

# PA Department of Transportation (PennDOT)

## MEETING REQUIREMENTS

### *2019 PennDOT Equipment Managers Conference (PEMC)*

#### I. Event Dates

- A.** The vendor shall accommodate the meeting requirements herein for a two-day event in the following timeframe: Tuesday, April 9, 2019, through Wednesday, April 10, 2019.

#### II. Lodging

- A.** The vendor shall be within 10 miles of the city of Harrisburg.
- B.** The vendor shall reserve a block of clean guest rooms (single or double occupancy) as follows:

Date	Rooms
Monday, April 8, 2019	65 per night
Tuesday, April 9, 2019	80 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 should 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 seven (7) 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. Hotel must be located within a ten-mile (10) mile radius of the City of Harrisburg.
- I. 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.
- J. 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.
- K. A late checkout of 1:00 pm shall be available to those requesting such on Wednesday, April 10, 2019.
- L. 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, April 9, 2019 from 7:30 am to 5:30 pm.
    - b. Wednesday, April 10, 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 120 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.

#### **IV. Breakout Rooms**

- A. Three (3) breakout rooms shall be provided on Tuesday, April 9, 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. 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.
- D. Projectors and screens shall be provided in each breakout room.
- E. Drinking glasses, water pitchers, tablets, and pens to accommodate appropriate number of people in each room, to be replenished after each session.
- F. 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 both days of the conference.
- B. The set up should be completed by 4:00 pm on Monday, April 8, 2019, and be available until 8:30 am on Wednesday, April 10, 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. Catering**

- A. Coffee Service
  1. The vendor shall provide coffee service, to include cold beverage option, on both days for an estimated 40 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 on Tuesday, April 9, 2019 for approximately 100 people.

2. 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.
  - b. A list of special meal requirements will be provided 5 days prior to event.
3. The dining area should accommodate banquet seating for 120 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.
4. 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.

**VII. Parking**

- A. Adequate, free parking shall be available for approximately 100+ total people (including attendees, presenters and others involved in the meeting). Parking should accommodate standard full-size trucks and other maintenance vehicles.

**VIII. 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. Any questions regarding this bid can be directed to the purchasing agent: [pkeown@pa.gov](mailto:pkeown@pa.gov)