

December 10, 2008

**REQUEST FOR PROPOSAL FOR TRAVEL AGENCY
FOR THE CITY OF BIRMINGHAM
COMMUNITY DEVELOPMENT DEPARTMENT**

The City of Birmingham Community Development Department is soliciting proposals for professional services from qualified travel agencies in response to this Request for Proposal (RFP) for Travel Services for the City of Birmingham.

The intent of this RFP is to select one vendor who will provide professional services for travel arrangements to the Community Development Department for a one (1) year period with the option to renew for a second or third year. These professional services will be described in more detail later in the RFP.

Please submit any questions you have regarding the specifications by Thursday, January 8, 2009 at 5:00 p.m. You may fax your questions to the attention of Shonae' Eddins-Bennett at (205) 254-2282 or email shonae.eddins@birminghamal.gov.

The Community Development Department shall determine as non-responsive any proposals submitted that are deemed not to adequately address the minimum requirements of the specifications. The Community Development Department reserves the right to waive any informalities, if deemed in the best interest of the City to do so.

The City reserves the right to reject any and all proposals submitted, and accept or reject any portion of any proposal submitted.

Proposals must be hand delivered and received by the Community Development Department (710 North 20th Street, Room 1000 Tenth Floor City Hall, Birmingham, AL) no later than Friday, January 9, 2009 at 5:00 PM. Proposals received after this time will not be considered.

An original and six (6) copies of your proposal must be submitted in a sealed envelope marked **TRAVEL AGENCIES PROPOSAL**.

James F. Fenstermaker, Director
Community Development

SPECIFICATIONS

I. Introduction

The City of Birmingham Community Development Department has the responsibility of processing travel arrangements for 99 neighborhood associations within the City limits of Birmingham. We estimate that up to (100) one hundred delegates from the City of Birmingham will be attending the 34th Annual Neighborhoods USA (NUSA) Conference in Spokane, Washington from May 20-May 23, 2009. The maximum number of attendees would under no circumstance exceed (120) one hundred twenty persons. Our goal is to ensure that each delegate's accommodations are adequately processed and that the accounting for these arrangements is done in a professional and accurate manner.

II. Detailed Specifications

A. Hotel

The Community Development Department desires that the travel agency coordinate hotel accommodations with the following hotel(s): Doubletree Hotel Spokane City Center, 322 N. Spokane Falls Court, 1-509-455-9600, Red Lion Hotel River Inn, 700 N Division Street, 1-509-326-5577, and Red Lion Hotel at the Park, 303 W North River Dr, 1-509-326-8000 Spokane, Washington. All hotel reservations will be made by the delegates who will be traveling to the NUSA 2009 Conference. The City will forward a list of the delegates along with their hotel confirmation numbers. In the event that a delegate is not able to reserve the hotel(s) mentioned above, the rate shall not exceed the approved conference rate of \$119.00 per night (+) plus applicable taxes (single or double occupancy). Once the completed list of hotel confirmations are submitted to the travel agency, the agency will coordinate advance payment for (3) three nights lodging for each delegate directly to the applicable hotel. No amounts shall be paid in excess of the actual room rate. The travel agency shall then coordinate with the hotel(s) to determine actual billing reconciliations, per delegate, at the conclusion of travel. All amounts billed to the delegates above the room rate shall be billed directly to the delegate prior to check out. This must be clearly specified to all hotel(s).

B. Accounting/Reconciliation

The Community Development Department desires that the travel agency provide proper accounting of all services provided in the processing of the NUSA 2009 travel arrangements. The accounting shall include detailed lists of charges billed to each delegate for hotel accommodations, including quantity, description, airfare to include any cancellations/transfers and unit price. These expenses shall be reduced from an amount up to \$119,790.00, which shall be provided to the travel agency upon acceptance of the proposal. Any funds not used or any refunds received shall be returned to the City of Birmingham/Community Development Department. Returned funds shall be sent to: City of Birmingham; 710 North 20th Street, 10th Floor City Hall Suite 1000; Attn: James F. Fenstermaker; Birmingham, AL 35203.

III. PROPOSAL PREPARATION

An original and six (6) copies of your proposal must be submitted in a sealed envelope marked **TRAVEL AGENCIES PROPOSAL**. For ease of evaluation, proposals should be formatted following the order specified below:

Please address each of the following areas in your proposal in a separate paragraph:

- A. Provide information sufficient to show how your travel agency has the minimum qualifications to address the travel needs of the City of Birmingham's Community Development Department.
- B. Describe in detail how your travel agency will meet the two (2) minimum qualifications stated in the detailed specifications of Section II of this proposal.
- C. Provide a breakdown of the total costs your travel agency will charge for the services to be provided under the detailed specifications of Section II of this proposal.
- D. Provide any information your travel agency deems important for the City to know, relative to the two (2) detailed specifications described in Section II of this proposal.
- E. If you are claiming minority status as a vendor, please provide information to support your claim.
- F. Provide information sufficient to address how your travel agency will handle cancellations and refunds on hotel rooms and airline tickets.
- G. Provide information sufficient to address how your travel agency will handle the accounting reconciliation the City requires, as described in the detailed specifications of Section II of this proposal.
- H. Provide the name of the individual your travel agency intends to provide as a liaison for the handling of all travel and accounting services.