

COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

Training Log Number Central Area 2018-1

DATE: October 19, 2017

SUBJECT: **TRAINING SERVICE REQUEST FOR BID/CONTRACT**

TO: Bureau of Administration

FROM: \_\_\_\_\_ Program Manager: \_\_\_\_\_/er

Name of Region Central Area In- Service Training

Date(s) of Course February 7-8-2018

Location Dauphin County

Funding Source \_\_\_\_\_

Projected Cost Not to exceed \$ 15,000.00

Suggested Vendors (at least three, more are desirable):

- 1.) Holiday Inn Harrisburg - Hershey  
604 Station Road,  
Grantville, PA 17028
  
- 2.) Best Western  
800 East Park Dr.  
Harrisburg, PA 17111
  
- 3.) Red Lion Hotel Harrisburg Hershey  
4751 Lindle Rd.  
Harrisburg, PA 17111

Federal I.D. 1) \_\_\_\_\_ Federal I.D. 2) \_\_\_\_\_ Federal ID. 3) \_\_\_\_\_

Vendor not to be considered: \_\_\_\_\_

Note: Please include all special needs such as menu selections, equipment requirement with your detailed specification.

LOCAL BIDS  
**INVITATION - BID PROPOSAL**

**Sealed Bids, subject to the CONDITIONS shown on the reverse hereof, will be received by the agency named below until the due time and date indicated.**

**ALL ARTICLES TO BE BID F.O.B. DESTINATION**

| DUE DATE   | DUE TIME   | MAILING DATE | ITEMS TO BE DELIVERED FOB AGENCY      |      |   |              |
|--|--|--------------|---------------------------------------|------|---|--------------|
| Altering proposal or failure to furnish complete information will be reason for rejection. |  |              | INQUIRY NUMBER<br>Central Area 2018-1 |      | PA EMERGENCY MANAGEMENT AGENCY<br>1310 Elmerton Ave<br>HARRISBURG, PA 17110 |              |
| ITEM NO  | DESCRIPTION OF ARTICLES  |              | QUANTITY                              | UNIT | UNIT PRICE  | TOTAL AMOUNT |
|  | The Pennsylvania Emergency Management Agency (PEMA), an agency representing the Commonwealth of Pennsylvania, intends to conduct a <b>Central Area Quarterly Training Session, February 7-8, 2018.</b><br><br>The facilities needed to conduct this course are:<br><br>a. Up to <b>60 single lodging rooms</b> for the night of <b>February 7, 2018</b> PEMA will provide rooming list. <i>Unit price to include occupancy tax.</i><br><br>b. <b>MEETING ROOM</b> for up to <b>120</b> students set <b>classroom</b> style. Room to be utilized from <b>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</b> Room should be located away from high noise areas to avoid distraction from the learning experience.<br><br>c. <b>SCREEN</b> to be available in the meeting room from <b>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</b> |              | 60                                    | Each |   |              |
|  |  |              | 2                                     | Days |   |              |
|  |  |              | 2                                     | Days |   |              |
| BUYER  |  | TELEPHONE    | TOTAL BID (SHOW ON LAST PAGE ONLY)    |      |   |              |

**NO BID WILL BE CONSIDERED UNLESS BID PRICE IS FIRM WITHOUT QUALIFICATION.**

This bid will remain firm for sixty (60) days following bid opening unless a date is otherwise indicated here \_\_\_\_\_

Number of days required for delivery following award \_\_\_\_\_

Specify discount allowed if paid within sixty (60) days after receipt of material \_\_\_\_\_

%

**No payment for goods purchased as a result of this bid will be made until all items have been delivered.**

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted, to furnish any or all items upon which prices are quoted, at the price and at the time set opposite each item, delivered at the point(s) as specified.

|                     |  |      |
|---------------------|--|------|
| SIGNATURE OF BIDDER | TITLE (OWNER, PARTNER, OR CORPORATE OFFICER) | DATE |
|---------------------|--|------|

**IF THE FIRM NAME AND/OR ADDRESS BELOW IS IN ERROR, MAKE NECESSARY CORRECTIONS.**

**TO:**

AREA CODE & TELEPHONE NO. \_\_\_\_\_

| ITEM NO | DESCRIPTION OF ARTICLES   | QUANTITY | UNIT | UNIT PRICE | TOTAL AMOUNT |
|---------|---|----------|------|------------|--------------|
| d.      | <b>PODIUM</b> equipped with microphone and amplifier to be available in the meeting room from <u>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</u>  | 2        | Days |            |              |
| e.      | <b>(2) REGISTRATION TABLES</b> to be available outside the meeting room from <u>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</u>   | 2        | Days |            |              |
| f.      | <b>INSTRUCTOR'S TABLE</b> set up in the back of the meeting room from <u>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</u>  | 2        | Days |            |              |
| g.      | <b>BREAKFAST CREDIT</b> for up to <u>60</u> attendees on <u>February 8, 2018.</u> Each attendee to be provided a credit up to <u>\$8.00</u> to eat breakfast from the menu. Attendees exceeding the <u>\$8.00</u> allowance must pay all excess charges. A separate buffet line in a separate room, must be set up for the breakfast. <b><u>A general continental breakfast is not acceptable.</u></b>  | 60       | Each |            |              |
| h.      | <b>AM REFRESHMENT BREAK</b> consisting of coffee, tea (regular and decaf) and juice for up to <u>100</u> persons to be available at <u>9:00 a.m. on February 7, 2018 and at 7:00 a.m. on February 8, 2018.</u> Break must be served outside the meeting room. <b><u>Unit price to include gratuity.</u></b>   | 200      | Each |            |              |
| i.      | <b>LUNCH BUFFET</b> for up to <u>100</u> persons on <u>February 7, and February 8, 2018</u> to be <u>available at 12:00 noon. A Lunch/w soup and a vegetarian selection for 5-7 meals (must be marked), must be served in a room separate, if possible from the meeting room so as not to disturb the conferences. If lunch is served in the same room; ALL lunch items must be removed prior to the start of the afternoon session each day so as not to disturb the conference.</u> Lunch must not be set up in same conference room as attendees. However, separate tables for participants to eat are acceptable. Serving the lunch in a designated section of the hotel dining room is also acceptable. PEMA will select daily menu from the list provided by the hotel. <b><u>Unit price to include gratuity.</u></b> | 200      | Each |            |              |
| j.      | <b>PM REFRESHMENT BREAK</b> consisting of bottled water, assorted sodas, and coffee and tea, to include diet, for up to <u>100</u> persons on <u>February 7, 2018 and February 8, 2018</u> to be available at <u>1:00 p.m., February 7, 2018 and February 8, 2018.</u> Break must be served outside of the meeting room. <b><u>Unit price to include gratuity.</u></b>  | 200      | Each |            |              |
| k.      | <b>FRESH ICE WATER</b> to be available in the meeting room from <u>6:00 a.m., February 7, to 5:00 p.m., February 8, 2018,</u> including the Instructor's Table.   | 2        | Days |            |              |
| l.      | <b>INTERNET ACCESS, <u>Broadband Preferred,</u></b> for use in the meeting room from <u>6:00 a.m., February 7, to 5:00 p.m., February 8, 2018.</u>  |          |      |            |              |
| m.      | <b>(2) WIRELESS MICROPHONES and <u>AMPLIFIER</u></b> to be available in the front of the meeting room from <u>6:00 a.m., February 7, 2018 to 5:00 p.m., February 8, 2018.</u>   | 2        | Days |            |              |
| n.      | <b>(1) BREAKOUT ROOM</b> for <u>30 participants</u> to be available on <u>either February 7 or 8, 2018.</u> It will be for <b><u>Working Lunch, w/tables positioned in a square</u></b> with the PEMA Director. <b><u>A separate lunch buffet, with the same menu items will be set up in the breakout room.</u></b>  | 1        | Day  |            |              |
| o.      | <b><i>Hotel must be in Dauphin County</i></b>   |          |      |            |              |

BID PROPOSAL CONTINUATION SHEET  
INQUIRY NUMBER Central Area 2018-1

FEDERAL OR SOC. SEC.  
IDENTIFICATION NO. \_\_\_\_\_ PAGE 3 OF 5 PAGES

**Total Bid Not to exceed \$** 15,000.00

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ADDITIONAL SPECIFICATIONS FOR BID  
for the Pennsylvania Emergency Management Agency

1. SINGLE LODGING ROOMS - All lodging rooms must be located on facility's same premises. **Unit price to include occupancy tax.**
2. Pennsylvania Emergency Management Agency is **sales tax exempt. Exempt No. 23640001-K.**
3. RESTAURANT – Full-service restaurant must be located within the facility.
4. FIRE ALERT - Facility must be in compliance with the Hotel and Motel Fire Safety Act of 1990, Public Law 101-391.
5. SPECIAL NEEDS - Facility must be in compliance with the American with Disabilities Act.
6. PARKING - Free vehicle parking at the facility must be available for course participants.
7. APPLICABLE TAX - (i.e. occupancy tax) and GRATUITIES are to be included in all costs. **Unit prices in the bid are to include all gratuities and occupancy tax.**
8. QUANTITIES are estimated and may increase or decrease according to Agency needs. A final count for meals, breaks and lodging will be provided to selected facility **five (5) business days prior to start of course.**

**ADDITIONAL INFORMATION**

**JUSTIFICATION:** PEMA Central Area Quarterly Training as required by Title 35

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**ATTENDEES - (PLEASE CHECK)**

STATE EMPLOYEES  OTHER

**Comments County Personnel**

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COMMONWEALTH OF PENNSYLVANIA  
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

Training Log Number Central Area 2018-2

DATE: October 19, 2017

SUBJECT: **TRAINING SERVICE REQUEST FOR BID/CONTRACT**

TO: Bureau of Administration

FROM: \_\_\_\_\_ Program Manager: \_\_\_\_\_

Name of Region Central Area In- Service Training

Date(s) of Course June 5-6, 2018

Location Centre County

Funding Source \_\_\_\_\_

Projected Cost Not to exceed \$ 15,000.00

Suggested Vendors (at least three, more are desirable):

- 1.) Toftrees  
1 Country Club Lane  
State College, PA 16801
- 2.) Ramada State College
- 3.)

Federal I.D. 1) \_\_\_\_\_ Federal I.D. 2) \_\_\_\_\_ Federal ID. 3) \_\_\_\_\_

Vendor not to be considered: \_\_\_\_\_

**Note: Please include all special needs such as menu selections, equipment requirement with your detailed specification.**

LOCAL BIDS  
 INVITATION - BID PROPOSAL

Sealed Bids, subject to the CONDITIONS shown on the reverse hereof, will be received by the agency named below until the due time and date indicated.

ALL ARTICLES TO BE BID F.O.B. DESTINATION

| DUE DATE   | DUE TIME  | MAILING DATE   | ITEMS TO BE DELIVERED FOB AGENCY  |      |            |              |
|--|---|--|---|------|------------|--------------|
|  |   |  | PA EMERGENCY MANAGEMENT AGENCY<br>1310 Elmerton Ave<br>HARRISBURG, PA 17110 |      |            |              |
| Altering proposal or failure to furnish complete information will be reason for rejection. |   | INQUIRY NUMBER<br>Central Area 2018-2  |   |      |            |              |
| ITEM NO  | DESCRIPTION OF ARTICLES   |  | QUANTITY  | UNIT | UNIT PRICE | TOTAL AMOUNT |
|  | The Pennsylvania Emergency Management Agency (PEMA), an agency representing the Commonwealth of Pennsylvania, intends to conduct a <b>Central Area Quarterly Training Session, June 5-6, 2018.</b><br><br>The facilities needed to conduct this course are: |  |   |      |            |              |
|  | a.  | Up to <b>60 single lodging rooms</b> for the night of <b>June 5-6, 2018</b><br><b>PEMA will provide rooming list. <i>Unit price to include occupancy tax.</i></b>  | 60  | Each |            |              |
|  | b.  | <b>MEETING ROOM</b> for up to <b>120</b> students set <b>classroom</b> style. Room to be utilized from <b>6:00 a.m., June 5, 2018 to 5:00 p.m., June 6, 2018.</b><br><b>Room should be located away from high noise areas to avoid distraction from the learning experience.</b> | 2   | Days |            |              |
|  | c.  | <b>SCREEN</b> to be available in the meeting room from <b>6:00 a.m., June 5, 2018 to 5:00 p.m., June 6, 2018.</b>  | 2   | Days |            |              |
| BUYER  |   | TELEPHONE  | TOTAL BID (SHOW ON LAST PAGE ONLY)  |      |            |              |

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| o.      | <b><i>Hotel must be in Centre County</i></b>   |          |      |            |              |

FEDERAL OR SOC. SEC.  
IDENTIFICATION NO. \_\_\_\_\_

PAGE 3 OF 5 PAGES

BID PROPOSAL CONTINUATION SHEET  
INQUIRY NUMBER Central Area 2018-2

**Total Bid** Not to exceed \$1 15,000.00

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ADDITIONAL SPECIFICATIONS FOR BID  
for the Pennsylvania Emergency Management Agency

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**ADDITIONAL INFORMATION**

**JUSTIFICATION:** PEMA Central Area Quarterly Training as required by Title 35

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**ATTENDEES - (PLEASE CHECK)**

STATE EMPLOYEES  OTHER

**Comments**    **County Personnel**

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