



**INVITATION TO BID
#26-HO-028
FOR
TRAVEL MANAGEMENT SERVICES**

**Bid 26-HO-028 Posted
Tuesday, June 16, 2026**

**Bids Due
Before 3:00 pm
on July 9, 2026**

All submittals are due electronically through the District's OpenGov Procurement portal:
<https://procurement.opengov.com/portal/pcsb>

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SCOPE OF WORK

SCOPE

The purpose and intent of this invitation to bid are to select full service ARC/IATA appointed travel agency/ies that will provide travel management services to all employees of the school district of Pinellas County, Florida ("district"). Services provided shall include, but not be limited to:

- Booking airline reservations
- Making arrangements for ground transportation at the traveler's destination point
- Making hotel reservations
- Assembling special travel packages for large groups

PURCHASING CONTACT

Any questions regarding this bid should be posted in the Questions & Answers section in the District e-Procurement Portal, OpenGov at <https://procurement.opengov.com/portal/PCSB>.

The procurement contact for this solicitation is Hope Olda and can be reached at oldah@pcsb.org.

SPECIAL CONDITIONS

GENERAL TERMS AND CONDITIONS

The Pinellas County School District (District) “General Terms and Conditions” School Board Adopted 12/08/09 Revised 12/02/2025 can be found at the following link:

<https://resources.finalsite.net/images/v1767644581/pcsborg/pty67uqfdi5g2pkphbrc/GeneralTermsandConditionsFINAL1222025.pdf>

By submitting a proposal, Proposer agrees to abide by all District Terms and Conditions.

CONTRACT PERIOD

The Contract Period shall commence on **08/13/2026**, and end **08/12/2027**. Prices and discounts shall remain firm for this period and shall include **ALL** freight and handling charges.

RENEWAL OPTION

By mutual consent of the School Board of Pinellas County, Florida, and the successful Bidders, this contract may be renewed for **Two (2) additional one (1) year periods**.

SUPPLEMENTAL UNILATERAL RENEWAL PERIODS

The District, through its Director of Purchasing, has the option and reserves the right to unilaterally extend the original contract term or any renewal term for up to three (3) additional thirty (30) day periods, at the same terms and conditions. Notice of the District’s intent to renew shall be provided by the District in writing to the Contractor Supplier prior to the expiration of the contract, or the renewal period if the contract has been previously renewed.

PRICE ESCALATION/DE-ESCALATION

The District will allow a price escalation/de-escalation provision within this award. The original bid prices shall remain firm for the first term of the agreement. A price escalation/de-escalation will be allowed at each renewal period, provided the Awardee notifies the District, in writing, of the pending price escalation/de-escalation a minimum of 60 days prior to the final day of the current term. The price escalation percentage change shall not exceed the previous 1-year’s percentage change of the Consumer Price Index for All Urban Consumers (CPI-U) published by the U.S. Department of Labor’s Bureau of Labor Statistics. If bidding discounts from list price, discounts offered may not change. **Failure to comply with these instructions shall be grounds for disallowance of a price escalation as allowed herein.**

If, at the point of exercising the price escalation provision, market media indicators show that the Consumer Price Index for All Urban Consumers (CPI-U) has decreased, and that the Awardee has not passed the decrease on to the District, the District reserves the right to place the Awardee in default, cancel the award, and remove the Awardee from the District’s Bidders List for a period of time deemed suitable by the District. In the event of this occurrence, the District further reserves the right to utilize any and/or all options as stated herein.

ADJUSTMENTS TO CONTRACT TERMS & CONDITIONS NECESSITATED BY VOLATILITY OF THE MARKETPLACE

The District may, in its sole discretion, make an equitable adjustment in the contract terms and/or pricing if pricing or availability of supply are affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all of the following criteria:

1. The volatility is due to causes wholly beyond the Supplier’s control

2. The volatility affects the marketplace or industry, not just the particular Supplier's source of supply
3. The effect on pricing or availability of supply is substantial
4. The volatility so affects the Supplier that continued performance of the contract would result in substantial loss or financial hardship

The determination as to whether a situation represents "extreme" volatility of the marketplace and/or whether the effect on pricing or availability is "substantial" shall be solely at the discretion of the District. Requests for adjustments will not be considered more than once in a one-year period. Adjustments and renewal escalation may not be exercised in the same term.

CONTRACT VALUE

For the purposes of calculating the amount of a protest bond, this contract is valued at approximately **\$50,000/year**, excluding renewal options. This is only an **estimate** and the actual amount could vary up or down. The District will not be held responsible if actual purchases are less than this amount.

BID CONTENT & SUBMITTAL

Each bid proposal shall include all information and submittals required or requested in this bid.

Incomplete bid proposals may be declared non-responsive.

PROHIBITION AGAINST COERCION FOR LABOR AND SERVICES AFFIDAVIT

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The Pinellas County School Board is a governmental entity for purposes of this statute. An affidavit is attached hereto. The affidavit shall be filled out, fully executed and returned as part of your bid/proposal response or the response shall be deemed non-responsive.

AWARD

The bid shall be awarded to both a Primary and a Secondary supplier.

The District reserves the right to award by line item, by section, or by aggregate total, whichever is most advantageous to the District. For aggregate total awards, bidders must have bid on ALL items listed or the bid may be deemed non-responsive.

PREFERENCE TO FLORIDA BUSINESSES

When a school District is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal or reply is by a Supplier whose principal place of business is in a state or political subdivision which grants a preference by that state or political subdivision, then the school District shall award an equal preference to the lowest responsible and responsive Bidders having a principal place of business within Florida. In a competitive solicitation in which the lowest bid is submitted by a Supplier whose principal place of business is located outside the state, and that state does not grant a preference in competitive solicitation to Suppliers having a principal place of business in that state, the preference to the lowest responsible and responsive Bidders having a principal place of business in this state shall be 5 percent. See Section 287.084 (1)(a), F.S.

A Supplier whose principal place is outside this state must accompany any written bid, proposal or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to

the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. See Section 287.084 (2), F.S.

In order for your bid to be considered responsive, please be sure to utilize the form titled “Bidder’s Statement of Principal Place of Business” in its designated section within the Bid Proposal.

NOTE: IF YOU ARE A SUPPLIER WHO’S PRINCIPAL PLACE OF BUSINESS IS NOT IN THE STATE OF FLORIDA, YOU MUST COMPLETE THIS FORM INCLUDING A SIGNATURE FROM AN ATTORNEY ATTESTING TO THE STATE BIDDING PREFERENCE.

FAILURE TO COMPLETE AND SIGN THIS FORM WILL CAUSE YOUR BID TO BE CONSIDERED NON-RESPONSIVE.

BACKGROUND SCREENING

As required by The Jessica Lunsford Act [s.21 of Ch.2005-28, L.O.F.], if anyone representing a Supplier under contract with the school District **will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds**, such personnel are required to be screened at Level 2, to include fingerprinting, statewide criminal and juvenile justice records checks through the Florida Department of Law Enforcement and federal criminal records checks through the Federal Bureau of Investigation. [s. 1012.465, Florida Statutes]

The requirements of this law must be met in order for the School Board to contract with your company. To make an appointment to be screened by Pinellas County Schools, go to: <http://fieldprintflorida.com/>

For a full submission (fingerprinting and a badge) use the code FPPCSNETVendorsJLA. For a badge only (FSSR requests, lost or broken badges) use the code FPPCSBadge.

If Contractor/Supplier is awarded all or a portion of this bid, Contractor/Supplier hereby acknowledges and agrees to abide by the Florida Jessica Lunsford Act (1012.465, F.S.) and obtain, at its own cost, Level 2 clearance of all employees, agents, and subcontractors who (1) have access to school grounds when students are present, (2) have direct contact with students, on or off school grounds, or (3) have access to or control of school funds.

NON-EXCLUSIVE AGREEMENT

This bid does NOT establish an exclusive arrangement between the District and Supplier. The District reserves, but is not limited to, the following rights:

- The unrestricted right to use others to perform work, provide services or deliver the same or similar products as described herein when it is to the economic benefit of the District.
- The unrestricted right to separately bid any work, products or services as described herein when it is to the economic benefit of the District.

WARRANTY

All equipment purchased from this bid shall carry the manufacturers’ standard warranty, unless otherwise specified.

INVOICES & PAYMENT TERMS

Bidders must disclose any special invoicing requirements within their bid response, which deviate from the General Bid Terms linked in this document.

BUSINESS HOURS & DAYS OF OPERATION

Regular School Year

Days of operation are Monday thru Friday (excluding holidays) 8 a.m. to 4:30 p.m.

Warehouse receiving 6:30 a.m. to 2 p.m.

Summer

From approximately the 1st week of June thru the 1st week of August all schools are closed, with the exception of those that may be in summer session. Beginning the 2nd week of August, schools are once again in session. For more specific information call (727) 588-6143 to confirm if a school can accept deliveries.

Days of operation are **Monday thru Thursday** as follows:

Administrative Facilities and Schools: 7:30 a.m. to 5:30 p.m.

Walter Pownall Service Center: 6:30 a.m. to 5 p.m. (receiving 6:30 a.m. to 4:30 p.m.)

HOLIDAY BREAKS

Each year, schools and administrative offices are closed for Thanksgiving, winter and spring break periods. Shipments cannot be accepted during these periods. These dates as outlined on the Pinellas County Schools website will vary each year depending upon our negotiated personnel calendar and when the holidays actually fall. Be sure to check the site for specific dates here:

<https://www.pcsb.org/staffcalendar>.

KEY EVENTS & DATES

Bid Posted on District's OpenGov Procurement Portal and Initial Notifications Sent:	June 16, 2026
Deadline to Additional Information or Clarifications:	July 2, 2026, 3:00pm
Bids Due:	July 9, 2026, 3:00pm
Evaluate Bids and Make Selection of Contractor(s):	07/09/2026 thru 07/20/2026
Recommendation for Award Submitted to Purchasing by (specify school or department name):	07/22/2026
Notice of Intent to Award Posted on District's OpenGov Procurement Portal:	on or about 08/06/2026
Submit Recommendation for Award to School Board for Approval (estimated date of School Board approval):	August 13, 2026

*If the time allotted to evaluate bids and make the selection of contractors as stated above proves to be insufficient, the posting of the Notice of Intent To Award and the Board approval date could both slip two weeks or more. Continue to monitor our website or contact the purchasing department for more specific information as to when the notice will be posted.

ADDITIONAL QUESTIONS/CLARIFICATIONS

During any solicitation period, including any protest and/or appeal, no contact with District officials or employees, other than with the individuals specifically identified in the solicitation, the Director of Purchasing or the Legal Department is permitted from any Bidder. Such communication may result in an automatic disqualification for selection in the pending solicitation and any subsequent District solicitations for a period of six (6) months, no matter the outcome of the solicitation or any protest and/or appeal.

Additional questions or clarifications regarding this solicitation shall be directed through the project page on the District's OpenGov Procurement portal before **3:00 pm on Thursday, July 2, 2026**.

BID OPENING PROCEDURES

The names of all firms who have submitted a timely bid, shall be made public immediately following the bid due date and time expiring. Interested parties can view this information at OpenGov.com under the advertised bid title. Any recordings and/or bid proposals shall be exempt from public records requests until such time as the notice of an intended decision is published or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier.

If the District rejects all bids, proposals, or replies and concurrently provides notice of its intent to reissue a competitive solicitation, any recordings, bid proposals or records submitted, remain exempt from public records requests until such time as the District provides notice of an intended decision concerning the reissued competitive solicitation, until the District withdraws the reissued competitive solicitation, or 12 months after the publication of the initial notice rejecting all bids, proposals, or replies. Section 119.071(1)(b), F.S.; and Section 286.0113, F.S.

Please be aware that any meeting at which (1) there is negotiation with a Supplier, (2) a Supplier makes an oral presentation, or (3) a Supplier answers questions, pursuant to a competitive solicitation, are closed to competitors and other members of the public. Team meetings at which negotiation strategies are discussed are likewise closed. Such meetings shall be recorded.

PLEASE NOTE: Documents and Bid Amounts initially publicized are based upon what has been provided by each bidder and serve to formalize that a public opening of bids or proposals occurred on the date identified. The information publicized is subject to change once the Purchasing Department and District division have reviewed the bids for accuracy. Publicized documents do not convey a notice of intended action. All bids or proposals received are subject to comprehensive review to determine responsiveness and responsibility.

PUBLIC ENTITY CRIMES

As stated in paragraph 12 of the General Terms and Conditions, **PUBLIC ENTITY CRIME & CONVICTED VENDOR LIST**, please complete, sign and notarize the "SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, PUBLIC ENTITY CRIMES" form provided in the Bid Proposal of this Invitation to Bid. This form **MUST** be included in your response in order for your bid/proposal to be responsive.

PUBLIC RECORD LAW

Public Records: Section 119.0701, Florida Statutes, requires that the Contractor comply with Florida's public records laws with respect to services performed on behalf of the School Board. Specifically, the statute requires that the Contractor:

- A. Keep and maintain public records required by the School Board to perform the service.
- B. Upon request from the School Board's custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if the Contractor does not transfer the records to the School Board.
- D. Upon completion of the Agreement, transfer, at no cost, to the School Board all public records in the possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- E. A request to inspect or copy public records relating to this Agreement must be made directly to the School Board. If the School Board does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the School Board or allow the records to be inspected or copied within a reasonable time.
- F. The failure of the Contractor to comply with these provisions, if applicable, shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to the School Board and may also result in penalties under Section 119.10, Florida Statutes.
- G. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, ANGELA BROWN, SUPERVISOR OF RECORDS MANAGEMENT AT 727-793-2701 X 2393, 2929 COUNTY ROAD 193, CLEARWATER, FL 33759, brownangel@pcsb.org.**

INTEGRITY OF BID DOCUMENTS

Bidders shall use the original Bid Proposal Forms provided in this Invitation to Bid and enter information only in the spaces where a response is requested. Bidders may use an attachment as an addendum to any

of the forms in the Bid Proposal if sufficient space is not available on the original form for the Bidders to enter a complete response. Any modifications or alterations to the original bid documents by the Bidders, whether intentional or otherwise, will constitute grounds for rejection of a bid. Any such modifications or alterations that a Bidders wishes to propose must be clearly stated in the Bidder's proposal response and presented in the form of an addendum to the original bid documents.

EXCEPTIONS TO GENERAL TERMS AND CONDITIONS

Bidders taking any exceptions to the General Terms and Conditions, linked herein, will be reviewed by staff prior to evaluation of bids. Exceptions to the General Terms and Conditions may be cause for rejection of your bid.

BID FORMS

For your convenience, the forms which are required to be completed and submitted along with your bid will be provided along with this Invitation to Bid on the District's OpenGov Procurement portal. If sufficient room has not been provided on a given form to enable you to enter a complete response, please include a supplemental attachment or replicate pages in the form as necessary. All required sections of the Bid Proposal must be completed or the portal will not allow submittal of a given bid response.

MULTIAGENCY PARTICIPATION

Pinellas County Schools reserves the right, within statutory limits, to extend the terms and conditions of this solicitation to any and all other agencies within the state of Florida as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

Each participating jurisdiction or agency shall enter into its own contract with the awarded Contractor and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Contractor.

AWARD TERMINATION

When deemed to be in the best interest of the District, the District may cancel any award resulting from this specification by the following means:

- 10-day written notice with cause per item 51 of the District's General Terms and Conditions; or
- 90-day written notice without cause.

The District reserves the following rights to:

- Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible Bidders who submit bids determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Bidders prior to selection; and make investigations of the qualifications of Bidders as it deems

appropriate, including, but not limited to, a background investigation conducted by the appropriate law enforcement agency.

- Request that Bidder(s) modify their bid to more fully meet the needs of the District or to furnish additional information as the District may reasonably require.
- Accord fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission of proposals and prior to award.
- Waive minor irregularities in the procedures, and reject any and all proposals.
- Waive any irregularity in any bid, or reject any and all bids, should it be deemed in its best interest to do so. The District shall be the sole judge of Bidder's qualifications and reserves the right to verify all information submitted by the Bidder. The bid selected will be that bid which is judged to be the most beneficial to the District.
- Request that Bidders submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. If the organization has been in business for a period of less than three years, Bidders may be required to submit a detailed business plan in addition to any pertinent information that would allow the District to evaluate the sufficiency of financial resources and the ability of the business to successfully perform the services enumerated in the contract. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award of a contract.

ADDENDA

Bidders are required to register for an account via the District e-Procurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/PCSB>. Interpretations of the bid, clarification of bid specifications and requirements or changes to the bid which have a material effect will be documented and communicated to bidders only by written addenda. Verbal responses to bidders' questions do not constitute an official response unless documented in the form of written addenda and shall be considered inadmissible in bid protest proceedings. Failure to acknowledge addenda containing material changes may constitute cause for rejection of your bid proposal. Telegraph, facsimile or e-mail acknowledgements of addenda will not be accepted.

BID SPECIFICATIONS

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Bid Specifications

SERVICE REQUIREMENTS

Bidders shall have a store-front operation with adequate organization, facilities and personnel to ensure prompt and efficient service to the District. Bidders shall provide evidence of at least three (3) years providing travel management services to other governmental agencies.

ASSIGNMENT OF INTEREST

Agencies shall not assign nor transfer any interest in this contract to a third party.

FARE QUOTING AND TICKETING

The agency shall provide scheduling and ticketing for all surface and air transportation to meet the requirements of District employees. The following requirements apply to all fare quoting and ticketing:

- Both refundable and non-refundable fares shall be offered to the employee for all ticketing arrangements.
- ***Coach, excursion and other reduced fares are to be quoted whenever available. Unless otherwise specified, all travel by district employees pertains to official State business, therefore, Florida state contract government fares should be quoted if and when available as long as this practice does not violate the terms of the State contract or the carriers.***
- *First class* arrangements shall be substituted only when other fares are unavailable or if specifically requested by the employee. ***If employees request first class reservations, the difference between the coach fare and first-class fare must be reported to the District's Accounting Department to facilitate appropriate bill-back.***
- All available fares, **including the lowest available fare**, shall be presented to the employee. Employees are encouraged but not required to accept the lowest fare when doing so presents undue hardship or inconvenience. Refusals to accept the lowest fare must be documented and the reasons reported to the accounting department for possible investigation.
- Failure to quote the lowest available fares as a matter of practice will constitute grounds for contract cancellation.

FARE MONITORING

The agency shall actively monitor fares and continue efforts to secure the lowest available coach fare up to twenty-four (24) hours prior to departure. If a lower fare becomes available and tickets are reissued, the difference shall be credited to the District credit card and not the employee.

TICKET ISSUANCE

All tickets shall be issued as electronic tickets (e-tickets). Paper tickets may be issued only under exceptional circumstances and with prior District approval.

HOTEL AND LODGING RESERVATIONS

Hotel and motel reservations shall be made only upon employee request. The following requirements apply:

- The agency shall secure all available government and corporate discount rates.
- If no specific hotel is requested, the agency shall select a hotel within a reasonable distance to the employee's destination.
- Hotels rates shall not exceed Federal per diem limits for lodging in the applicable locality. Exceptions require written approval from the District.
- All reservations shall be guaranteed for late arrival unless otherwise specified by the employee.
- Cancellations shall be processed promptly upon request to avoid *no show* charges.

VEHICLE RENTALS

Vehicle reservations shall be made only upon request. The following requirements apply:

- Compact cars shall be reserved by default unless otherwise specified by the employee.
- Reservations for non-compact vehicles must be documented and the reason reported to the Accounting Department.
- Cancellations shall be processed promptly upon request to avoid *no show* charges.

TRAVEL SCHEDULE CHANGES

When a travel itinerary must be modified, the agency shall work with the carriers to accommodate changes with a minimal fees or shall arrange for applicable credits. A direct agency contact shall be included each travel package to assist the travelers with reservation changes due to weather or carrier schedule changes or other disruptions.

TRAVELER CONVENIENCE

The agency shall make every reasonable effort to develop travel itineraries that minimize layovers and connections at a comparable cost.

FREQUENT FLYER MILES

All frequent flyer mile credits shall accrue solely to the individual traveler in all instances.

REFUNDS

Unused or canceled *refundable* tickets will be returned to the agency for processing to secure the appropriate refund. *Non-refundable* tickets will not be eligible for a refund.

PERSONAL TRAVEL

Personal travel arrangements are solely between the employee and the agency. All billings for personal travel shall be directed to the employee and payment shall be the obligation of the employee. The District shall have no obligation to the agency for payment of personal travel under any circumstances.

RECORDS RETENTION

The agency shall retain all records pertaining to District employee travel for a minimum of two (2) years. Records shall include carrier details, tickets information, refunds documentation and payment records. All records shall be available for review by the District, State, Federal or independent auditors upon request.

AFTER-HOURS AND EMERGENCY SUPPORT

After Hours Support

Provide pricing for after-hours travel support available twenty-four (24) hours a day, seven (7) days a week, including weekends and holidays, in addition to regular business hours. After Hours Support shall include:

- A dedicated contact name and direct telephone number must be provided to the District and included in each traveler's itinerary package.
- A live answering service (not voicemail only) must be available at all hours to assist travelers with urgent matters including flight cancellations, missed connections, natural disasters, or other emergencies.
- After-hours assistance fees, if any, must be listed separately in the bid pricing schedule.

Emergency Assistance Capabilities

After-hours support staff must be empowered to take the following actions on behalf of District travelers:

- Rebook cancelled or disrupted flights
- Arrange emergency hotel accommodations
- Coordinate alternate ground transportation
- Contact the District's designated emergency contact when necessary

RESPONSE TIME

When District employees contact the agency during business hours and agency personnel are unavailable, the agency shall return the call within one (1) business day.

SELF SERVICE ONLINE BOOKING

Provide separate pricing for access to self-service online reservation system that may be utilized by District employees for travel reservations to independently search, book, modify and cancel travel arrangements.

PRICING PROPOSAL

TRAVEL AGENT SERVICES

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Flat Rate Booking Fee	1	EA		
2	Booking Changes or Cancellations	1	EA		
TOTAL					

AFTER HOURS SUPPORT

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
6	After Hours Support	1	EA			

ONLINE RESERVATIONS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
7	Online Reservations/Self Service Fee	1	EA			
TOTAL						

BID PROPOSAL

PURCHASING CARDS*

Bidders that accept Visa/Mastercard payments can be enrolled in the District's ePayments program for faster payment turnaround. Interested parties can contact the District's purchasing card provider, JP Morgan, for enrollment in the program at sua.supplier.support@jpmchase.com, or by phone at 877-263-5184. Unless exception to this condition is indicated in the answer provided here, the Bidders, by submitting a bid, agrees to accept the purchasing card as an acceptable form of payment and may not add additional service fees or handling charges to purchases made with the purchasing card.

Are you able to accept credit card payments at this time?

- ☐ Yes
☐ No

*Response required

REFERENCES*

Indicate a listing of at least three (3) references that your company is or has provided similar goods or services for within the last three (3) years. For each entry please be sure to Include:

- Entity Receiving Service(s) or Good(s)
- Point of Contact Name of Individual at Entity
- Point of Contact Title
- Phone Number of Point of Contact Name
- Email Address of Point of Contact Contact Name
- Location of Service or Delivery of Goods with valid Physical Address
- Start and End Date of Service(s) or Delivery of Goods, include overall Length of continuous Service or Frequency of Service within given timeframe
- Estimated Total Dollar Value of Service Between Start and End Dates

*Response required

BUSINESS AND KEY PERSONNEL RESUME(S)*

Please upload relevant experience information regarding your company and the key personnel to be assigned to this contract.

*Response required

VERIFICATION OF EMPLOYMENT STATUS*

Contractor must provide to School Board evidence of compliance with Florida law regarding E-Verify. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number coupled with an affidavit that all of Contractor's Subcontractors similarly comply with the law.

Pursuant to Section 448.095, F.S., the Contractor is required to be registered with the U.S. Department of Homeland Security's E-Verify system prior to entering into a contract with the Pinellas County School

Board. The Contractor shall use the E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term. The Contractor shall include an express provision in all of its subcontracts requiring subcontractors, who perform work or provide services pursuant to the contract, to use the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. Evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number coupled with an affidavit that all of Contractor's Subcontractors similarly comply with the law.

A public employer, contractor, or subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Florida Statutes is obligated to terminate the contract with the person or entity pursuant to Section 448.095(2)(c)1, Florida Statutes. If the Pinellas County School Board terminates the contract for the foregoing reason, the contractor may not be awarded a public contract for at least one (1) year after the date on which the contract was terminated, and the contractor will be liable for any additional costs incurred by the Pinellas County School Board as a result of the termination of the contract.

*Response required

PRODUCT INFORMATION

ILLUSTRATIONS, SPECIFICATIONS, CATALOGS*

Please upload any applicable product illustrations or specifications or catalog information here.

*Response required

WARRANTY INFORMATION*

Please upload any applicable warranty information for the products and/or services in your submittal.

*Response required

FORMS

Please review forms.

ARC/IATA CREDENTIALS*

Please provide your agency's official 8-digit ARC numeric identifier and/or 7-digit IATA numeric code.

*Response required

PROHIBITION AGAINST COERCION FOR LABOR AND SERVICES AFFIDAVIT*

Please download the below documents, complete, and upload.

- [Human Trafficking Affidavit...](#)

*Response required

STATEMENT OF PRINCIPAL PLACE OF BUSINESS*

Please download the below documents, complete, and upload.

Please note that this form requires signature from an attorney in order to be considered complete.

- [Statement of Principal Plac...](#)

*Response required

SWORN STATEMENT UNDER SECTION 287.133(3)(A)*

Please download the below documents, complete, and upload.

- [Sworn Statement.pdf](#)

*Response required

DRUG FREE WORKPLACE CERTIFICATION*

Please download the below documents, complete, and upload.

- [Drug Free Workplace Certifi...](#)

*Response required

DEBARMENT FORM AD-1048*

Please download the below documents, complete, and upload.

- [Debarment Form AD-1048.pdf](#)

*Response required

FINAL SUBMITTAL INFORMATION

WORK SCHEDULE*

Please upload information regarding the proposed work schedule here. This includes frequency of service or delivery of goods and overall workplan for performing work under the scope of this contract.

*Response required

ADDITIONAL INFORMATION (IF NEEDED)

For any additional information requested or required by any of your previously provided answers please upload that additional documentation here.

NON-COLLUSION STATEMENT*

The Bidders, by submitting a bid here, certifies that its bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s), and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

☐ Please confirm

*Response required

SUBMITTAL CONFIRMATION*

Bidder hereby certifies that all information provided within this submittal is accurate to the best of their knowledge and acknowledges that they have provided proof of their authority to submit a bid on behalf of the stated Company name committing them to the information contained within said submittal.

A bid submitted here obligates the Bidders to all terms, conditions and specifications stated in this bid document, unless exceptions are taken and clearly stated in the Bidder's bid documents.

Bids somehow received after the stated submittal deadline will not be accepted.

☐ Please confirm

*Response required