

# PA Department of Transportation (PennDOT)

## STATEMENT OF WORK

### Winter Meeting

#### I. Description/Requirements

- A. The PA Department of Transportation (PennDOT) is looking to obtain a venue to hold its Winter School Meetings.
- i. All services of the meetings shall be held in one building
  - ii. All quantities are estimated
  - iii. Advanced deposits are not permitted
  - iv. Commonwealth personnel are restricted from signing contractual agreements by the vendor that may hold PennDOT legally bound
  - v. The Commonwealth of Pennsylvania is not subject to any tax imposed by local government
    - a) The state occupancy tax of 6% does apply.
    - b) A tax exempt form will be provided to awarded vendor
  - vi. PennDOT reserves the right to cancel reservations 48 hours prior to the event without penalty.
  - vii. The venue shall be located within Lehigh County.
  - viii. The Department reserves the right to inspect the premises prior to the award of the bid to ensure that all requests within the Statement of Work are responsive.

#### II. Meeting Rooms:

##### A. **General Session Meeting Room**

- i. The meeting room shall be reserved from 7:00 am to 4:30 pm on February 7, 8 & 9, 2018.
- ii. The meeting room shall be no less than 2000 square feet in size.
- iii. The following is to be provided for:
  - 240 people - February 7 and 8, 2018
  - 175 people - February 9, 2018
- a) One (1) meeting room in a classroom style setup with all tables covered with table cloths and comfortably seat the number of people specified above.
- b) Room shall be carpeted, free of noise that would interfere with the normal conduct of the meeting.
- c) Tables shall be no less than 3' x 6' rectangle with only two participants per table with 4' between rows.
- d) The vendor shall provide water pitchers and glasses, tablets, and pens on each table.
- e) Chairs shall have padded seats and backs.

- f) Visibility within room cannot be obstructed by posts.
- g) Heating, ventilation, and air conditioning systems should be maintained or controlled within the room.
- h) Adjustable lighting within the room.
- i) Include adequate trash cans in room.

**iv. Audio**

- a) The following shall be provided in the meeting room:
  - (a) One (1) podium
  - (b) One (1) table for laptop and projector.
  - (c) Audio System.
  - (d) Internet Connection
  - (e) Adequate IT support available for Audio System, at all times during the event.

**B. Breakout Rooms**

- i. Requirements for each breakout room
  - a) Two (2) breakout rooms shall be reserved on February 7 & 8, 2018 from 8 a.m. to 4:30 p.m..
  - b) Hold no less than 120 people.
  - c) Shall be the same rooms both days.
  - d) Round tables, covered and skirted, no more than 8 chairs per table.
  - e) One (1) table for laptop and projector.
  - f) Audio System.
  - g) Internet Connection.
  - h) Drinking glasses and water pitchers for no less than 120 people; on each table, refilled after each session.

**III. Registration Area:**

- A. Located outside main meeting room and available starting February 7, 2018 @ 7 a.m. and leave in place for the remainder of the meeting.
- B. Two (2) six foot rectangular tables, skirted and covered with tablecloths, and four chairs with padded seats and backs.

**V. Catering:**

**A. Coffee Service**

- i. The vendor shall provide coffee service for an estimated 240 people on February 7 & 8, 2018 and 175 people on February 9, 2018 from 7:00 a.m. to 3:30 p.m.
- ii. The coffee service station shall be in the rear of the General Session Meeting room on a table with a clean tablecloth or in the Registration area.

**B. Lunch**

- i. The following is to be provided for: 240 people - February 7 and 8, 2018  
175 people - February 9, 2018
  - a) Lunch is to be provided.
  - b) Set up by 11:30 a.m. each day.

- c) Set up and served outside of the meeting rooms.
- d) A buffet of hot soup, salad, sandwich and dessert to include beverage service of coffee, decaffeinated coffee, hot tea, soft drink and water.
- e) Vegetarian option to be made available.

**VII. Parking:**

- A. Adequate, free parking shall be available for approximately 240+ total people (including attendees, presenters and others involved in the meeting).