

Statement of Work

PENNSYLVANIA DEPARTMENT OF LABOR & INDUSTRY
Office of Vocational Rehabilitation
A Snapshot of Transition - Picture Your Future Resource
April 18, 2018

SPECIFICATIONS

Bid # 6100044819

I. SCOPE OF WORK:

The Department of Labor & Industry (L&I), Office of Vocational Rehabilitation (OVR) is seeking a contractor to provide meeting space on April 18, 2018 within five miles of OVR Norristown District Office, 1875 New Hope Street, Norristown, PA 19401.

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 curb 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” – April 18, 2018 from 5:00 p.m. to 9:30 p.m.: Facility to provide one large meeting room to accommodate up to 150 (one hundred-fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m. with the following requirements: room set up with chairs arranged in lecture style, four (4) rectangular tables without linens arranged in “U” shape at the front of the room with seating for nine (9) chairs facing the audience, one (1) of the rectangular tables to be raised to accommodate wheelchairs, one (1) podium with microphone, two (2) lavalier microphones, three (3) table microphones placed at the front of the room, two (2) screens, one (1) in the front of the room, and one (1) nearby placed to the side, one (1) small table for AV equipment placed in the middle of the room (OVR and Agency presenters will bring laptop and LCD projector), one (1) small table for transcriptionist placed in front of room off to the side, and electrical outlets available.

Meeting Room “B” – April 18, 2018 from 5:00 p.m. to 9:30 p.m.: Facility to provide one large meeting room to accommodate up to 150 (one hundred-fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m. with the following requirements: room set up with chairs arranged in lecture style, four (4) rectangular tables without linens arranged in “U” shape at the front of the room with seating for nine (9) chairs facing the audience, one (1) of the rectangular tables to be raised to accommodate wheelchairs, one (1) podium with microphone, two (2) lavalier microphones, three (3) table microphones placed at the front of the room, two (2) screens, one (1) in the front of the room, and one (1) nearby placed to the side, one (1) small table for AV equipment placed in the middle of the room (OVR and Agency presenters will bring laptop and LCD projector), one (1) small table for transcriptionist placed in front of room off to the side, and electrical outlets available.

Meeting Room “C” – April 18, 2018 from 5:00 p.m. to 9:30 p.m.: Facility to provide one large meeting room to accommodate up to 50 (fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m. with the following requirements: room set up with chairs arranged in classroom style, seven (7) rectangular tables without linens arranged in “U” shape at the front of the room with seating for nine (9) chairs, one (1) of the rectangular tables to be raised to accommodate wheelchairs, with microphone, two (2) lavalier microphones, three (3) table microphones placed at the front of the room, two (2) screens, one (1) in the front of the room, and one (1) nearby placed to the side, one (1) small table for AV equipment placed in the middle of the room (OVR and Agency presenters will bring laptop and LCD projector), one (1) small table for transcriptionist placed in front of room off to the side, and electrical outlets available.

Meeting Room “D” – April 18, 2018 from 5:00 p.m. to 9:30 p.m.: Facility to provide one large meeting room to accommodate up to 50 (fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m. with the following requirements: room set up with chairs arranged in classroom style, seven (7) rectangular tables without linens arranged in “U” shape at the front of the room with seating for nine (9) chairs, one (1) of the rectangular tables to be raised to accommodate wheelchairs, with microphone, two (2) lavalier microphones, three (3) table microphones placed at the front of the room, two (2) screens, one (1) in the front of the room, and one (1) nearby placed to the side, one (1) small table for AV equipment placed in the middle of the room (OVR and Agency presenters will bring laptop and LCD projector), one (1) small table for transcriptionist placed in front of room off to the side, and electrical outlets available.

Meeting Room “E” – April 18, 2018 from 5:00 p.m. to 9:30 p.m.: Facility to provide one large meeting room to accommodate up to 50 (fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m. with the following requirements: with Pipe and Draping Setup to be sectioned off for individual consultations for up to 50 participants. Room set up with 50 chairs arranged in interview style and 15 3 to 4 foot tables. (1) of the tables should be raised to accommodate wheelchairs), one (1) podium with microphone, two (2) lavalier microphones, three (3) table microphones at the front of the room, two (2) screens (one in the front of the room, and one nearby, to the side), two (2) small tables (one for AV equipment in the middle of the room [OVR and Agency presenters will bring laptop and LCD projector], and one for transcriptionist in front of room, off to the side), and, electrical outlets available.

Meeting Room “F” - Open Lobby Area - April 18th, 2018 from 5:00 pm to 9:30 p.m.: Facility to provide one open lobby area to accommodate up to 150 (one hundred-fifty) participants on April 18, 2018 from 5:00 p.m. to 9:30 p.m.

- 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