

**HOUSING AUTHORITY OF NEW ORLEANS  
PROCUREMENT AND CONTRACTS DEPARTMENT  
COLLEGE CAMPUS TOURS  
REQUEST FOR QUOTES #15-916-10**

4100 TOURO STREET  
NEW ORLEANS, LA 70122  
DATE: WEDNESDAY, FEBRUARY 13, 2015

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACT ADMINISTRATOR: DIANNE WILTZ-HUNLEY; PHONE: (504) 670-3249; FAX: (504) 286-8224

QUOTE DUE BY: MONDAY, FEBRUARY 23, 2015 @ 2:00 pm

**SCOPE OF SERVICES:**

The Housing Authority of New Orleans (HANO) is seeking the services of an experienced professional tour service to conduct a 3-day, 2-night tour of eight (8) college and university campuses in Louisiana and Mississippi for 48 participants. Tour dates are March 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. The campuses to be visited are: Louisiana State University (LSU) in Baton Rouge, Southern University in Baton Rouge, Alcorn State University, Tougaloo College, Jackson State University, Grambling State University, Louisiana Technical Institute, and the University of Louisiana at Monroe (ULM). The selected vendor shall provide: boarding, breakfast and lunch, Leadership and Decision Making Seminars institutions, and admission to the Grambling State University vs Alabama A&M basketball game.

**Special Instructions and Required Submittal Documents:**

1. All required submittal documents shall be delivered or faxed to Audrey Plessy, Procurement Manager at (504) 286-8224, no later than **2:00 p.m., CST on Monday, February 23, 2015**.
2. Provide a brochure of your firm or a narrative of your firm's profile and other relevant information indicating the ability of your firm to perform the required tour services and comply with the terms herein.
3. Provide an itinerary/summary of the tour with trip dates and times for scheduled activities at each educational institution.
4. Provide proof of sufficient insurance for provision of the scope of services.
5. Submit this RFP document and the attached Quote Form.
6. Questions are to be submitted in writing to: Dianne Wiltz-Hunley, Contract Administrator, at [dwiltz@hano.org](mailto:dwiltz@hano.org).

QUOTE VALID UNTIL: \_\_\_\_\_

QUOTE SUBMITTED AND AUTHORIZED BY: \_\_\_\_\_ ON \_\_\_\_\_ 20\_\_\_\_

HANO reserves the right to execute a Contract/Purchase Order with the responsible individual(s), firm(s), or organization(s), which provide the greatest benefit to this agency, not necessarily the lowest price.

**THIS IS NOT AN ORDER REQUEST**

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**SCOPE OF SERVICES**

The Housing Authority of New Orleans (HANO) is seeking the services of a professional, experienced tour service to accommodate forty-four (44) students and four (4) adult chaperones to visit a total of eight colleges, universities and technical institutions in the Louisiana and Mississippi regions. Tour dates are Thursday, March 5, 2015; Friday, March 6, 2015; and, Saturday, March 7, 2015. The selected firm shall provide the following:

**FEATURES OF THE TOUR:**

- Roundtrip motor coach transportation
- Hotel accommodations (11 Quad student rooms and 2 double adult rooms)
- Leadership Seminar & Decision Making Skills Presentations
- Touring and Sightseeing
- Tour Escort
- College Campus Tour Workbooks
- Basketball game tickets (Grambling State University vs. Alabama A&M)
- Breakfast and Lunch

**CAMPUS TOUR WILL INCLUDE:**

- Admission presentations by campus staff
- Financial aid presentations by campus staff
- Walking tour of campus
- Question/Answer Period
- Dorm visits
- Student Life

Participants will pay for their own dinner at predetermined restaurants.  
Payment of driver gratuities is encouraged.

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**QUOTE FORM**

Description of Service	No. of Participants	Cost Per Participant	Total Cost
The selected vendor shall provide all inclusive 3-day, 2-night tour of eight (8) Colleges/Universities/Technical Institutions identified in Scope of Work. The selected vendor shall also provide: boarding; breakfast and lunch; Leadership and Decision Making Seminars; and, admission to basketball game for tour participants, all as described in attached Scope of Work.	48	\$	\$
<b>TOTAL COST</b>			<b>\$</b>

**Deposit Required \$** \_\_\_\_\_

\_\_\_\_\_  
 Company Name

By: \_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name (Print or Type)

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
 Telephone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_