

The Bureau of Food Safety is conducting its 2019 Annual Training in the Penn State Area on Monday April 1st – Thursday, April 4th ending at 12:00. While the hotel rooms are an estimate and actual usage may be more or less than stated, at this point the Bureau is requesting a bid for the following dates:

April 1st: 77 rooms

April 2nd: 77 rooms

April 3rd: 77 rooms

April 4th: 77 rooms

Requirements:

- **Hotel Location within ½ mile of the Penn State campus,**
- **Billing rate within State allotted cost per room,**
- **No charge for double occupancy,**
- **Free refrigerators in the rooms,**
- **Free high speed internet,**
- **Free adequate parking for 100 people,**
- **No charge for Large conference room that will hold approximately 120 people**
- **No charge for small meeting room that will hold approximately 20 people for 4 days**
- **Taxes can't be added later. Commonwealth of Pennsylvania is state tax exempt.**
- **No charge for beverages during breaks, i.e., coffee, ice water, ice tea.**
- **No charge for three quest speaker room for each night.**
- **No charge for use of equipment, i.e. screen, microphone, overhead projector & pointers.**
- **Third party vendors can't bid on behalf of the hotel.**

No additional charges will be accepted at the time of billing unless stated and estimated in the bid response. The Pennsylvania Department of Agriculture shall, as soon as practicable, award the Contract to the lowest price best value qualified bidder, but the Pennsylvania Department of Agriculture reserves the right to reject any or all bids.