM Dinner and game play at Dave & Buster's
- 9:00 PM Return to the hotel
- Private overnight security at the hotel each evening

Day Five - Thursday July 10, 2025

- 7:00 AM Breakfast at hotel
- 8:00 AM Depart for GTC
- Lunch in route – provided by the agency
- Dinner in route – provided by the agency
- 8:00 PM Arrive at GTC

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, 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]

DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE (APR 2023)

("OCI FAQ for Contractors" is available at www.procurement.sc.gov) (a) You certify that, to the best of your knowledge and belief: (1) your offer identifies any services that relate to either this solicitation or the work and that have already been performed by you, a proposed subcontractor, or an affiliated business or consultant of either; and (2) there are no relevant facts or circumstances that may give rise to an actual or potential organizational conflict of interest, as defined in S.C. Code Ann. Reg. 19- 445.2127, or that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. (b) If you, a proposed subcontractor, or an affiliated business or consultant of either, have an unfair competitive advantage or a significant actual or potential conflict of interest, the State may withhold award. Before withholding award on these grounds, the State will notify you of the concerns and provide a reasonable opportunity for you to respond. The State may consider efforts to avoid or mitigate such concerns, including restrictions on future activities. (c) The certification in paragraph (a) of this provision is a material representation of fact upon which the State will rely when considering your offer for award. [02-2A047- 3]

ORGANIZATIONAL CONFLICT OF INTEREST (APR 2023)

(a) The Contractor agrees to immediately advise the Procurement Officer if an actual or potential organizational conflict of interest is discovered after award, and to make a full written disclosure promptly thereafter to the Procurement Officer. This disclosure shall include a description of actions which the Contractor has taken or proposes to take, after consultation with the Procurement Officer, to avoid, mitigate, or neutralize the actual or potential conflict. (b) The State may terminate this contract for convenience, in whole or in part, if it deems such termination necessary to avoid an organizational conflict of interest. Contractor's failure to include an appropriate termination for convenience clause in any subcontract shall not increase the obligation of the State beyond what it would have been if the subcontract had contained such a clause. (c) The disclosure required by paragraph (a) of this provision is a material obligation of the contract. If the Contractor knew or should have

known of an organizational conflict of interest prior to award, or discovers an actual or potential conflict after award, and does not disclose, or misrepresents, relevant information to the Procurement Officer, the State may terminate the contract for default. [07-7A054-1]

CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS (JAN 2004)

(a)(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

- (A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
- (B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default.

[02-2A035-1]

PROHIBITED COMMUNICATIONS AND DONATIONS (FEB 2015)

Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

(a) During the period between publication of the solicitation and final award, ***you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer.*** All communications must be solely with the Procurement Officer. [R. 19-445.2010]

(b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. ***You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date.*** [R. 19-445.2165]

[02-2A087-1]

REJECTION/CANCELLATION (JAN 2004)

The State may cancel this solicitation in whole or in part. The State may reject any or all proposals in whole or in part. [SC Code Section 11-35-1710 & R.19-445.2065] [02-2A100-1]

EQUAL OPPORTUNITY (JAN 2006)

Contractor is referred to and shall comply with all applicable provisions, if any, of Title 41, Part 60 of the Code of Federal Regulations, including but not limited to Sections 60-1.4, 60-4.2, 60-4.3, 60-250.5(a), and 60-741.5(a), which are hereby incorporated by reference. [07-7A030-1]

ILLEGAL IMMIGRATION (NOV. 2008)

(An overview is available at www.procurement.sc.gov) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]



SUPPLIER CLASSIFICATION FORM

Company Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____ Phone: _____

Company Email Address: _____

Principal Product/Service: _____ Current supplier? ☐ YES ☐ NO

**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 socially 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 | ☐ Female |
| ☐ Hispanic American | ☐ Male |
| ☐ Asian-Pacific American | |
| ☐ Native American (American Indian, Eskimo, Aleut) | |
- ☐ **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