

MEMORANDUM

To: R. David Laurell, County Administrator *R, David Laurell 1/4 BOS*

From: Ronna Johnson-Davis, Purchasing Agent *RJD*

Through: Alan Lane, Director of Management Services *ACL*

Subj. AGENDA ITEM – MYRTLE BEACH TRIP

Date: December 22, 2009

CC: Sherry Harding, Director of Programming Recreation Department

BACKGROUND:

The Recreation Department coordinates several trips each year, such as outings to major league sporting events, beach trips, cruises, shopping trips, etc. All trips are paid in full by the community participants who take advantage of this benefit provided by Campbell County. There is no cost to the County.

DISCUSSION:

A Request for Quotation (RFQ) was recently issued for a Myrtle Beach trip planned for April 25 – 28, 2010. The trip will have a minimum of thirty-five (35) participants and a maximum of fifty (50). Three quotations were received as follows:

	Steve Ellis Tour & Receptive	Diamond Tours	Travel Lovers
Single	\$565.00	\$569.00	\$589.00
Double	\$442.00	\$449.00	\$459.00
Triple	\$411.00	\$429.00	\$439.00
Quad	\$395.00	No bid provided	\$419.00

RECOMMENDATION:

It is recommended that the lowest quote from Steve Ellis Tour & Receptive, as shown above be accepted for the procurement of a Myrtle Beach trip in April 2010.