

## STATEMENT OF WORK

**Contract Scope/Overview:** *IFB* 6100033768 and the follow-on document awarded PO or Contract (identified here and in the other documents as the “Contract”) will cover the requirements of the Department of Labor & Industry (Office of Vocational Rehabilitation) for Overnight Lodging and Training Facility for In-Service Training.

**Objective:** Provide overnight lodging and training facilities for OVR staff to implement and participate in the “OVR 2015 Supervisor Training Institute August Session” on the dates listed below. **Please see outline of each individual and description of specific requirements.**

1. August 5 1:00pm-4:30pm
2. August 6 8:30am-4:30pm
3. August 7 8:30am-12:00noon

**Location:** Must be within two (2) miles of zip code 16801 (State College, PA).

### **Services:**

#### **Guest Rooms:**

1. Facility must provide up to 4 guest rooms on the evening of Tuesday, August 4, 2015.
2. Facility must provide up to 53 guest rooms on the evenings of:
  - a. Wednesday, August 5, 2015
  - b. Thursday, August 6, 2015.
3. Facility must provide up to 2 guest rooms equipped with roll in showers and be wheelchair accessible on the evenings of:
  - a. Wednesday, August 5, 2015
  - b. Thursday, August 6, 2015.
4. Facility must provide internal access from guest rooms to meeting rooms.
5. Facility must have microwave and refrigerator in ALL guest rooms.
6. Facility must have full service restaurant within establishment.
7. Visual smoke/fire alarm system in guest rooms or visual alarms must be available upon request to meet ADA accommodations.

#### **Meeting Rooms:**

1. One (1) large meeting room provided by facility to accommodate up to 75 participants for rounds of 8 persons each :
  - a. Wednesday, August 5, 2015 from 1:00pm-4:30pm

- b. Thursday, August 6, 2015 from 8:30am-4:30pm
  - c. Friday, August 7, 2015 from 8:30am-12:00noon.
2. Microphones provided by facility on all dates:
- a. One (1) Lavalier
  - b. One (1) handheld mic for presenter table and audience questions
8. AV items provided by facility on all dates:
- a. One (1) large screen
  - b. One (1) table for AV equipment (OVR Presenter will bring our own laptop and LCD projector).
  - c. Audio hook up for computer
  - d. Access to internet connection

**METHOD OF AWARD: INVITATION FOR BID (IFB):**

Award will be made by factors including: Price (including room guarantee rate and facilities price as requested in the SOW accessibility and acceptability of facilities considering the special needs required in the statement of work, location, and other factors OVR staff will consider from your proposal and visual inspection).

Please return your full quote with the information included in the IFB line item in word format.

**PRICING:**

**Guest room price may not exceed contracted price established on Commonwealth of PA Preferred Lodging Guide 2014-2015. All fees are to be included in the price for all contracted items, i.e. AV equipment, meeting rooms, etc. Once the contract has been awarded, no additional fees, i.e. taxes, may be added or billed to the Commonwealth after the fact.**

**Costs of Meeting Room Rentals may be waived if, at least 50 guest rooms, are rented by the Office of Vocational Rehabilitation at the same facility during the event.**

**NOTE:** Meeting room expenses cannot include a charge for refreshments or coffee breaks. OVR training grant funds may not be used to pay for break food and drink.

### **ELIGIBILITY REQUIREMENTS:**

In order to be eligible to bid on this contract, Bidders (Hotel/Meeting facility):

1. Must be within two (2) miles of zip-code 16801 (State College, PA)
2. Must be accessible in all public/meeting areas. Accessible is defined as:
  - a. Must have guest elevator if facility/hotel has more than one floor
  - b. Automatic doors at hotel entrance
  - c. Smooth floor transition between mediums, example: tile to carpet, hall to room
  - d. Facility doors can be opened from seated position
  - e. All facility rooms (meeting/guest/etc.) and elevators, at time of conference have braille signs as a means of identification
  - f. Visual smoke/fire alarm system in guest rooms or visual alarms must be available upon request to meet ADA accommodations.
  - g. Handicapped-designated parking spots have sufficient room for vehicle wheelchair ramp to operate safely
  - h. Handicapped accessible guest rooms have thermal protection devices where hot water is used
  - i. At least two guest rooms that have roll-in showers and are completely wheel chair accessible
  - j. If there is a grade at any hotel entrance, ramp slopes between 1:16 and 1:20 are preferred
  - k. All exits are accessible by wheelchair

### **BILLING AND REPORTING REQUIREMENTS:**

Guest rooms will be paid for individually and separately through either Commonwealth Corporate Card or Agency Lodging Card.

The bidder shall submit an invoice to the Commonwealth of Pennsylvania for Meeting Rooms rental (if applicable), and all AV services listed in SOW.

The invoices shall list the dates of service, invoice number, invoice date and Service Provider's Federal Identification Number/SAP Number. The invoices must include a breakdown of charges and a detailed report on the services provided. Bidders will be required to maintain records that are sufficient to fully disclose the extent and nature of services provided.

**SPECIAL REQUIREMENTS:**

- Adhere to DGS Standard terms and conditions
- The Commonwealth of PA is exempt from all cancellation fees, penalties, and attrition and to delete any sentences/sections referring to these items.
- The method of reservation is rooming list.
- Individuals are always responsible for incidentals.
- The Commonwealth of PA is exempt from local occupancy tax and is subject to the state occupancy tax of 6%.
- The minimum room cancellation policy is 24 hours.
- The Purchase Order or Contract with the printed Purchasing Agent's name shall constitute the electronic signature of the Commonwealth to the Awarded Vendor.

**INQUIRIES:** All inquiries should be directed to Procurement at [RA-li-OIT-BAS-Procur@pa.gov](mailto:RA-li-OIT-BAS-Procur@pa.gov)