

**PENNSYLVANIA LIQUOR CONTROL BOARD**  
**IFB # 273259**  
**DISTRICT MANAGER FALL 2026 CONFERENCE**  
**ATTACHMENT #4 - SAMPLE COST SHEET**

<b>VENUE MUST BE WITHIN THE COMMONWEALTH OF PA</b>	
<b>CONFERENCE DATES LISTED IN ORDER OF PREFERENCE:</b>	
Monday, September 14, 2026 - Wednesday, September 16, 2026	
Tuesday, September 15, 2026 - Thursday, September 17, 2026	
Tuesday, September 22, 2026 - Thursday, September 24, 2026	
Monday, September 28, 2026 - Wednesday, September 30, 2026	
Monday, October 5, 2026 - Wednesday, October 7, 2026	
Tuesday, October 6, 2026 - Thursday, October 8, 2026	
Tuesday, October 13, 2026 - Thursday, October 15, 2026	
<b>Please indicate THE DATES YOU ARE BIDDING. If NONE of these dates ARE available, please indicate "NO BID".</b>	

**REQUIREMENTS:**

\* AV SUPPORT

\* Breakfast, lunch and dinner menus within the budget are required and must be provided with quote. The PLCB reserves the right to review and request menu changes agreeable to both the venue and the PLCB.

\* Service charge % must be disclosed and included in meal per person pricing.

**THE PLCB IS TAX EXEMPT FOR STATE AND/OR LOCAL SALES AND USE TAX. A TAX EXEMPTION CERTIFICATE WILL BE PROVIDED TO THE AWARDED CONTRACTOR FOR ALL COSTS INCLUDING BUT NOT LIMITED TO FACILITIES, SERVICES, FOOD, AND ACCOMODATIONS.**

**INSTRUCTIONS**

- 1. All yellow highlighted cells on Cost Sheet must be completed.**
- 2. Formulas are imbedded in the Cost Sheet, bidder must verify that all calculations and costs are accurate.**

**HOTEL GUEST ROOMS**

DESCRIPTION	QUANTITY	UOM	COST PER EACH	TOTAL COST
<b>PLCB STAFF HOTEL GUEST 65 ROOMS FOR 2 NIGHTS = 130 TOTAL QUANTITY</b> (At least 2 rooms ADA Accessible) Must have an elevator. Check-in/Check-out: Day 1/Day 3  Rooms to be paid for by the PLCB and rates shall be in accordance with Management Directive 230.10 Commonwealth Travel Policy to be found at <a href="http://www.oa/pa.gov/Policies/md/Documents/230_10.pdf">http://www.oa/pa.gov/Policies/md/Documents/230_10.pdf</a>	130	Each		\$ -

**GUEST ROOMS NEEDED AND CONFERENCE ATTENDEE COUNTS WILL DIFFER.**

**EXACT COUNTS**

**FOR EACH WILL BE PROVIDED 10 DAYS PRIOR TO THE EVENT.**

**ALL CONFERENCE MEETING ROOMS MUST BE ON ONE FLOOR AND BESIDE/NEAR EACH OTHER. (GENERAL SESSION AND DINING ROOM, AND REGISTRATION AREAS). ALL CONFERENCE MEETING ROOMS MUST BE ADA ACCESSIBLE.**

**SINCE THE OFFICIAL CONFERENCE DATE WILL NOT BE KNOWN UNTIL AN AWARD HAS BEEN MADE, THE SCHEDULE BELOW HAS BEEN OUTLINED OUT AS DAY 1, DAY 2**

DESCRIPTION	QUANTITY		COST PER EACH	TOTAL COST
<b>GENERAL SESSION MEETING ROOM</b> - 70 people (ADA accessible). Room set-up - riser and podium. Round table, seated on 1/2 of table (or half-round table) All seating with clear view of speaker without the need to turn around the chairs. Additional seating for 14 persons, chairs only facing audience for day one opening Q&A session. These 14 persons are included in the 70 and will move to the general audience after the day one morning session. Registration table with 2 chairs near the entrance of the meeting room. Handicap accessible/elevator.  Rooms will be required for Days 1-3 from 9:00 a.m. to 5:00 p.m.	1	Each		\$ -
<b>PARKING</b> - parking for 70 vehicles	70	Each		\$ -
<b>DINING AREA (Separate from meeting area for each meal) - 65 People. Rounds of eight. Requested meal times may vary slightly dependent upon final presentation schedules.</b>  Day 1 - 6:30 p.m. 7:30 p.m. - Dinner Day 2 - 7:00 a.m. - 8:30 a.m. - Breakfast Day 2 - 12:30 p.m. - 1:30 p.m. - Lunch Day 2 - 6:30 p.m. 7:30 p.m. - Dinner Day 3 - 7:00 a.m. - 8:30 a.m. - Breakfast Day 3 - 12:30 p.m. - 1:30 p.m. - Lunch	1	Each		\$ -

<b>COFFEE/ICE TEA/BEVERAGE BREAK SET-UP - (General Meeting Room)</b>				
Day 1 - 11:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>SNACKS BREAK SET-UP - (General Meeting Room)</b> Snacks to be individually bagged chips, pretzels, popcorn, cookies or equivalent, enough to serve 70 guests. Day 1 - 11:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>BUFFET DINNER - (Dining Area)</b> Hot Meal, Vegan options for 3 people. Day 1 - 6:30 p.m. 7:30 p.m.	70	Each		\$ -
<b>BUFFET BREAKFAST - (Dining Area)</b> Hot Breakfast, Vegan options for 3 people. Day 2 - 7:00 a.m. - 8:30 a.m.	70	Each		\$ -
<b>COFFEE/ICE TEA/BEVERAGE BREAK SET-UP - (General Meeting Room)</b>				
Day 2 - 8:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>BUFFET LUNCH - (Dining Area)</b> Vegan options for 3 people. Day 2 - 12:30 p.m. - 1:45 p.m.	70	Each		\$ -
<b>SNACKS BREAK SET-UP - (General Meeting Room)</b>				
Snacks to be individually bagged chips, pretzels, popcorn, cookies or equivalent, enough to service 70 guests. Day 2 - 8:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>BUFFET DINNER - (Dining Area)</b> Hot Meal, Vegan options for 3 people. Day 2 - 6:30 p.m. - 7:30 p.m.	70	Each		\$ -
<b>BUFFET BREAKFAST - (Dining Area)</b> Hot Breakfast, Vegan options for 3 people. Day 3 - 7:00 a.m. - 8:30 a.m.	70	Each		\$ -
<b>COFFEE/ICE TEA/BEVERAGE BREAK SET-UP - (General Meeting Room)</b>				
Day 3 - 8:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>BUFFET LUNCH - (Dining Area)</b> Vegan options for 3 people. Day 3 - 12:30 p.m. - 1:30 p.m.	70	Each		\$ -
<b>SNACKS BREAK SET-UP - (General Meeting Room)</b>				
Snacks to be individually bagged chips, pretzels, popcorn, cookies or equivalent, enough to serve 70 guests. Day 3 - 8:00 a.m. - 5:00 p.m.	70	Each		\$ -
<b>ABILITY TO WIRE PROJECTOR TO ROOM SOUND.</b>				
One in General meeting room. Days 1-3 from 8:30 a.m. to 5:00 p.m.	1	Each		\$ -
<b>MICROPHONES</b> - One (1) wired at podium in general meeting room and Two (2) wireless in general meeting room. Total 3.				
Days 1-3 from 8:30 a.m. to 5:00 p.m.	3	Each		\$ -
<b>VISUAL PROJECTION SCREENS</b> - (1) One large OR (2) two medium size in general meeting room. If two screens are provided, must be able to project to both simultaneously.				
Days 1-3 from 9:00 a.m. to 5:00 p.m. <b>*Use the appropriate line below to quote*</b>				
<b>VISUAL PROJECTION</b> - 1 Large Screen	1	Each		\$ -
<b>VISUAL PROJECTION</b> - 2 Medium Screens	2	Each		\$ -
<b>TOTAL</b>				<b>\$ -</b>
<b>QUOTE SUBMITTED BY:</b>				
<b>COMPANY NAME:</b>				
<b>COMPANY ADDRESS:</b>				
<b>CONTACT PHONE NUMBER:</b>				
<b>CONTACT EMAIL ADDRESS:</b>				
<b>COMPANY ACCOUNTING EMAIL ADDRESS:</b>				
<b>DATE:</b>				