



**REQUEST FOR PROPOSAL # 2011-2-1585**

**FOR**

**Air Travel to China**

**AS PER THE SPECIFICATIONS LISTED HEREIN**

**PROPOSAL DUE DATE: February 11, 2011**

**PROPOSAL DUE TIME: 2:00PM, OUR LOCAL TIME**

**REQUESTED BY: Denise Cool**

**THE UNIVERSITY OF AKRON  
DEPARTMENT OF PURCHASING**

**SUBMITTED: 1-31-2011**

**VENDOR NAME: \_\_\_\_\_**

## **1.0 REQUEST FOR PROPOSAL PROCESS**

### **1.1 GENERAL INFORMATION**

To be guaranteed the fullest consideration, all proposals should be submitted on or before 2:00P.M. Local time, on the 11th day of February, 2011. If sending via U.S. Mail, please use the following address: The University of Akron, Department of Purchasing, 302 Buchtel Common, Akron, Ohio 44325-9001. If sending via courier, overnight air, hand delivery, etc., please use the following address: The University of Akron, 100 Lincoln Street, Akron, Ohio 44325-9001. The University of Akron may select one, more than one or none of the proposals received.

Questions may be addressed to Denise Cool in the Department of Purchasing at (330) 972-6270 or Email: [dcool@uakron.edu](mailto:dcool@uakron.edu).

### **1.2 SITE HISTORY AND DESCRIPTION**

The University of Akron is a major public teaching and research institution that offers more than 200 undergraduate majors and areas of study leading to associate and bachelor's degrees. For advanced study, the University provides more than 100 master's degree programs and options, 17 doctoral degree programs and 4 law degrees.

Situated in a metropolitan area, The University of Akron has a student enrollment of approximately 28,000, and is the only public university in Ohio with a science and engineering program ranked in the top five nationally by *U.S. News & World Report*. The University of Akron excels in a variety of areas, including polymer science, dance, law, nursing and global business.

The University offers courses throughout most of the calendar year. It offers a fall and a spring semester and three summer sessions covering about eleven months of the year. The University employs approximately 4,800 full and part-time faculty and staff.

## **2.0 PROPOSALS**

### **2.1 SCOPE OF PROPOSAL**

The University of Akron, Office of International Programs will be taking a group of students on a three week China/South Korea Student Tour. The University of Akron seeks pricing for air travel ONLY for this trip. Currently, we are estimating between 14 and 18 travelers. Additional information regarding the program may be found at <http://www.uakron.edu/oip/2011chinas.koreatour/>.

The following is our current itinerary for which we seek air travel pricing:

Leave Cleveland on May 11

Arrive Shanghai on May 13 at approximately 10:00 am

Leave Beijing for Seoul and on to Pusan on May 26

Leave Pusan for Seoul on May 30

Leave Seoul for Cleveland on June 3

Proposals may include any number of itineraries that you wish to submit for our consideration. A total price per ticket for all legs of the trip is required and must include all fees taxes, etc. Note: The University of Akron is a state of Ohio entity and is exempt from sales tax in Ohio as well as many other states. A certificate of exemption is available upon request. Proposals must also details how long prices will be held, full details on any down payments required, when full payment is due, etc. Proposals must also include details on cancelations, changes, refunds, etc. Please assure that proposals detail any restrictions on the number of travelers to achieve the quoted pricing. Example, what is we only have 12 travelers or what if we have 20, etc.

The University is also part or a member of several group purchasing organizations and groups still being defined. Several groups to be immediately identified include [NEO](#), [IUC](#), and [CUE](#) all located within Ohio and consisting of non-profit organizations. On the Form of Proposal please indicate if you wish to extend your proposal to these groups. Links to the web pages of each group are provided above so you may better understand the structure of the group, size, and mission. Questions concerning these groups may be directed to the Department of Purchasing at The University of Akron.

<http://www.neostudycommission.org/>  
these groups?  
<http://www.iuc-ohio.org/>  
<http://www3.uakron.edu/purchasing/cue/>

Do you wish to extend your proposal to

Yes \_\_\_\_\_ No \_\_\_\_\_

**WILL VENDOR ACCEPT PAYMENT BY CREDIT CARD  
AT THE PRICES QUOTED ABOVE? ..... Yes \_\_\_\_\_ No \_\_\_\_\_**