

## Statement of Work

**PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY**  
**Office of Vocational Rehabilitation Employability Expo, Reading, PA**  
**April 10, 2018**

### SPECIFICATIONS

**Bid # 6100044798**

#### **I. SCOPE OF WORK:**

The Department of Labor & Industry (L&I), Office of Vocational Rehabilitation (OVR) is seeking a contractor to provide meeting room space and banquet facilities on Tuesday, April 10, 2018 in Reading, PA. The location must be within ten (10) miles of Reading, PA zip code 19602.

#### **II. CONTRACT REQUIREMENTS:**

##### **A. Meeting Rooms:**

The facility must be fully accessible in all public/meeting areas including:

1. A guest elevator (if facility/hotel has more than one floor) with braille signs as a means of identification of controls
2. Automatic doors at hotel entrance
3. Smooth floor transition between mediums, (tile to carpet, hall to room)
4. Facility doors can be opened from seated position
5. All facility rooms (meeting/guest/etc.) have braille signs as a means of identification
6. Fully accessible restrooms on the same floor as the meeting room with thermal protection devices where hot water is used
7. Handicapped-designated parking spots that are ground level curbside parking with sufficient room for vehicle wheelchair ramp to operate safely
8. Handicapped accessible guest rooms with thermal protection devices where hot water is used
9. "Accessibility Kits" to accommodate guests with Sensory Disabilities (Vibrating/Light Sensor Alarms, TTY (Teletypewriter), etc.)
10. Ramp slopes at any entrance are between 1:16 and 1:20
11. All exits are accessible by wheelchair
12. Be compliant with the American Disabilities Act regarding the presence of Service Animals accompanying attendees.

**Meeting Room "A" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m.:** Facility to provide a meeting room to accommodate up to 100 participants on Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m. with the following requirements: room set up with chairs arranged in theater style rows with an aisle down the center, one (1) podium with microphone, one (1) lavalier microphone for audience participation, one (1) screen for projected presentation, one (1) projector, one (1) laptop connected to projector, one (1) small table for the projector and laptop placed in the center of the room, wireless internet connection and electrical outlets available, and water and paper cups placed in the back of the room.

**Meeting Room "B" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m.:** Facility to provide a meeting room to accommodate up to 100 participants on Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m. with the following requirements: room set up with chairs arranged in theater style rows with an aisle down the center, one (1) podium with microphone, one (1) lavalier microphone for audience participation, one (1) screen for projected presentation, one (1) projector, one (1) laptop connected to projector, one (1) small table for the projector and laptop placed in the center of the room, wireless internet connection and electrical outlets available, and water and paper cups placed in the back of the room.

**Meeting Room "C" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m.:** Facility to provide a meeting room to accommodate up to 100 participants on Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m. with the following requirements: room set up with chairs arranged in theater style rows with an aisle down the center, one (1) podium with microphone, one (1) lavalier microphone for audience participation, one (1) screen for projected presentation, one (1) projector, one (1) laptop connected to projector, one (1) small table for the projector and laptop placed in the center of the room, wireless internet connection and electrical outlets available, and water and paper cups placed in the back of the room.

**Meeting Room "D" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m.:** Facility to provide a meeting room to accommodate up to 100 participants on Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m. with the following requirements: Room set up for mock Interviews. Room set up to include 40 booths approximate size of eight (8) foot by eight (8) foot separated by pipe/drape provided by the facility. Each space will need to contain one (1) table, no longer than 6 feet, covered in linen with two (2) chairs, 40 (forty) additional chairs placed in a waiting area inside (or immediately outside) this meeting room, and water and paper cups placed in the back of the room.

**Meeting Room "E" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:00 p.m.:** Facility to provide a meeting room for 50 (fifty) participants set up with chairs arranged in theater style.

**Meeting Room "F" - Tuesday, April 10, 2018 from 11:00 a.m. to 2:30 p.m.:** Facility to provide one (1) meeting/banquet room to accommodate up to 500 participants on Tuesday, April 10, 2018 from 11:00 a.m. to 2:30 p.m. for a sit-down plated luncheon and fashion show. Room set up with round tables covered in linens, set up for eight (8) to 10 (ten) participants per table, tables arranged to provide ample room for fashion show models to walk around the stage and in between the tables so that seated participants may view the models, one (1) long stage with two (2) sets of steps, one end of the stage placed near a door to allow the fashion show models to enter into the room, one (1) microphone for the stage, and two (2) rectangular registration tables covered in linens with two (2) chairs placed just outside of this meeting/banquet room.

**B. Food and Beverages:**

**Food and Beverages for Meeting Room "E" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:30 p.m.:** Facility to provide regular coffee, decaffeinated coffee, hot tea, assorted juices, assorted sodas, and water for 50 (fifty) participants from 7:30 a.m. to 2:30 p.m.

**Food and Beverages for Meeting Room "F" - Tuesday, April 10, 2018 from 7:30 a.m. to 2:30 p.m.:** Facility to provide sit-down plated luncheon in Meeting Room "F" starting at 11:30 a.m. for 40 (forty) fashion show participants and at approximately 12:25 p.m. provide sit-down plated luncheon meal for up to 500 participants. Facility will provide two meal options and will accommodate any special dietary needs. Meal to include beverage choice of water, tea, or juice.

- C. Parking:** Facility must provide free onsite parking for all guests including two (2) van accessible handicapped-designated parking spots with ground level access to facility. We expect up to 125 private vehicles and up to 30 school buses/vans and some school buses/vans may remain on-site for the duration of the event. Ground level van accessible parking and handicapped-designated parking spots are ground level curb parking with sufficient room for vehicle wheelchair ramp to operate safely, or garage handicapped-designated parking spots with an accessible route provided between the access aisle and the accessible building entrance. This route must have no steps or steeply sloped surfaces and it must have a firm, stable, slip-resistant surface.

**D. Accommodations:** Must meet Title III of the Americans with Disabilities Act (ADA) standards at all times: Bidders (Meeting facility) must comply with all requirements of Title III of the Americans with Disabilities Act (ADA) relating to Public Accommodations and Services Operated by Private Entities. For the purpose of this bid, the term “Public Accommodations” means private entities who own, lease, lease to, or operate facilities such as restaurants, retail stores, hotels, convention centers, transportation depots, and recreation facilities including fitness clubs. Transportation services provided by these private entities are also covered by ADA Title III. Public accommodations must comply with basic nondiscrimination requirements that prohibit exclusion, segregation, and unequal treatment. They also must comply with specific requirements related to architectural standards for new and altered buildings; reasonable modifications to policies, practices, and procedures; effective communication with people with hearing, vision, or speech disabilities; and other access requirements. See more at: <http://www.dol.gov/dol/topic/disability/ada.htm> and [http://www.ada.gov/ada\\_title\\_III.htm](http://www.ada.gov/ada_title_III.htm)

**III. PRICING:**

All fees are to be included in the price for all contracted items. Once the contract has been awarded, no additional fees, i.e. taxes, gratuity, or any miscellaneous charges may be added or billed to the Commonwealth.

**IV. BID AWARD: INVITATION FOR BID**

Award will be made by factors including: accessibility and acceptability of facilities considering the requirements in the statement of work. The Commonwealth reserves the right to inspect the facilities prior to award of the contract. If during the inspection, The Commonwealth determines the facility not to be in conformance with bid specifications, the bid will be rejected.

**V. PAYMENT TERMS:**

The awarded Contractor shall submit an invoice to the Commonwealth of Pennsylvania. The invoice will list the date(s) of service, invoice number, invoice date, and service provider’s and SAP Number. The invoices must include a breakdown of charges and a detailed report on the services provided. Contractors will be required to maintain records that are sufficient to fully disclose the extent and nature of services provided.

**VI. SPECIAL REQUIREMENTS**

- A. Adhere to the DGS (Department of General Services) Standard Terms and Conditions.
- B. The Commonwealth of PA is exempt from all cancellation fees, penalties, and attrition.
- C. Brick and mortar locations only; no conference planning agencies or travel agencies eligible to bid.

- D. Individuals are always responsible for incidentals.
- E. The Purchase Order or Contract with the printed Purchasing Agent's name shall constitute the electronic signature of the Commonwealth to the Awarded Vendor.
- F. Facility must be maintained and clean at all times.
- G. Facility must allow minors on premises.

**VII. ADDITIONAL CONTRACT INFORMATION:**

**NOTE: Bidders are advised that all bids are to be submitted electronically, ONLY, and must be submitted before the closing date and time.**

Direct all inquiries by email to Department of Labor and Industry Procurement at:  
[RA-li-OIT-BAS-Procur@pa.gov](mailto:RA-li-OIT-BAS-Procur@pa.gov).