

PA Department of Transportation (PennDOT)

MEETING REQUIREMENTS

2019 Maintenance Executive Development Program (MEDP)

I. Event Dates

- A.** The vendor shall accommodate the meeting requirements herein for a three-day event in the following timeframe: Tuesday, May 14, 2019, through Thursday, May 16, 2019.

II. Lodging

- A.** The vendor shall be within a 10 mile radius of the census designated place of King of Prussia or in the city of Philadelphia within the area defined by Vine Street to the north, Spruce Street to the south, 20th Street to the west and the Delaware river to the east.
- B.** The vendor shall reserve a block of clean guest rooms (single or double occupancy) as follows:

Date	Rooms
Monday, May 13, 2019	80 per night
Tuesday, May 14, 2019	90 per night
Wednesday, May 15, 2019	90 per night

- C.** All quantities are estimated. The number of guest rooms needed may be more or less.
- D.** The lodging rate must be equal or lower to than the rate established by the General Services Administration. The rate is valid for single or double occupancy.
 - 1.** Full Breakfast buffet shall be included in the daily lodging rate.
- E.** Reservations will be made by:
 - 1.** A room list for all PennDOT employees.
 - a.** The Travel Coordinator designated by PennDOT will provide a preliminary rooming list to the vendor twenty-one (21) days before the arrival date with the lodging count.
 - i.** The designated travel coordinator information will be provided to the awarded vendor upon receipt of the final Purchase Order.
 - 2.** PennDOT retains the right to modify and submit a final rooming list to the vendor fourteen (14) days prior to the arrival date without penalty.
 - 3.** PennDOT retains the right to cancel individual reservations 24 hours prior to the arrival date without penalty.
 - 4.** Advance deposits or credit card holds are not permitted.

- F. Individuals who are non-Commonwealth employees will contact the hotel directly to reserve a guest room. These individuals will be responsible for guest room, applicable tax, and all incidental charges.
- G. Commonwealth personnel are restricted from signing contractual agreements by the vendor that may hold PennDOT legally bound.
- H. Lodging costs and the applicable tax for Commonwealth employees will be paid for by the Commonwealth. The individual will be responsible for all other incidental charges. The hotel is responsible for securing a form of payment for incidentals upon check-in.
- I. The Commonwealth of Pennsylvania is not subject to any tax imposed by local government. The state occupancy tax does apply to guest rooms.
 - 1. One tax exempt form will be provided to the vendor to cover all PennDOT employees on overnight status.
- J. A late checkout of 1:00 pm shall be available to those requesting such on Thursday, May 16, 2019.
- K. At least two (2) guest rooms shall be in compliance with the Americans with Disabilities Act (ADA).

III. Meeting Rooms

- A. General Session Meeting Room
 - 1. The meeting rooms shall be reserved as follows:
 - a. Tuesday, May 14, 2019 and Wednesday, May 15, 2019 from 7:30 am to 5:30 pm.
 - b. Thursday, May 16, 2019 from 7:30 am to 1:30 pm.
 - 2. The main meeting room shall be no less than 2000 square feet in size.
- B. Conference space shall be as follows:
 - 1. Conference room shall accommodate at least 150 people comfortably in a classroom-style setup, with all tables covered with tablecloths.
 - 2. Conference rooms shall be carpeted and free of noise that would interfere with the normal conduct of meetings.
 - 3. Tables shall be no less than 3' x 6' rectangle, with only two (2) participants per table, with 4' between rows.
 - 4. Chairs shall have padded seats and backs.
 - 5. The vendor shall provide water pitchers and glasses, tablets, and pens on each table, to be replenished daily.
 - 6. Visibility within room cannot be obstructed by posts.
 - 7. Heating, ventilation, and air conditioning systems should be maintained or controlled within the room.
 - 8. Adjustable lighting should be within the room.
 - 9. Adequate trash cans shall be provided in the room.

10. One (1) microphone and stand to be placed in the seating area.
11. A riser shall be provided in the front of the meeting room and include:
 - a. One (1) podium;
 - b. Two (2) cordless handheld microphones, or other wireless clip-on for the speaker.
12. Four (4) extra tables shall be placed in rear room for event observers/presenters (seating for two (2) per table).
13. One (1) projector and large projection screen which shall be positioned in the front of the meeting room. All participants in room are to have good visibility. If screen cannot be read clearly from back/sides of room; additional projection screens are to be added in meeting room to ensure visibility for all participants.
14. Internet connection should be available in all meeting rooms.

C. Main conference room and breakout rooms (below) shall be locked after each day.

IV. Breakout Rooms

- A. Four (4) breakout rooms shall be provided on Tuesday, May 14, 2019 and Wednesday, May 15, 2019 for 36 people, reserved from 8:00 am – 4:30 pm.
- B. Breakout rooms shall be no less than 550 square feet in size.
- C. Breakout rooms shall be in the same rooms on both days.
- D. Eighteen (18) rectangular tables, covered and skirted, no less than 6' by 18"; no more than two (2) chairs per table, with 4' between rows.
- E. Projection screens shall be provided in each breakout room.
- F. Drinking glasses, water pitchers, tablets, and pens to accommodate appropriate number of people in each room, to be replenished after each session.
- G. The General Session Meeting Room may be used as one of the breakout rooms.

V. Registration Area

- A. The registration area shall be placed outside the main meeting room for the night before and all three (3) days of the conference.
- B. The set up should be completed by 4:00 pm on Monday, May 13, 2019, and be available until 1:30 pm on Thursday, May 16, 2019.
- C. Three (3), 3'x6' rectangular tables, skirted and covered with tablecloths, and six (6) chairs with padded seats and backs shall be provided through the above listed registration days and hours.
- D. Electrical connections shall be available for the registration area.

VI. Display Room

- A. One (1) room, of not less than 1250 square feet for display of the PennDOT Worker's Memorial.

- B.** The room shall be available from 4:00 pm on Tuesday, May 14, 2019 until 5:30 pm on Wednesday, May 15, 2019.

VII. Catering

A. Coffee Service

- 1.** The vendor shall provide coffee service, to include cold beverage option, with the following guidelines:
 - a.** Tuesday, May 14th through May 16th from 7:30 am to 2:30 pm for an estimated 60 people
- 2.** The coffee service station shall be in the rear of the General Session Meeting room, on a table with a clean tablecloth.

B. Lunch

- 1.** Lunch is to be provided for two (2) days of the event
- 2.** Set up is by 11:45 pm with service to begin at noon on the following days:
 - a.** Tuesday, May 14th for approximately 125 people
 - b.** Wednesday, May 15th for approximately 140 people
 - c.** Thursday, May 16th for approximately 30 people
 - d.** Number of meals are approximate and will be determined 7 days prior to event.
- 3.** A hot lunch buffet should include beverage service consisting of coffee, decaffeinated coffee, hot tea, iced tea, soft drink and water, soup, lunch entrée and salad and dessert.
 - a.** Vegetarian, Kosher, Halal and gluten-free options shall be available for both days.
 - b.** List of special meal requirements will be provided 7 days prior to event.
- 4.** The dining area should accommodate banquet seating for 140 people.
 - a.** Lunch room shall not be in shared or common areas of the hotel
 - b.** Room shall be free of noise which would interfere with the normal conduct of the working lunch meeting.
- 5.** The dining area should include
 - a.** One (1) podium.
 - b.** Microphones – two cordless, handheld; the other wireless clip on for speaker.
 - c.** Additional rectangular table covered and skirted, no less than 3'x6' in size adjacent to the podium.

VIII. Parking

- A.** Adequate, free parking shall be available for approximately 140+ total people (including attendees, presenters and others involved in the meeting).

IX. Miscellaneous

- A.** The Department reserves the right to inspect the premises prior to the award of the bid to ensure that all requests within the Statement of Work are met.
- B.** The Department requests a meeting room to accommodate twenty-five (25) attendees of the MMTC monthly meeting approximately one month prior to the event.
 - 1.** Meeting date will be provided upon award of the contract
- C.** Any questions regarding this bid can be directed to the purchasing agent:
_____@_____