



UNITED STATES PROBATION OFFICE  
DISTRICT OF COLORADO

Request for Quotation

2010 DISTRICT RETREAT

August 29-31, 2010  
Vail, CO

Lowest Price, Technically Acceptable

Request Date: June 11, 2010

Reply via e-mail to: [uspo\\_procurement@cod.uscourts.gov](mailto:uspo_procurement@cod.uscourts.gov)

Reply via fax to: 303-844-5439

Response deadline: June 25, 2010 at 12:00 p.m. (Noon) Mountain Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for the 2010 District Retreat.

An award from this RFQ will be made based on the lowest priced, technically acceptable offer. Funding for this program will be provided by the U.S. Probation Office.

Quotes may be faxed or e-mailed to the listed address. Submit a quotation by using the attached quote sheet, or by utilizing your company's own quote format that contains the same information as required on the attached quote sheet.

Requirements for the Retreat are noted on the following pages.

Your price quotations regarding this RFQ should be addressed to:

Mary Ellen Kysor  
Contracting Officer  
Procurement Specialist  
1929 Stout Street, Suite C-120  
Denver, CO 80294  
Phone: 303-335-2454  
Email: [uspo\\_procurement@cod.uscourts.gov](mailto:uspo_procurement@cod.uscourts.gov)

Questions should be emailed to [uspo\\_procurement@cod.uscourts.gov](mailto:uspo_procurement@cod.uscourts.gov). All questions and answers will be posted at the following website <http://www.cod.uscourts.gov/Home.aspx> (Click on U.S. Probation Procurement) for all vendors to review. If you do not have access to the internet please contact Mary Kysor for further instructions.

The U.S. Probation Office for the District of Colorado is seeking vendors to submit a bid to provide hotel meeting space, sleeping rooms and light continental breakfast/refreshments for a retreat conducted by the Probation Office in Vail, CO. Facility must have at least 4 Diamond AAA rating and have a minimum of 60 parking spaces.

**Requirements:**

Dates and Times for Retreat: Saturday, August 28, 2010, 3:00 p.m. through Tuesday, August 31, 2010 5:00 p.m.

Number of Attendees/Participants: **60 Estimated** number of attendees

The vendor must provide comfortable meeting space for approximately 60 attendees, with seating by crescent tables of 5 to 7. Audio visual equipment rental is also anticipated.

Sleeping Rooms: **60 Estimated** number required

Check-in: Saturday August 28, 2010 (2 sleeping rooms) for 3 nights

Check-in: Sunday August 29, 2010 (58 sleeping rooms) for two nights

Check-out: Tuesday, August 31, 2010, 12 p.m. noon

All participants/attendees will be federal government employees and government room rates (or less) should be provided with sales tax exemption.

A Tax Exempt form will be provided upon signing the contract. Please outline all other applicable taxes and hotel fees in your proposal

In the event guests arrive prior to or remain past the date, the hotel will offer an extension of the group rate on a space available basis.

Meeting Space: **Monday, August 30, 2010**

**8:00 a.m. - 8:30 a.m.**

1 Registration Area with table (or counter) and chairs set-up for 4 individuals

**8:30 a.m. - 5:00 p.m.**

1 General Session Meeting Room

12-13 Rounds (5 people per table)

1 ea 6 ft. Table in front and back of room

**Tuesday, August 31, 2010**

**8:30 a.m. - 5:00 p.m.**

1 General Session Meeting Room

12-13 Rounds (5 people per table)

1 ea 6 ft. Table in front and back of room

Audio/Visual Needs:

Main Space: Sound system and mixer; 1 lavalier microphone; 1 wireless handheld microphone; 1 podium with microphone, 1 large screen; LCD projector and 1 AV-table dropped and skirted front of the room

Light Refreshments:

**Continental Breakfast:      Monday and Tuesday**  
**7:30 a.m. - 8:30 a.m.**  
**60 participants**

Light breakfast should consist of muffins, danish, croissants, fruit, coffee, tea, juice and water

**Afternoon Refreshment:      Monday**  
**2:00 p.m. - 2:30 p.m.**  
**60 participants**

Afternoon refreshment should consist of ice tea, lemonade and cookies

Billing and Payment:

Meeting room expenses would be secured by a government **Purchase Order** through the U.S. Probation Office. All meeting and sleeping rooms, light refreshments, and AV costs would be charged to a master account under this Purchase Order. The hotel shall reference the purchase order number on the face of its invoice.

Other Information:

The vendor should also secure each individual's credit card upon check-in to cover all incidental expenses. Incidental expenses may not be charged to the master account/purchase order and must be charged to each individual's credit card. Payment via U.S. Government check will be issued by the United States Probation Office within 30 days of receipt of a complete, correct invoice after the conclusion of the retreat.

U.S. JUDICIAL PROCUREMENT DELIVERY  
ORDER TERMS AND CONDITIONS  
Provisions and Clauses

The terms and conditions in this contract will be included by referencing this request in the delivery order. The following standard judiciary clauses from The Guide, Volume 14 are also incorporated into this request and will be included in the resulting delivery order.

Clause B-5, Clauses Incorporated by Reference (Oct 2006)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

The following clauses are included by reference.

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchase (2010)

Clause 7-25, Indemnification (AUG 2004)

Impossibility: This contract will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond the party's control. Such cases include, but are not limited to, acts of Gods; acts, regulations, or orders of governmental authorities; fire, flood or explosion, war, disaster, civil disorder, curtailment of transportation facilities, or other emergency making it illegal, or otherwise impossible to provide the facilities or the services or to hold the meeting; any delay in necessary and essential construction or renovation of the hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general, from whatever cause.

Quote Sheet  
District of Colorado  
2010 District Retreat

Item	Short Description	Detailed Product Description	Quantity	Unit	Unit Price \$	Extended Price \$
1	Sleeping Rooms	Sleeping Room Aug 28, 2010	2	Ea Day		
2	Sleeping Rooms	Sleeping Room Aug 29, 2010	60	Ea Day		
3	Sleeping Rooms	Sleeping Room Aug 30, 2010	60	Ea Day		
4	Registration Area	Aug. 30, 2010 Counter or table and chairs adjacent to Main Session Area	1	Ea		
5	Meeting Room	Aug. 30-31, 2010 General Session 60 People	1	Ea Day		
6	Audio Visual Requirements	Aug 30-31, 2010 Sound system and mixed, 1 lavalier microphone, 1 wireless handheld microphone, 1 podium microphone, 1 large screen, LCD projector on table	1	Package Per Day		
7	Continental Breakfast	Aug 29-30, 2010 light breakfast of muffins, danish, croissants and fruit. Include all applicable service charges and gratuities	60	Ea Day Per Person		
8	Mid-Afternoon Light Refreshments	Aug. 30, 2010 light refreshment of ice tea, lemonade and cookies. Include all applicable service charges and gratuities	60	Per Person		
9	Parking	Aug. 28, 2010 parking spaces	2	Ea Day		
10	Parking	Aug 29-31, 2010 parking spaces	60	Ea Day		
11	Fees	Applicable hotel fees		Ea		
12	Other			Ea		
	Total					

United States Probation Office  
District of Colorado - Request for Quote

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Vendor Name: \_\_\_\_\_

Vendor Phone Number: \_\_\_\_\_

Vendor Fax Number: \_\_\_\_\_

Vendor Email Address: \_\_\_\_\_

Vendor Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Physical Location: \_\_\_\_\_

\_\_\_\_\_

Person Authorized to Sign Quote: \_\_\_\_\_

*(person whose name appears is an authorized signatory of the vendor)*

Date: \_\_\_\_\_

Discount Terms: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_