

UNITED STATES PROBATION OFFICE DISTRICT OF COLORADO

Request for Quotation

2014 DISTRICT RETREAT

August 5 - 8, 2014Breckenridge and/or Vail, CO

Lowest Price, Technically Acceptable

ORGANIZATION: United States Probation Office, Denver, CO

CONTACT: Mary Ellen Kysor, Procurement Specialist

TELEPHONE: (303) 335-2454

FAX: (303) 844-5439

NAME OF EVENT: 2014 District Retreat

DATES OF EVENT: 8/5/14 - 8/8/14

ANTICIPATED ATTENDANCE: 80 attendees

REQUEST DATE: May 8, 2014

REPLY: Reply via e-mail to: uspo_procurement@cod.uscourts.gov

Reply via fax to: 303-844-5439

RESPONSE DEADLINE: May 23, 2014 at 1:00 p.m. Mountain Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2014 District Retreat.

Proposals may be faxed or e-mailed to the below listed address. Submit a proposal 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.

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

Your price quotations regarding this RFP should be addressed to:

Mary Ellen Kysor Procurement Specialist 1929 Stout Street, Suite C-120 Denver. CO 80294

Phone: 303-335-2454

Email: uspo_procurement@cod.uscourts.gov

Questions should be emailed to 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, and afternoon snack/refreshments for a retreat conducted by the Probation Office in Breckenridge or Vail, Colorado. Facility must have at least a 3 Star AAA rating or 4 Diamond rating and have enough sleeping rooms, parking spaces and meeting rooms all located on the premises.

A. ROOM RESERVATIONS/RATES:

The Organization estimates they will need approximately 80 sleeping rooms, as follows:

Estimated rooms needed as follows:

Check-in: Tuesday, August 5, 2014 (2 sleeping rooms) for 3 nights Check-in: Wednesday, August 6, 2014 (68 sleeping rooms) for 2 nights Check-in: Thursday, August 7, 2014 (10 sleeping rooms) for 2 nights Check-out: Friday, August 8, 2014, 12 p.m. noon approximately 70 Check-out: Saturday, August 9, 2014, 12 p.m. noon approximately 10

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.

A participant list will be completed by the Organization which will contain each guest's name, arrival/departure, and any special needs.

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

The organization is tax exempt, therefore, rates do not include state taxes. The tax exempt number is 98-02798.

The hotel shall provide overnight parking for a minimum of 75 attendees.

B. INDIVIDUAL CANCELLATION/EARLY DEPARTURE:

Individual reservations will be made by the guests. Reservations must be canceled 72 hours prior to the intended date of arrival to avoid cancellation charges (one night's room). The hotel will provide a cancellation number for each cancelled reservation.

Guests will have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges.

C. GUEST CHECK-IN/CHECK-OUT PROCEDURE:

Rooms shall be available for check-in after 3:00 p.m. Check-out time is 12:00 noon. If rooms are not available when guests arrive, the hotel shall store their luggage. The hotel shall also store luggage for any guest requiring delayed departure.

D. MEETING/BANQUET ARRANGEMENTS:

The hotel shall provide the following meeting rooms:

MEETING SPACE

Wednesday, August 6, 2014
2:00 p.m. - 5:00 p.m.
1 General Session Meeting Room
13 - 14 Rounds (5 - 7 people per table)
1 each 6 ft. table in front and back of room
1 AV-table dropped and skirted at front of the room

Thursday, August 7, 2014
8:30 a.m. - 5:00 p.m.
1 General Session Meeting Room
13 - 14 Rounds (5 - 7 people per table)
1 each 6 ft. table in front and back of room
1 AV-table dropped and skirted at front of the room

Friday, August 8, 2014
8:30 a.m. - 5:00 p.m.
1 General Session Meeting Room
13 - 14 Rounds (5 - 7 people per table)
1 each 6 ft. table in front and back of room
1 AV-table dropped and skirted at front of the room

AUDIO/VISUAL NEEDS

Wednesday, August 6, 2014

2:00 p.m. - 5:00 p.m.

General Session Meeting Room

Sound system and mixer; 1 lavalier microphone, 1 wireless handheld microphone

1 podium with microphone, 1 large screen; 1 LCD projector

1 AV-table dropped and skirted at front of the room

Thursday, August 7, 2014

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

General Session Meeting Room

Sound system and mixer; 1 lavalier microphone, 1 wireless handheld microphone;

1 podium with microphone, 1 large screen; 1 LCD projector

1 AV-table dropped and skirted at front of the room

Friday, August 8, 2014

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

General Session Meeting Room

Sound system and mixer; 1 lavalier microphone, 1 wireless handheld microphone;

1 podium with microphone, 1 large screen; 1 LCD projector

1 AV-table dropped and skirted at front of the room

LIGHT REFRESHMENTS

Continental Breakfast: Thursday, August 7, 2014

7:30 a.m. - 8:30 a.m. 70 participants

Friday, August 8, 2014 7:30 a.m. - 8:30 a.m. 80 participants

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

Afternoon Refreshment: Thursday, August 7, 2014

2:00 p.m. - 2:30 p.m. 70 participants

Friday, August 8, 2014 2:00 p.m. - 2:30 p.m. 80 participants

Afternoon refreshment should consist of ice tea, lemonade, soda and cookies.

E. INDEMNIFICATION:

Notwithstanding any other term or provision of this Agreement, the liability of the Government with respect to any claim for personal injury, death, property loss or damage pursuant to this Agreement, shall be limited by and subject to the procedures and terms of the Federal Tort Claims Act and the Anti-deficiency Act and all other applicable Federal Laws and regulations.

F. 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 God; 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.

G. PAYMENT:

The hotel shall invoice the organization for room charges only (any incidental charges will be paid by the individual, not on the master account), meeting spaces, food and beverage (continental breakfast and afternoon snack), and audio visual charges. A participant list will be completed by the Organization which will contain each guest's name and their arrival and departure dates. The Organization will pay the room charges according to this list. If the participant chooses to extend their stay, they will be responsible for the additional room charges.

The hotel shall reference the purchase order number on the face of its invoice.

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 (SEP 2010)

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.aspx

The following clauses are included by reference. Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchase (APR 2013)

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.

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:		

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23 AV requirements Thursday, August 7, 2014 1 podium microphone 1 Ea.Day 1 Ea.Day 2 AV requirements Thursday, August 7, 2014 1 large screen 1 Ea.Day 2 AV requirements Thursday, August 7, 2014 1 LCD projector 1 Ea.Day 2 Continental Light breakfast consisting of muffins, danish, fruit, 26 Breakfast Thursday, August 7, 2014 yogurt, coffee, tea, juice and water 70 Per Person Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting of muffins, danish, fruit, 3 Continental Light breakfast consisting o	21	AV requirements	Thursday, August 7, 2014	1 Lavalier microphone	1	Ea.Day		
24 AV requirementsThursday, August 7, 20141 large screen1Ea.Day25 AV requirementsThursday, August 7, 20141 LCD projector1Ea.DayContinentalLight breakfast consisting of muffins, danish, fruit,70Per PersonContinentalLight breakfast consisting of muffins, danish, fruit,70Per Person	22	AV requirements	Thursday, August 7, 2014	1 wireless handheld microphone	1	Ea.Day		
25 AV requirements Thursday, August 7, 2014 1 LCD projector 1 Ea.Day Continental Light breakfast consisting of muffins, danish, fruit, 26 Breakfast Thursday, August 7, 2014 yogurt, coffee, tea, juice and water 70 Per Person Continental Light breakfast consisting of muffins, danish, fruit,	23	AV requirements	Thursday, August 7, 2014	1 podium microphone	1	Ea.Day		
25 AV requirements Thursday, August 7, 2014 1 LCD projector 1 Ea.Day Continental Light breakfast consisting of muffins, danish, fruit, 26 Breakfast Thursday, August 7, 2014 yogurt, coffee, tea, juice and water 70 Per Person Continental Light breakfast consisting of muffins, danish, fruit,	24	AV requirements	Thursday, August 7, 2014	1 large screen	1	Ea.Day		
Continental Light breakfast consisting of muffins, danish, fruit, Yogurt, coffee, tea, juice and water Continental Light breakfast consisting of muffins, danish, fruit, Yogurt, coffee, tea, juice and water Thursday, August 7, 2014 Light breakfast consisting of muffins, danish, fruit,		· ·	• • • • • • • • • • • • • • • • • • • •		1	•		
26 Breakfast Thursday, August 7, 2014 yogurt, coffee, tea, juice and water 70 Per Person Continental Light breakfast consisting of muffins, danish, fruit,		•		• •		,		
Continental Light breakfast consisting of muffins, danish, fruit,	26		Thursday, August 7, 2014		70	Per Persor	1	
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	27		Friday, August 8, 2014	yogurt, coffee, tea, juice and water	80	Per Persor	1	

				Estimate			Extended
Item	Short Description	Date	Detailed Product Description	Quanity	Unit	Unit Price \$	Price \$
	Mid-Afternoon						
28	Refreshments	Thursday, August 7, 2014	Ice tea, lemonade, soda and cookies	70	Per Person		
	Mid-Afternoon						
29	Refreshments	Friday, August 8, 2014	Ice tea, lemonade, soda and cookies	80	Per Person		
30	Parking	Tuesday, August 5, 2014	parking spaces	2	Each		
31	Parking	Wednesday, August 6, 2014	parking spaces	70	Each		
32	Parking	Thursday, August 7, 2014	parking spaces	80	Each		
33	Parking	Friday, August 8, 2014	parking spaces	10	Each		
	Applicable Hotel						
34	Fees/tax exempt	Tuesday, August 5, 2014	hotel fees	2	Each		
	Applicable Hotel						
35	Fees/tax exempt	Wednesday, August 6, 2014	hotel fees	70	Each		
	Applicable Hotel						
36	Fees/tax exempt	Thursday, August 7, 2014	hotel fees	80	Each		
37	Gratuities	Thursday, August 7, 2014	Percentage due for gratuities on continental breakfast		% Due		
			Percentage due for gratuities on afternoon				
38	Gratuities	Thursday, August 7, 2014	refeshments		% Due		
39	Gratuities	Friday, August 8, 2014	Percentage due for gratuities on continental breakfast		% Due		
			Percentage due for gratuities on afternoon				
40	Gratuities	Friday, August 8, 2014	refeshments		% Due		
41	Other				Each		
	Total						