

## PENNSYLVANIA LIQUOR CONTROL BOARD

### INVITATION FOR BID 270869

#### PLCB STORE OPERATIONS FALL 2025 DISTRICT MANAGER CONFERENCE

#### OVERVIEW

The Pennsylvania Liquor Control Board (PLCB) is seeking a Contractor to provide a conference venue to host the PLCB Store Operations Fall 2025 District Manager Conference to be scheduled on **one** of the below specified date ranges (listed in order of preference):

Monday, October 6, 2025 - Wednesday, October 8, 2025  
Tuesday, October 7, 2025 – Thursday, October 9, 2025  
Tuesday, October 14, 2025 - Thursday, October 16, 2025  
Monday, September 22, 2025 - Wednesday, September 24, 2025  
Tuesday, September 23, 2025 - Thursday, September 25, 2025  
Monday, September 8, 2025 - Wednesday, September 10, 2025  
Tuesday, September 9, 2025 - Thursday, September 11, 2025

**These are the ONLY dates that will be accepted. If you cannot accommodate on any of the above dates, submit “NO BID.”**

#### **The Contractor must be able to provide:**

1. Fully and appropriately licensed and insured facilities (in accordance with industry standards), that are safe, ADA accessible, and adequate to host a conference with up to 60 participants.
2. Safe and lighted free parking or access to safe and lighted free parking for 60 vehicles proximate to the venue.
3. 50 hotel guest rooms for two nights, to include a minimum of two rooms that are ADA compliant.
4. A general session room large enough to hold all participants.
5. A dining area (separate from meeting area for each meal) large enough to hold all participants.
6. A/V support.
7. Catering services.
8. Anywhere within the Commonwealth of Pennsylvania.

#### ISSUING OFFICE

This Invitation for Bid (IFB) is issued by the PLCB, Purchasing and Contract Administration Division, Room 312, Northwest Office Building, 910 Capital Street, Harrisburg, PA 17124-0001, telephone: (717) 705-0373; email: [dharden@pa.gov](mailto:dharden@pa.gov). Diane Harden is the Issuing Officer and the **sole point of contact** at the PLCB for this IFB.

#### PLCB CONTRACTING OFFICER

The PLCB Contracting Officer is the PLCB official authorized to enter and administer contracts and make written determinations with respect to contracts. The PLCB Contracting Officer is Melinda John, Manager, Purchasing and Contract Administration Division, Room 312, 910

Capital Street, Northwest Office Building, Harrisburg, PA 17124-0001.

## SUPPLIER REGISTRATION

Contractors will be required to register in the PLCB’s online self-service Oracle Supplier Portal (the “Portal”), which is used to facilitate business with the PLCB, as a “Non-Merchandise” supplier of goods and services. During the registration process, every contractor will be required to complete a questionnaire to verify their supplier type (Merchandise or Non-Merchandise). Every contractor will also be required to enter the details of the “PLCB Purchasing team contact person”. This information can be found in the “Issuing Office” section on **Page 1 of this IFB**.

Registration must be completed before a bid can be submitted or a Purchase Order (PO) fully executed. Information on how to register and related training can be found by clicking the link below. ***(Please Note: A PLCB Supplier number will NOT be immediately generated upon submission of registration. The request will be processed within 3-5 business days from date received. It is recommended that contractors allow sufficient time to register before the bid deadline).***

<https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

After registration, contractors will use the Portal to manage and update account information, upload and view invoices, view and acknowledge purchase orders and related documents, view payment information and track payment status.

It is the Contractor’s responsibility to ensure that the supplier information contained in the Portal is accurate and complete. **Failure to update the Portal of any changes to supplier information may result in delayed payments.**

## RESPONSE DATA

Contractors will submit their bids through the Portal. See Supplier Registration paragraph below for further information on the submission process. **ATTACHMENT #1 – BID FORM BOP-1206** must be signed in ink by an official authorized to bind the Contractor to its provisions. **Failure to sign the Bid Form BOP-1206 shall disqualify your bid immediately.** All applicable bid documents must be timely uploaded through the Portal. For this IFB, the bid must remain valid for at least sixty days. The contents of the bid of the successful Contractor will be incorporated into the contract. See **Supplier Registration** section above for more information on accessing the Portal and registering as a Supplier.

To be considered, submit your bid through the Portal on or before **1:00 PM ET on Tuesday, April 23rd, 2024.** Bids not received on time shall be rejected. **ALL BIDS MUST BE SUBMITTED THROUGH THE PORTAL. EMAIL AND HARD COPY BIDS WILL NOT BE ACCEPTED AND SHALL BE REJECTED FOR ANY FURTHER CONSIDERATION.**

**The following documents must be included with your bid.** Failure to include these required documents will be considered a non-responsive bid and result in bid rejection.

<b>1. ATTACHMENT #1 – BID FORM BOP-1206</b>	<b>Referenced on Page 2</b>
<b>2. ATTACHMENT #2 – FORM BOP-2201 Worker Protection and Investment Certification Form</b>	<b>Referenced on Page 3</b>

## **WORKER PROTECTION AND INVESTMENT EXECUTIVE ORDER**

This procurement is subject to Executive Order 2021-06 Worker Protection and Investment. Contractors must complete **ATTACHMENT #2 – BOP-2201 Worker Protection and Investment Certification Form** and submit with the bid.

### **SAMPLE COST SHEET**

**ATTACHMENT #4 – SAMPLE COST SHEET** has been attached to show contractors in more detail what is required to submit a complete bid. Line-item pricing must be submitted through the Portal in its entirety with no variations or conditions. No other forms of pricing will be accepted.

### **CONTENT OF AND ADDENDA TO THE IFB**

If the Issuing Office deems it necessary to revise any part of this IFB before the bid response date, the Issuing Office will post an addendum to the DGS website at [www.emarketplace.state.pa.us](http://www.emarketplace.state.pa.us) as well as posting within the Portal. **It is the contractor's responsibility to periodically check either system for any new information or addenda to the IFB. When an addendum is posted to the Portal, contractors who have already submitted a bid will receive a system-generated email notification alerting them to the change. The contractor must log into the Portal to review and acknowledge the addendum to have their bid considered. Failure to review and acknowledge the addendum will be considered a non-responsive bid and result in bid rejection.**

**THE CONTENT OF THIS SPECIFICATION DOCUMENT AND ITS ATTACHMENTS AND ADDENDA SUPERSEDES ANY LANGUAGE IN THE PORTAL SHOULD THERE BE A CONFLICT.** For example, if this specification contains requirements regarding bid validity or delivery date requirements, no language in the Portal (or bidder entry into the Portal, if solicited via an entry field) will change those requirements.

### **METHOD OF AWARD**

This will be a single award Contract to the lowest responsive, responsible bidder, whose bid will be determined by the Total Cost for all requirements and criteria set forth in this IFB.

### **BID TABULATIONS RESULTS**

Results of this bid will be posted within 48 hours to the DGS website at <http://www.emarketplace.state.pa.us/>. Bid results do not confer any contractual rights until a formal written contract has been executed by all necessary PLCB and Commonwealth officials and a NTP has been issued. Any additional information will require a Right to Know request found at <http://www.openrecords.pa.gov/RTKL/CitizensGuide.cfm>.

### **REJECTION OF INVITATION FOR BID /CANCELLATION OF SOLICITATION**

The PLCB reserves the unqualified right to reject any and/or all bids received for this IFB, to waive technical defects or any informality in bids, to accept or reject any part of any bid, and to cancel this solicitation if, in its sole judgment, it is in the best interest of the Commonwealth.

## **TERMS AND CONDITIONS**

The contract resulting from this IFB shall be governed by the PLCB's Standard Contract Terms and Conditions for Non-Merchandise Purchase Orders (Form 54-FA-2.0). Form 54-FA-2.0 is attached as ATTACHMENT #3 – Form 54-FA-2.0 and incorporated by reference. Submission of a bid is your implied acceptance of these terms.

## **PRIME CONTRACTOR RESPONSIBILITY**

The selected Contractor shall be required to assume responsibility for all services offered in this IFB. Further, the PLCB will consider the Contractor to be the sole point of contact regarding contractual matters.

## **INCURRING COST**

The PLCB is not liable for any cost incurred by anyone prior to issuance of a contract and the Notice to Proceed. The PLCB will pay the Contractor only for services rendered at the rates stated in the contract.

## **OFFSET PROVISION**

The Contractor agrees that the Commonwealth may set off the amount of any state tax liability or other debt or obligation to the Commonwealth or its subsidiaries that is owed to the Commonwealth and is not being contested on appeal against any payments due the Contractor under this or any other contract with the Commonwealth.

## **INVOICING**

Upon delivery of item(s) or service(s), the Contractor will be required to create and submit their invoice(s) through the Portal. Invoices must include the PO number and all changes must be itemized, providing the description and date. Amounts charged must match the charges referenced on the IFB and PO line item. Invoices will only be paid if record of services and/or materials provided is documented and confirmed by the PLCB.

If assistance is needed to create and submit an invoice via the Portal, please review the course on how suppliers enter an invoice in the Portal and/or quick reference guide located on the PLCB's public website at the following link, <https://www.lcb.pa.gov/JoinOurTeam/Pages/ERP-Resources-for-Goods-and-Services-Suppliers.aspx>

## **PAYMENT**

- a. The PLCB shall put forth reasonable efforts to make payment of undisputed amounts billed, less applicable credits, within 30 days of receipt of a proper invoice. A "proper" invoice is not received until it has been submitted to the Portal and the PLCB accepts the service as satisfactorily performed and goods satisfactorily received.
- b. The PLCB will make contract payments through Automated Clearing House (ACH).
  - 1) Within 10 days of award of the contract the Contractor must submit or must have already submitted their ACH information within their user profile in the Portal.
  - 2) The Contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the PLCB's ACH remittance advice to enable

the Contractor to properly apply the State agency's payment to the invoice submitted.

- 3) It is the responsibility of the Contractor to ensure that the ACH information contained in the Portal is accurate and complete. Failure to maintain accurate and complete information may result in delays in payment.

### **PAYMENT INQUIRES/QUESTIONS**

Any question or inquiries concerning payment of invoices shall be emailed to Comptroller Operations at: [RA-PLCBEExceptionProcess@pa.gov](mailto:RA-PLCBEExceptionProcess@pa.gov).