



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA PUBLIC UTILITY COMMISSION
P.O. BOX 3265, HARRISBURG, PA 17105-3265

IN REPLY PLEASE
REFER TO OUR FILE

WORK STATEMENT FOR PA PUBLIC UTILITY COMMISSION
HOSTING NAPSr EASTERN REGION MEETING

The PA Public Utility Commission is soliciting bids for a Hotel to accommodate lodging and conference area for a 5-day seminar on May 21-25, 2018.

Location: State College, PA.

Date: May 21–25, 2018

Accommodations:

- Hotel must be able to accommodate 35 lodging rooms check-in Monday (May 21st, 2018) with checkout Friday morning (May 25th, 2018)
- Facility must be located within walking distance of downtown campus area.
- Hotel must be able to accommodate free parking for 35 attendees through duration of seminar (Monday noon through Friday noon)

Registration Areas:

Monday:

- Area/Atrium (accommodating up to 35) needed from 6 p.m. to 7 p.m. for registrations/welcome (Menu*)
- Three tables with skirts

Tuesday:

- Area/Atrium (accommodating up to 35) needed from 7 a.m. to 8 a.m. for registrations/welcome (Menu*)
- Three tables with skirts

Meeting Rooms:

Tuesday thru Thursday:

- Large room (accommodating up to 35) needed from 7:00 a.m. to 7:00 p.m. with internet access and electric for all participants
- Set up: Several 6' tables for U-shape style layout
- Table in front of room with podium for projector
- One Audio Patch and Video Patch for Computer to House Sound and Video to projection screen(s)
- One Screen
- Breakfast: 7 a.m. (Menu*)
- Break: 10:00 a.m. (Menu*)
- Lunch: 12:00 p.m. (Menu*)
- Break: 2:30 p.m. (Menu*)
- Breaks shall be set up no less than 15 minutes and no more than 30 minutes before scheduled time
- Water pitchers with ice and glasses on all tables and refreshed no later than 1:00 p.m.

Dining Area:

Tuesday thru Thursday:

- Room (accommodating up to 35) for lunch from 12 p.m. to 1:00 p.m. (Menu*)
- Tables must be no more than 8 people to table for banquet style lunch
- Meeting space must be in separate room from eating space and all attendees must eat in same room. Dining area must be located next to the Meeting Room or within close proximity (50'-75') of the Meeting Room.

Banquet:

Wednesday:

- Room (accommodating up to 35) for buffet dinner from 6 p.m. to 8 p.m. (Menu*)
- Tables must be no more than 8 people to table.
- Meeting space must be in separate room from eating space and all attendees must eat in same room.

*Menu: To be finalized upon awarding of vendor – see provided sample menus below.

Monday Evening – Registration/Welcome

- (2) Hot Hors D' Oeuvres, (1) Cold Hors D' Oeuvres, Coffee, Tea, Assorted Soft Drinks and Bottled Waters

Tuesday, Wednesday, Thursday – Breakfast Buffet

- Scrambled Eggs, (1) Meat, Breakfast Potatoes, Assorted Breakfast Pastries, Hot Oatmeal, Cereals and Milk, Fresh Fruit, Assorted Juices, Freshly Brewed Coffee (regular and decaf), and Hot Tea

Tuesday, Wednesday, Thursday – Morning Break

- Assorted Pastries/Bagels/Yogurts/Fruit
- Coffee, Tea, Assorted Juices, Bottled Water

Tuesday, Wednesday, Thursday – Lunch Buffet

- (1) Soup, (1) Salad, (2) Main Entrees, (1) Vegetable Selection, (1) Starch Selection, Rolls/Breads, Dessert, Coffee, Hot or Iced Tea and Water

Tuesday, Wednesday, Thursday – Afternoon Break

- Assorted Cookies/Dry Snacks
- Coffee, Tea, Assorted Sodas, Bottled Water

Wednesday Evening Banquet – Buffet

- (1) Garden Salad, (1) Beef Entree, (1) Chicken Entrée, (1) Seafood Entree, Vegetable Medley, (1) Starch, Assorted Rolls, Assorted Desserts, Coffee, Hot or Iced Tea and Water

Total Service Charge Cost:

Proof of Visit:

Once bids are received, a proof of visit will be required before awarding the bid (see attached proof of visit form) to confirm the bid specifications can be achieved. The contact person listed below will set up a date a time once all bids are received. The contact person will be:

Jessalynn Heydenreich
Public Utility Commission | Gas Safety Division
Commonwealth Keystone Building
400 North Street | Harrisburg, PA 17120
Phone: 717.614.3625 | Fax: 717.787.0481

Bid Contact:

Please contact Terri Benzel 717-772-2152 or tbenzel@pa.gov with any questions.