

Statement of Work

**PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY
Office of Vocational Rehabilitation DA/ADA Meeting
March 27, 28, 29, 2018
State College, PA**

SPECIFICATIONS

Bid

I. SCOPE OF WORK:

The Department of Labor & Industry (L&I), Office of Vocational Rehabilitation (OVR), is seeking a contractor to provide overnight lodging on March 27 and March 28, 2018 and meeting room space on March 27, 28, and 29, 2018 in State College, PA. Location must be in State College, PA within two (2) miles of zip code 16803.

II. CONTRACT REQUIREMENTS:

A. Guest Rooms and 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.

Guest Rooms for Tuesday, March 27, 2018: Facility to provide up to 85 (eighty-five) guest rooms on the evening of Tuesday, March 27, 2018 with the following requirements: 20 (twenty) of the 85 (eighty-five) guest rooms with a refrigerator, two (2) of the 85 (eighty-five) guest rooms wheelchair accessible with a roll-in shower, and two (2) of the 85 (eighty-five) guest rooms with a flashing fire alarm.

Guest Rooms for Wednesday, March 28, 2018: Facility to provide up to 85 (eighty-five) guest rooms on the evening of Tuesday, March 27, 2018 with the following requirements: 20 (twenty) of the 85 (eighty-five) guest rooms with a refrigerator, two (2) of the 85 (eighty-five) guest rooms wheelchair accessible with a roll-in shower, and two (2) of the 85 (eighty-five) guest rooms with a flashing fire alarm.

Meeting Room “A” – Tuesday, March 27, 2018 from 12:00 p.m. to 5:00 p.m.: Facility to provide one (1) meeting room to accommodate up to 30 (thirty) participants on Tuesday, March 27, 2018 from 12:00 p.m. to 5:00 p.m. with the following requirements: Room set up with four (4) round tables with linens, set up for eight (8) participants per table, one (1) podium with microphone, two (2) lavalier microphones, one (1) screen, one (1) small table for AV equipment (OVR presenter will bring laptop and LCD projector), and electrical outlets available.

Meeting Room “B” – Tuesday, March 27, 2018 from 12:00 p.m. to 5:00 p.m.: Facility to provide one (1) meeting room to accommodate up to 55 (fifty-five) participants on Tuesday, March 27, 2018 from 12:00 p.m. to 5:00 p.m. with the following requirements: Room set up with seven (7) round tables with linens, set up for eight (8) participants per table, one (1) podium with microphone, two (2) lavalier microphones, one (1) screen, one (1) small table for AV equipment (OVR presenter will bring laptop and LCD projector), and electrical outlets available.

Meeting Room “C” – Wednesday, March 28, 2018 from 8:00 a.m. to 5:00 p.m.: Facility to provide one meeting room to accommodate up to 96 (ninety-six) participants on Wednesday, March 28, 2018 from 8:00 a.m. to 5:00 p.m. with the following requirements: Room set up with 12 (twelve) round tables with linens, set up for eight (8) participants per table, one (1) podium and microphone, two (2) lavalier microphones, one (1) screen, one (1) small table for AV equipment (OVR presenter will bring laptop and LCD projector), and electrical outlets available.

Meeting Room “D” – Thursday, March 29, 2018 from 8:00 a.m. to 2:00 p.m.: Facility to provide one meeting room to accommodate up to 40 (forty) participants on Thursday, March 29, 2018 from 8:00 a.m. to 2:00 p.m. with the following requirements: Room set up with five (5) round tables with linens, set up for eight (8) participants per table, one (1) podium with microphone, two (2) lavalier microphones, one (1) screen, one (1) small table for AV equipment (OVR presenter will bring laptop and LCD projector), and electrical outlets available.

Meeting Room “E” – Thursday, March 29, 2018 from 8:00 a.m. to 2:00 p.m.: Facility to provide one meeting room to accommodate up to 50 (fifty) participants on Thursday, March 29, 2018 from 8:00 a.m. to 2:00 p.m. with the following requirements: Room set up with seven (7) round tables with linens, set up for eight (8) participants per table, one (1) podium with microphone, two (2) lavalier microphones, one (1) screen, one (1) small table for AV equipment (OVR presenter will bring laptop and LCD projector), and electrical outlets available.

- B. Parking:** Facility must provide free onsite parking for all guests, including two (2) van accessible parking areas and handicapped-designated parking spots with ground level access to facility. 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.
- C. 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

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.