



UNITED STATES PROBATION OFFICE  
DISTRICT OF COLORADO

Request for Quotation

2015 DISTRICT RETREAT

July 14 – 17, 2015  
Eagle County or Summit County

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: 2015 District Retreat

DATES OF EVENT: 7/14/15 – 7/17/15

ANTICIPATED ATTENDANCE: 65 attendees

REQUEST DATE: March 24, 2015

REPLY: 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: April 1, 2015 at 3:00 p.m. Mountain Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2015 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](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 Office – Colorado and then Vendor Information) 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 Summit or Eagle County. 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 65 sleeping rooms, as follows:

##### **Estimated rooms needed as follows:**

Check-in: Tuesday, July 14, 2015 (2 sleeping rooms) for 3 nights  
Check-in: Wednesday, July 15, 2015 (63 sleeping rooms) for 2 nights  
Check-out: Friday, July 17, 2015, 12 p.m. – All attendees

In the event guests arrive prior to or remain past the date, the hotel may 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 30 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 July 15, 2015

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, July 16, 2015

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, July 17, 2015

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 July 15, 2015

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, July 16, 2015

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, July 17, 2015

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, July 16, 2015**  
**7:30 a.m. - 8:30 a.m.**  
**65 participants**

**Friday, July 17, 2015**  
**7:30 a.m. - 8:30 a.m.**  
**65 participants**

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

**Afternoon Refreshment:**      **Thursday, July 16, 2015**  
**2:00 p.m. - 2:30 p.m.**  
**65 participants**

**Friday, July 17, 2015**  
**2:00 p.m. - 2:30 p.m.**  
**65 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: \_\_\_\_\_

U.S. Probation - District Retreat  
Quote Sheet

Item	Short Description	Date	Detailed Product Description	Estimate Quantity	Unit	Unit Price \$	Extended Price \$
1	Sleeping Rooms	Tuesday, July 14, 2015	Sleeping Rooms	2	Ea.Day		
2	Sleeping Rooms	Wednesday, July 15, 2015	Sleeping Rooms	65	Ea.Day		
3	Sleeping Rooms	Thursday, July 16, 2015	Sleeping Rooms	65	Ea.Day		
4	Meeting Room	Wednesday, July 15, 2015	General Session from 2:00 p.m.- 5:00 p.m. approximately 65 people	1	Ea.Day		
5	Meeting Room	Thursday, July 16, 2015	General Session from 8:30 a.m.- 5:00 p.m. approximately 65 people	1	Ea.Day		
6	Meeting Room	Friday, July 17, 2015	General Session from 8:30 a.m. - 5:00 p.m. approximately 65 people	1	Ea.Day		
7	AV requirements	Wednesday, July 15, 2015	Sound System and mixer	1	Ea.Day		
8	AV requirements	Wednesday, July 15, 2015	1 Lavalier microphone	1	Ea.Day		
9	AV requirements	Wednesday, July 15, 2015	1 wireless handheld microphone	1	Ea.Day		
10	AV requirements	Wednesday, July 15, 2015	1 podium microphone	1	Ea.Day		
11	AV requirements	Wednesday, July 15, 2015	1 large screen	1	Ea.Day		
12	AV requirements	Wednesday, July 15, 2015	1 LCD projector	1	Ea.Day		
13	AV requirements	Thursday, July 16, 2015	Sound System and mixer	1	Ea.Day		
14	AV requirements	Thursday, July 16, 2015	1 Lavalier microphone	1	Ea.Day		
15	AV requirements	Thursday, July 16, 2015	1 wireless handheld microphone	1	Ea.Day		
16	AV requirements	Thursday, July 16, 2015	1 podium microphone	1	Ea.Day		
17	AV requirements	Thursday, July 16, 2015	1 large screen	1	Ea.Day		
18	AV requirements	Thursday, July 16, 2015	1 LCD projector	1	Ea.Day		
19	AV requirements	Friday, July 17, 2015	Sound System and mixer	1	Ea.Day		
20	AV requirements	Friday, July 17, 2015	1 Lavalier microphone	1	Ea.Day		
21	AV requirements	Friday, July 17, 2015	1 wireless handheld microphone	1	Ea.Day		
22	AV requirements	Friday, July 17, 2015	1 podium microphone	1	Ea.Day		
23	AV requirements	Friday, July 17, 2015	1 large screen	1	Ea.Day		
24	AV requirements	Friday, July 17, 2015	1 LCD projector	1	Ea.Day		
25	Continental Breakfast	Thursday, July 16, 2015	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	65	Per Person		
26	Continental Breakfast	Friday, July 17, 2015	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	65	Per Person		

U.S. Probation - District Retreat  
Quote Sheet

Item	Short Description	Date	Detailed Product Description	Estimate Quantity	Unit	Unit Price \$	Extended Price \$
27	Mid-Afternoon Refreshments	Thursday, July 16, 2015	Ice tea, lemonade, soda and cookies	65	Per Person		
28	Mid-Afternoon Refreshments	Friday, July 17, 2015	Ice tea, lemonade, soda and cookies	65	Per Person		
29	Parking	Tuesday, July 14, 2015	parking spaces	1	Each		
30	Parking	Wednesday, July 15, 2015	parking spaces	30	Each		
31	Parking	Thursday, July 16, 2015	parking spaces	30	Each		
32	Parking	Friday, July 17, 2015	parking spaces	30	Each		
33	Applicable Hotel Fees/tax exempt	Tuesday, July 14, 2015	hotel fees	2	Each		
34	Applicable Hotel Fees/tax exempt	Wednesday, July 15, 2015	hotel fees	65	Each		
35	Applicable Hotel Fees/tax exempt	Thursday, July 16, 2015	hotel fees	65	Each		
36	Gratuities	Thursday, July 16, 2015	Percentage due for gratuities on continental breakfast		% Due		
37	Gratuities	Thursday, July 16, 2015	Percentage due for gratuities on afternoon refreshments		% Due		
38	Gratuities	Friday, July 17, 2015	Percentage due for gratuities on continental breakfast		% Due		
39	Gratuities	Friday, July 17, 2015	Percentage due for gratuities on afternoon refreshments		% Due		
40	Other						
41	Other						
42	Other						