

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
MS4 WORKSHOPS SPECIFICATIONS**

I. SCOPE OF WORK:

The Department of Environmental Protection (DEP), Bureau of Clean Water, requires a Contractor to provide lodging, meeting rooms and meals for two (2) Workshops. Contractors may submit a bid for either one (1) or both of the Workshops. This bid may result in the award of more than one (1) Contract.

Workshops One (1) and Two (2) shall consist of one (1) day, with the possibility of a second day being held immediately following the first day. Workshops One (1) and Two (2) shall have up to one hundred ten (110) attendees each day.

Location/Dates: The Workshops shall be located within a twenty-five (25)-mile radius of the locations listed below. Please indicate your facilities' availability by placing an 'X' on the blank line next to the available date/dates. Locations and dates for the Workshops shall include:

Workshop One – up to one hundred ten (110) attendees; 1-2 days

Pittsburgh, Allegheny County, PA

Workshop to be held during one of the four available timeframes:

_____ August 30, 2016 and **hold** August 31, 2016;

_____ August 31, 2016 and **hold** September 1, 2016;

_____ September 13, 2016 and **hold** September 14, 2016; or

_____ September 14, 2016 and **hold** September 15, 2016

Workshop Two – up to one hundred ten (110) attendees; 1-2 days

Norristown, Montgomery County, PA

Workshop to be held during one of the three available timeframes:

_____ September 19, 2016 and **hold** September 20, 2016;

_____ September 20, 2016 and **hold** September 21, 2016; or

_____ September 21, 2016 and **hold** September 22, 2016

The daily schedule for the Workshops is as follows:

Daily Schedule	
7:30	– 8:00 - Registration
8:00	– Noon - Workshop
Noon	– 1:00 - Lunch
1:00	– 4:30 - Workshop

II. CONTRACT REQUIREMENTS:

- A. Parking:** Free on-site parking shall be available for all Workshop attendees.
- B. Special Accommodations:** Accommodations for persons with disabilities shall be available at all times. Persons with disabilities include, but are not limited to, persons using wheelchairs, low vision or no vision and hearing impairments.
- C. Lodging:** Provide approximately ten (10) single sleeping rooms for the following Workshops, on the days listed:
- Workshop One
 - Night preceding Day 1 and Day 1
 - Day 2 if second session is held
 - Workshop Two -
 - Night preceding Day 1
 - Day 1 if a second session is held
 - Preferably, lodging rooms shall be located in the same building as, or adjacent to, the meeting room and meals. However, if the lodging rooms are not in the same building as the meeting room and meals, or if the rooms are not within a five (5)-minute walk from the meeting room and meals, the Contractor shall provide shuttle service at no charge. The DEP shall provide the Contractor with a forty-eight (48) hour confirmation notice as to number of lodging rooms required. Rooms shall be available two (2) hours after facility's regular checkout time.
 - All rooms reserved shall be non-smoking rooms, unless otherwise requested by the attendees. (Non-smoking room is defined as a room the hotel has set aside on a long-term basis for guests who do not smoke).
 - All rooms shall be clean and well maintained.
 - Appliances, lighting and plumbing shall be in good condition.
 - The rooms shall be free of noises of any kind and level that would interfere with overnight stay and shall have individual heating and air conditioning controls.
- D. Meeting Rooms:**
- One (1) meeting room capable of comfortably accommodating up to:
 - One hundred ten (110) attendees for Workshops One and Two.
 - The meeting room shall be available for the entire length of the Workshops and shall contain:
 - Wide, classroom style tables, with tablecloths, and chairs.
 - One (1) small table for a projector.

- One (1), eight-foot (8') long table, with tablecloth, in rear of room for equipment.
- A minimum of one (1) rectangular table (approximately eight feet (8') in length) with tablecloth, skirt and two (2) chairs outside of the meeting room for DEP staff to set up registration and materials. Registration area shall be available for the entire length of the Workshop.
- Message board shall be provided outside of Workshop.
- Posts, columns/pillars, etc., shall not obstruct visibility in the meeting room.
- The room shall be free of noises of a kind and level that would interfere with normal conduct of meetings.
- Restrooms shall be within a reasonable distance to the meeting room.
- The meeting room shall be cleaned daily, when more than one (1) Workshop is occurring.
- The restrooms shall be cleaned as-needed, or a minimum of twice daily.
- The meeting room shall be able to be locked so that equipment can be left overnight, or a room shall be designated for locked storage of equipment.

The room shall be equipped with the following:

- Heating, ventilation and air conditioning systems, which can be maintained or controlled within the meeting room. Ventilation shall be such that air is fresh-smelling and free of odors.
- Dimmable/adjustable lighting.
- Drinking glasses and water pitchers shall be provided and refilled on an as-needed basis.
- Carpeting which is free of tears/loose seams.
- Ample electrical outlets and extension cords with power strips.
- Adequate space for audiovisual equipment.
- Recycling receptacle, in addition to wastebaskets. Wastebaskets and recycling receptacle shall be emptied daily or as-needed.
- Additional chairs on an as-needed basis.
- Walls which are free from physical defects and stains.

E. Equipment Needs:

The meeting room shall contain the following equipment; all equipment shall be in good working condition and not more than ten (10) years old:

- One (1) podium.
- Wired Internet connection with a minimum of 15 mb/s download and 5 mb/s upload.
- Wireless Internet connection, available free to all attendees, with a minimum of 15 mb/s download and 5 mb/s upload.
- One (1) projection screen in good condition, with no rips or marks, able to be viewed by normal vision from the opposite, farthest point in the room.
- PA system.
- Two (2) wireless, handheld microphones.

- One (1) wireless, lapel microphone.

F. Federal Requirements:

Contractor agrees to comply with **Attachment B**, Federal Requirements.

III. ADDITIONAL WORKSHOP DAY:

DEP shall notify the Contractor no later than fifteen (15) days prior to the start of the upcoming Workshop, if the additional day shall be necessary.

IV. RECYCLING REQUIREMENTS:

The Contractor shall:

- Plan the function so that the volume of waste shall be reduced to the greatest extent feasible.
- Utilize to the greatest extent feasible, products, packaging and other materials that are made from recycled materials.
- Ensure to the greatest extent feasible that there are clearly marked containers for the collection of recyclable items by working with the establishment where the function is held.
- Coordinate with local recycling programs or municipal or county recycling coordinators.
- Undertake the collection, transportation, processing and marketing of the materials itself.
- Enter into contracts with other persons for collection, transportation, processing and marketing of the materials.

V. MEAL REQUIREMENTS:

- Lunch shall be a minimum of two (2) main dishes, one (1) being vegetarian, two (2) side dishes, garden and/or Caesar salad, coffee, hot tea, iced tea, soda (diet, regular and decaf.) and a dessert.
- Lunch shall be served on-site, in a banquet room separate from the meeting room, using round table seating.
- Coffee and tea (regular and decaf) shall be provided in the meeting room from 7:30 a.m. through 3:00 p.m.
- Styrofoam and plastic utensils are not acceptable. Paper products are not desired, but if used shall contain recycled content. Lunch shall be served in cups and on plates that are reusable (i.e., china, stoneware, etc.).
- Contractor is required to accommodate individual requests for special diets (vegetarian, diabetic, kosher, gluten-free, etc.).
- A one (1)-week notice shall be provided by the DEP to the Contractor to finalize meal selections. A forty-eight (48) hour confirmation notice will be provided as to the confirmation of quantities.

- Please refer to **Attachment A – Bid Award** for instructions on the meals to be served and serving times.

VI. EXCESS PREPARED FOOD PROVISION:

The Contractor agrees to make a good faith effort to donate to a nonprofit organization for ultimate free distribution to needy individuals, any wholesome food or grocery products fit for human consumption that are not consumed at the Commonwealth function. A good faith effort includes, but is not limited to, contacting one (1) or more of the entities appearing on the referral listing maintained by the Department of Agriculture. Updated lists may be obtained by contacting the Bureau of Government Donated Food at 1-800-468-2433 or by sending a request to:

Department of Agriculture
Room 401, Agriculture Building
2301 North Cameron Street
Harrisburg, PA 17110-9408

Contractor is hereby put on notice that liability shall not attach if the Contractor complies with 42 Pa. C.S 8338.

VII. CONTRACT TERM:

The Contract shall commence upon execution and terminate December 31, 2016. Further, the parties may agree to renew this agreement for up to four (4) additional consecutive annual terms, with a final termination date of December 31, 2021, upon the same terms and conditions set forth in the original contract. Price increase shall be negotiable for each renewal term not to exceed three percent (3%) of the amount currently in effect. The Contractor shall provide DEP with at least ninety (90) days' written notice of intention to renew.

The DEP reserves the right to cancel any scheduled Workshop due to inclement weather, budgetary constraints, or convenience, in accordance with Commonwealth Terms and Conditions. DEP shall provide twenty-four (24) hours' notice to Contractor if Workshop is to be cancelled or rescheduled. DEP shall make every effort to reschedule and hold Workshop prior to the end of the current contract term.

VIII. PRICING:

Applicable taxes, gratuity, and any miscellaneous charges SHALL be included as part of line item price. A separate line item for any of these charges will not be accepted. Do not include Sales Tax. The Commonwealth is tax exempt.

IX. BID AWARD:

This bid may result in the award of more than one (1) Contract and shall be awarded on a per Workshop basis. Contracts shall be awarded to the lowest responsive and responsible bidder per Workshop. The bids must be submitted electronically at www.emarketplace.state.pa.us.

Attachment A – Bid Award is for informational purposes only; however, it **MUST** be attached as part of your bid submission.

The DEP reserves the right to inspect the facilities prior to award of the Contract. If during the inspection, the DEP determines the facility does not meet the bid Specifications, the bid shall be rejected.

Estimated Quantities: Quantities herein are estimated only and may increase or decrease in accordance with the needs of the DEP.

X. PAYMENT TERMS:

Upon completion of the Workshop, the Contractor shall submit an itemized invoice in accordance with the unit prices contained in the resultant Purchase Order. The Contractor shall be paid at the unit price bid for actual number of meals served and lodging and meeting rooms utilized.

NOTE: Bids are to be submitted electronically, ONLY, prior to the closing date and time.

Any questions regarding the technical aspects of the Specifications shall be directed to Brian Schlauderaff (717) 772-5620 or bschlauderaff@pa.gov. Questions regarding contracting or bidding procedures shall be directed to Sherry Morrow at 717-772-1216 or email at smorrow@pa.gov.