

**INVITATION FOR BID**

**Attorney Conference**

**For the Office of Attorney General in  
the Commonwealth of Pennsylvania**

**IFB NUMBER  
6100044484**

**DATE OF ISSUANCE  
December 26, 2017**

**INVITATION FOR BID**

**Agent Conference  
IFB Number 6100044484**

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**ATTACHMENTS**

Attachment A – Price List

Attachment B – Commonwealth Terms and Conditions

## CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
<p>Bid Submissions Must be received by:</p> <p><b>Alecia D. Peddigree, Issuing Officer</b> <b>Office of Attorney General</b> <b>14<sup>th</sup> Floor Strawberry Square</b> <b>Harrisburg, PA 17120</b></p> <p><a href="mailto:apeddigree@attorneygeneral.gov">apeddigree@attorneygeneral.gov</a></p>	<p>Vendors</p>	<p>January 5, 2017 at 1:00 p.m.</p>
<p>Please monitor website for all communications regarding this Invitation to Bid (IFB):</p> <p><a href="http://www.attorneygeneral.gov/Procurement/">www.attorneygeneral.gov/Procurement/</a></p>	<p>Potential Vendors</p>	<p><u>TBD</u></p>

# Part I: General Information

## INTRODUCTION

**A.** The Office of Attorney General (OAG) is seeking a hotel/convention center to provide the following meeting facilities, lodging, catering needs, and audio-visual needs for a conference scheduled on April 23, 2018 through April 25, 2018, in Bedford, PA.

## **B. BID AWARD**

The bidder shall complete all requirements of the IFB (Invitation for Bid) to qualify for the bid award.

This is a group award. Bidder must bid all items.

The awarded contract/purchase order quantities herein are estimated only and may increase or decrease based upon on the service requirements of the OAG.

## **C. BID SUBMISSION**

1. Bids must be submitted prior to the Bid Closing Date and Time affixed in calendar of events. Bids submitted after the Bid Closing Date and Time will not be considered for award.

a. **Electronic Submission:** Bids may be submitted electronically by emailing [apeddigree@attorneygeneral.gov](mailto:apeddigree@attorneygeneral.gov). Vendors shall submit one complete and exact copy of the entire response in a single electronic file. The file should clearly identify the Vendor and include the name and version number of the virus scanning software that was used to scan the file before it was submitted. Each response page should be numbered for ease of reference.

b. **Paper Submission:** Bids may be submitted in paper form by mailing to the address in the calendar of events.

## **D. BID FORMAT**

1. Attachment A – Price List is mandatory. Please fill out in its entirety.
2. Any Hotel/Function Agreement that your facility will want signed by our Agency.
3. Any objections or additions to the Commonwealth Terms and Conditions; see Part II, Section L.

## **E. BID RESULTS**

Bid results will be e-mailed to each bidder.

## Part II: Specific Requirements

### A. LODGING

The vendor shall reserve a block of clean guest rooms as follows:

Date	Rooms
Monday, April 23, 2018	115
Tuesday, April 24, 2018	150

The vendor would be required to provide a booking link for Attorney's to make room reservations. Complimentary WiFi is also required.

All quantities are estimated. The number of guest rooms needed may increase or decrease.

The lodging rate must be equal to or lower than GSA rate for your specific area. Rates shall include the nightly room rate **and** state hotel occupancy tax (6%) only.

### B. MEETING FACILITY REQUIREMENTS

All meeting facilities detailed below must contain high speed internet access (WiFi and T1), ergonomic chairs, built in projection screens and ability to regulate temperatures within each room.

A large meeting room (referred to as Main Room) must be available to accommodate 200 attendees, set-up as classroom style from Monday, April 23, 2018 at 12:00 noon until Wednesday, April 25, 2018 at 12:00 noon. This Main Room shall be at a minimum 3,500 square feet.

On Monday, April 23, 2018, from 12:00 noon until 5:00 p.m. a total of 2 breakout rooms are required (separate from Main Room). Each breakout room must be able to accommodate up to 50 attendees, set-up as classroom style.

On Tuesday, April 24, 2018, from 8:00 a.m. until 5:00 p.m. a total of 3 breakout rooms are required (separate from Main Room). Each breakout room must be able to accommodate up to 60 attendees, set-up as classroom style.

On Wednesday, April 25, 2018, from 8:00 a.m. until 12:00 noon a total of 3 breakout rooms are required (separate from Main Room). Each breakout room must be able to accommodate up to 50 attendees, set-up as classroom style.

Breakfast, Lunch and Dinner must be served in a separate room from all other meeting space (including Main Room).

### C. AUDIO-VISUAL REQUIREMENTS

The following audio-visual equipment is required:

#### Main Room:

- Board systems (one white board with markers and bulletin board)
- One podium with fixed microphone
- One wireless Lavalier or handheld microphone
- Fixed projection screen
- WiFi internet
- Two flipcharts with markers
- Pens, pads

#### Break Out Rooms:

- Board systems (one white board with markers and bulletin board)
- One podium with fixed microphone
- One wireless Lavalier or handheld microphone
- Fixed projection screen
- WiFi internet
- Two flipcharts with markers
- Pens, pads

### **D. CATERING REQUIREMENTS**

ALL meals must be served in a separate room from all other meeting space (including Main Room). Estimated quantity for each meal is detailed below. Please provide a menu for each meal described below. Coffee, tea and water service to be provided during meeting sessions outside the meeting rooms. Please specify on Price List if this beverage service is complementary or if there is a charge. All meals must be within the Federal GSA per diem allocations by locations. Bedford has a total daily per diem rate of \$51.00 (\$11.22 for breakfast, \$11.22 for lunch, and \$28.56 for dinner). If buffet or served is not specified below, please provide pricing for all options that fall under the GSA per diems.

#### Monday, April 23, 2018:

- Dinner at 6:30 p.m. for estimated 90 people (appetizer(s), salad, 2 main courses and dessert). Cash bar to be available.
- Continuous all day Beverage Service

#### Tuesday, April 24, 2018:

- Buffet Breakfast from 7:00 a.m. to 8:30 a.m. Estimated 115 people.
- Lunch from 12:30 to 1:30. Estimated 215 people.
- Dinner at 6:30 p.m. in two separate rooms (appetizer(s), salad, 2 main courses and dessert). Cash bar to be available.
  - 1<sup>st</sup> room to hold estimated 75 people
  - 2<sup>nd</sup> room to hold estimated 45 people

- Continuous all day Beverage Service

Wednesday, April 25, 2018:

- Buffet Breakfast from 7:00 a.m. to 8:30 a.m. Estimated 150 people.
- Continuous all day Beverage Service

**E. LOCATION**

The prospective hotel/convention center shall be located within 5 miles of the Bedford, PA exit number 146 from the Pennsylvania Turnpike.

**F. SITE VISIT**

The OAG reserves the right to conduct a site visit prior to awarding contract to ensure proposed facility can meet the specifications.

**G. BILLING**

The vendor would be required to maintain a master room listing and bill directly to this Master Contract. No alcoholic beverages can be billed to this Master Contract. Individuals requesting the alcoholic beverages would be solely responsible for payment.

**H. ENDORSEMENTS**

The awarded contractor shall not advertise or publicize in any way a written or verbal endorsement that their services are being used by the OAG without the written approval of the OAG.

**I. SENSITIVE INFORMATION/NEWS RELEASES**

Except as enumerated below, the awarded contractor shall not:

1. Publish or otherwise disclose, except to the OAG and except matters of public record, any information or data obtained during the course of performance under the service purchase document, except with the consent of the OAG.
2. Release news relating to the performance of this service purchase document unless prior approved by the OAG. The OAG reserves the sole right to issue news releases regarding any incidents that may occur during the service purchase document term.

**J. CONFIDENTIALITY**

The awarded contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performance of contracted

tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the service purchase document.

**K. TAXES**

The Commonwealth of Pennsylvania is tax exempt and may only be billed for room rate plus state hotel occupancy tax.

**L. OBJECTIONS AND ADDITIONS TO STANDARD CONTRACT TERMS AND CONDITIONS.**

The Vendor will identify which, if any, of the terms and conditions (contained in Attachment) it would like to negotiate and what additional terms and conditions the Vendor would like to add to the standard contract terms and conditions. The Vendor's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Vendor shall not request changes to the other provisions of the IFB, nor shall the Vendor request to completely substitute its own terms and conditions. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the Vendor's, or any other, online guides or online terms and conditions contained in any proposal.

**M. CONTRACTOR COMPLIANCE**

1. Contractor shall certify that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government.
2. Non-Compliance of any provision of this Contract will be cause for the termination of the Contract at the discretion of the OAG.