

**Attachment 2
Bid 6100046302
STATEMENT OF WORK**

I. SCOPE OF WORK:

The Commonwealth of Pennsylvania, Department of Corrections, is seeking a hotel to block rooms for a conference for an estimate of up to 300 people on September 5, 2018. The date is **not** subject to change.

QUANTITY OF ROOMS ARE AN ESTIMATE.

Questions regarding contract tasks should be directed to Ken Smith at email kennsmith@pa.gov Questions regarding the bidding or contracting procedures should be directed to Russ Ilgenfritz, Administrative Officer, at (717) 728-3919 or email rilgenfrit@pa.gov

II. CONTRACT REQUIREMENTS:

The vendor shall provide a name and title of the representative from the hotel to directly correspond with in regards to this service on **Attachment 3 – Cost Sheet**.

The hotel must be within ten (10) miles of Graterford, Pennsylvania.

The hotel shall provide the following:

- Free Parking
- 24-Hour Security
- ADA Compliant Facility
- Non-smoking rooms

The hotel shall have the ability to provide up to 300 sleeping rooms for the night of September 5, 2018. Hotel must provide room rates in accordance to the Travel Management Directive 230.10, GSA per diem rates. Rates for overnight must reflect the Commonwealth preferred hotel amount or lower.

Lodging personnel will make their own reservations from the block of rooms.

Pennsylvania Department of Corrections /Pennsylvania Board of Probation and Parole (PADOC/PBPP) will only make the rooms available until August 19, 2018 at which time all rooms not secured will go back to the hotel at no charge to the PADOC/PBPP.

Bidding hotel must be a member of the Commonwealth preferred hotel program.

The Commonwealth will not agree to any attrition fees or penalties for overnight rooms or meeting facilities.

The maximum allowable cancellation of individual rooms is 24 hours prior to arrival.

All sleeping rooms are subject to state occupancy tax only. The Commonwealth is exempt from any local or city tax. The agency will provide the hotel with a tax exempt form for the group prior to arrival. **State occupancy tax to be included with the price of the hotel rooms on your bid response.**

The Commonwealth does not pay any deposits.

III. CONTRACT TERM:

The contract term shall commence upon execution and receipt of purchase order and terminate September 6, 2018.

IV. BID AWARD:

Bid will be awarded to multiple vendors based on the lowest cost per room and until all 300 rooms are secured. In the event of a discrepancy between the unit price and extension of figures, the unit price will prevail.

V. PAYMENT TERMS:

Payments shall be made on a reimbursement basis for actual services performed.

The payment of overnight sleeping room rates and tax will be by purchase order and will be noted on the rooming list. All guests are responsible for paying their own incidentals and the hotel is responsible for obtaining payment for these charges from the guest.

VI. INVOICES:

All invoices for this contract **MUST** be sent to the following address:

Commonwealth of PA – PO Invoice
P.O. Box 69180
Harrisburg, PA 17106

All invoices **MUST** have the Purchase Order Number, as well as your SAP Vendor Number, on the invoice. Failure to provide this could result in a delay of your payment.

Invoice format must be in accordance with the Invitation to Bid.

VII. RECEIPT AND EVALUATION OF BIDS:

- A. Bidders must submit their bids through the Commonwealth’s electronic system (SRM) by accessing www.pasupplierportal.state.pa.us **Faxed/Mailed Bids will not be accepted.** Instructions for entering bids are attached to this bid.
- B. Vendor shall enter the number of available rooms, rate per room, and the total cost on Attachment 3 – Cost Sheet. The vendor shall also enter the total cost for rooms on **Bid #6100045815 – Line 1 - Hotel Rooms** in the unit price field.

VIII. BID RESULTS:

Bids will be evaluated on the date and time specified in the invitation for bids. Bid tabulations are available by contacting the location issuing the bid. The bid tabulations are for information only and do NOT constitute actual award/execution of a contract. The results are the apparent bidders and all bids are under review until final award of the purchase order. The bid tab results will be posted on www.emarketplace.state.pa.us