

**ATTACHMENT A
BID AWARD**

Prior to the Workshops, the DEP and the Contractor shall agree on meal selections from the Contractor's standard menu. Sodas shall be brand names. Exact serving times shall be finalized twenty-four (24) hours prior to events.

Workshop One
Up to one hundred ten (110) attendees
1-2 days
Pittsburgh, Allegheny County, PA

1-A. LUNCH

To be served at 12:00 noon and shall include a minimum of two (2) main dishes, one (1) being vegetarian, two (2) side dishes, a garden and/or Caesar salad, dessert, choice of coffee and tea (regular and decaf.) and milk or soda (diet, regular, and caffeine-free).

\$ _____ per person per day x 110 persons x 2 days = \$ _____

1-B. BEVERAGES

Coffee and tea (regular and decaf.) shall be available from 7:30 a.m. until 3:00 p.m. for each day of the Workshop.

\$ _____ per person per day x 110 persons x 2 days = \$ _____

1-C. MEETING/ BANQUET ROOMS

Unit price shall include all equipment and any miscellaneous charges.

Meeting Room -

\$ _____ per room per day x 2 days = \$ _____

Banquet Room -

\$ _____ per room per day x 2 days = \$ _____

Total Meeting / Banquet Rooms = \$ _____

1-D. LODGING

Unit price shall include all miscellaneous charges.

\$ _____ per person per day x 10 persons x 3 days = \$ _____

1-E. GRAND TOTAL for Workshop 1
(Items 1-A through 1-D) = \$ _____

Workshop Two
Up to one hundred ten (110) attendees
1-2 days
Norristown, Montgomery County, PA

2-A. LUNCH

To be served at 12:00 noon and shall include a minimum of two (2) main dishes, one (1) being vegetarian, two (2) side dishes, a garden and/or Caesar salad, dessert, choice of coffee and tea (regular and decaf.) and milk or soda (diet, regular, and caffeine-free).

\$_____ per person per day x 110 persons x 2 days = \$_____

2-B. BEVERAGES

Coffee and tea (regular and decaf.) shall be available from 7:30 a.m. until 3:00 p.m. for each day of the Workshop.

\$_____ per person per day x 110 persons x 2 days = \$_____

2-C. MEETING/ BANQUET ROOMS

Unit price shall include all equipment and any miscellaneous charges.

Meeting Room -

\$_____ per room per day x 2 days = \$_____

Banquet Room -

\$_____ per room per day x 2 days = \$_____

Total Meeting / Banquet Rooms = \$_____

2-D. LODGING

Unit price shall include all miscellaneous charges.

\$_____ per person per day x 10 persons x 2 days = \$_____

2-E. GRAND TOTAL for Workshop 2 = \$_____
(Items 2-A through 2-D)