

## RFP for Lodging & Meals for 2018 EPA Region 3 Inspectors' Workshop

The anticipated attendance at this event covered by the master billing and this RFP is 80 persons for lodging and all meals as outlined in this proposal. All proposals should be based on 80 persons but include individual per night pricing for lodging rooms and per person pricing for individual meals. Guaranteed lodging and individual meal counts will be provided for each night and meal seating by October 6, 2018. An additional block of 15 rooms/per night must be reserved at the contract rate for any additional persons added to the master billing or for persons attending the conference that are not covered by the master billing. Block rooms are to be held until noon on September 22, 2018. Persons not covered by the master billing will be included in meal counts provided but will be individually responsible for their costs at the contracted rate. Gratuities are to be included as part of the item pricing and PDA is tax exempt.

Workshop Timing: Arrive Monday PM and Depart Friday at noon.

Date: Monday October 15, 2018 through Friday October 19, 2018.

- Lodging - 90 rooms X 4 nights (360 room nights). With an additional block of 20 rooms x 4 (80 extra room nights) available for attendees not covered under master agreement.
- Meeting rooms- 2
  - 1 Meeting room acoustically separated, capable of classroom style seating for up to 70 people with no more than 3 persons at an 8-foot table with an unobstructed view of the projection screen.
    - Room equipped with a projection screen, wireless microphone and ability to darken to allow for video projection.
  - 1 Small room capable of seating 10 people around a central table. This room to be within 50 feet of the main meeting room.
  - All 2 rooms to be lockable and dedicated for the groups exclusive use from 4 PM on Monday 10/15/2018 through 1 PM on Friday 10/19/2018.
  - Maintenance personnel immediately available for audio/visual repairs and temperature adjustments.
- Additional group space
  - Registration tables and space located outside the meeting room area.
  - Hospitality room for evenings (5- 6:30 pm and 8-11 pm Monday 10/15 thru Thursday 10/18) use of participants to foster interaction, networking & evening small group planning, equipped with two round tables and total seating for 25. Participant provided light snack items/soft drinks to be permitted in this area.
- All lodging and meeting rooms to have Wi-Fi internet access and all fees for this service included in the proposal.
- During the workshop, a team building exercise will be conducted. Proposal to include certified group leaders or instructors coupled with appropriate challenge course for a variety of personal skill levels.
- Meeting Break service-
  - Proposal to include morning and afternoon break service for 3 days, Tuesday 10/16/2018 thru Thursday 10/18/2018.
  - Morning breaks to include assorted fruit, mini bagels & pastries, appropriate condiments, assorted soft drinks, bottled water, iced tea and coffee.
  - Afternoon breaks to include assorted fruit, one specialty item each day (such as cookies, soft pretzels, ice cream to be determined), assorted soft drinks, bottled water, iced tea and coffee.
- Meals—Seating for all meals must be adequate to accommodate the entire group at one seating and may not be located in any room utilized as a meeting room.
  - Breakfast-- 4 days, Tuesday 10/16/2018 thru Friday 10/19/2018 available 7:00 to 8:00 am.
    - To be served buffet style
    - To offer at a minimum; assorted fresh fruit; a different hot offering combination each morning of scrambled eggs, pancakes, French toast or waffles; two meats (bacon plus one of the following-

breakfast ham, sausage or creamed dried beef-- a different combination each day); omelet station; breakfast potatoes; assorted dry cereals; toast, bagels, or biscuits; assorted juices; milk; coffee and tea and condiments.

- Lunches- 4 days, Tuesday 10/16/2018 thru Friday \* 10/19/2018 available from 11:45 am to 1:00 pm.
  - To be served buffet style with 2 serving lines.
  - Weather permitting service and seating to be outdoors each day.
  - Tuesday 10/16/2018 and Thursday 10/18/2018 menus to offer at a minimum; a soup (different each day); salad, 3 different deli meats; 2 cheeses for sandwiches; assorted breads & rolls; relish tray, salad dressing and condiments, fresh fruit salad, one cold side dish; assorted cookies; iced tea and coffee
  - Wednesday 10/17/2018 menu to offer at a minimum; salad and dressing; fresh fruit salad; selection of pizza (cheese, pepperoni, vegetarian); dessert selection; iced tea and coffee.
  - \* Friday 10/19/2018 provide bag/boxed lunch to be available at 11:00 am. Each bag/box to contain one sandwich or wrap (ham & cheese, turkey, or vegetarian); an Adams County apple, deli size bag of chips, cookie and container of soda or tea.
  
- Dinners- 4 days, Monday 10/15/2018 thru Thursday\* 10/18/2018 available from 6:30 pm until 8:00 PM
  - To be served buffet style with 2 serving lines.
  - All dinners to include; two hot meats theme offerings, a potato/ pasta, two hot vegetable side dishes, salad, bread, assorted beverages including water, iced tea, coffee, soda, milk, assorted desserts including fruit pies, cakes, cookies.
  - Meal themes –
    - American
    - Barbeque
    - Italian
    - Seafood

\*Thursday dinner will feature an awards ceremony directly following the meal. A microphone and podium to be in the dining room.

ALL MEALS—to have alternative offerings for those with special dietary needs-

- Vegan
- Gluten Free
- Diabetic

A list and count of special dietary needs will be provided at least 7 days prior to the event.

Payment terms-- Commonwealth policy

Deadline for Return of RFP