



UNITED STATES PROBATION OFFICE
DISTRICT OF COLORADO

Request for Quotation

2017 DISTRICT TRAINING

September 11 – 13, 2017
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:	2017 District Training
DATES OF EVENT:	9/11/17 – 9/13/17
ANTICIPATED ATTENDANCE:	Estimating 65 attendees
REQUEST DATE:	June 16, 2017
REPLY:	Reply via e-mail to: uspo_procurement@cod.uscourts.gov Reply via fax to: 303-844-5439
RESPONSE DEADLINE:	June 28, 2017 at 3:00 p.m. Mountain Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2017 District Training.

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 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 training conducted by the Probation Office in Summit 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: Sunday, September 10, 2017 (2 sleeping rooms) for 3 nights
Check-in: Monday, September 11, 2017 (63 sleeping rooms) for 2 nights
Check-out: Wednesday, September 13, 2017, 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 by 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

Monday September 11, 2017

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

1 General Session Meeting Room

10 - 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

Tuesday, September 12, 2017

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

1 General Session Meeting Room

10 - 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

Wednesday, September 13, 2017

8:30 a.m. - 12:00 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

Monday September 11, 2017

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

Tuesday, September 12, 2017

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

Wednesday , September 13, 2017

8:30 a.m. - 12:00 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: **Tuesday, September 12, 2017**
7:30 a.m. - 8:30 a.m.
65 participants

Wednesday , September 13, 2017
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: **Tuesday, September 12, 2017**
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 (JUN 2014)

Clause 3-300, Registration in the System for Award Management (SAM) (APR 2013)

Clause 3-305, Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)

Clause 3-310, Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (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	Sunday September 10, 2017	Sleeping Rooms	2	Ea.Day		
2	Sleeping Rooms	Monday September 11, 2017	Sleeping Rooms	65	Ea.Day		
3	Sleeping Rooms	Tuesday September 12, 2017	Sleeping Rooms	65	Ea.Day		
4	Meeting Room	Monday September 11, 2017	General Session from 2:00 p.m.- 5:00 p.m. approximately 65 people	1	Ea.Day		
5	Meeting Room	Tuesday September 12, 2017	General Session from 8:30 a.m.- 5:00 p.m. approximately 65 people	1	Ea.Day		
6	Meeting Room	Wednesday September 13, 2017	General Session from 8:30 a.m. - 12:00 p.m. approximately 65 people	1	Ea.Day		
7	AV requirements	Monday September 11, 2017	Sound System and mixer	1	Ea.Day		
8	AV requirements	Monday September 11, 2017	1 Lavalier microphone	1	Ea.Day		
9	AV requirements	Monday September 11, 2017	1 wireless handheld microphone	1	Ea.Day		
10	AV requirements	Monday September 11, 2017	1 podium microphone	1	Ea.Day		
11	AV requirements	Monday September 11, 2017	1 large screen	1	Ea.Day		
12	AV requirements	Monday September 11, 2017	1 LCD projector	1	Ea.Day		
13	AV requirements	Tuesday September 12, 2017	Sound System and mixer	1	Ea.Day		
14	AV requirements	Tuesday September 12, 2017	1 Lavalier microphone	1	Ea.Day		
15	AV requirements	Tuesday September 12, 2017	1 wireless handheld microphone	1	Ea.Day		
16	AV requirements	Tuesday September 12, 2017	1 podium microphone	1	Ea.Day		
17	AV requirements	Tuesday September 12, 2017	1 large screen	1	Ea.Day		
18	AV requirements	Tuesday September 12, 2017	1 LCD projector	1	Ea.Day		
19	AV requirements	Wednesday September 13, 2017	Sound System and mixer	1	Ea.Day		
20	AV requirements	Wednesday September 13, 2017	1 Lavalier microphone	1	Ea.Day		
21	AV requirements	Wednesday September 13, 2017	1 wireless handheld microphone	1	Ea.Day		
22	AV requirements	Wednesday September 13, 2017	1 podium microphone	1	Ea.Day		
23	AV requirements	Wednesday September 13, 2017	1 large screen	1	Ea.Day		
24	AV requirements	Wednesday September 13, 2017	1 LCD projector	1	Ea.Day		
25	Continental Breakfast	Tuesday September 12, 2017	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	65	Per Person		
26	Continental Breakfast	Wednesday September 13, 2017	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	65	Per Person		
27	Mid-Afternoon Refreshments	Tuesday September 12, 2017	Ice tea, lemonade, soda and cookies	65	Per Person		
28	Parking	Sunday September 10, 2017	parking spaces	1	Each		
29	Parking	Monday September 11, 2017	parking spaces	30	Each		
30	Parking	Tuesday September 12, 2017	parking spaces	30	Each		
31	Applicable Hotel Fees/tax exempt	Sunday September 10, 2017	hotel fees	2	Each		

U.S. Probation - District Retreat
Quote Sheet

Item	Short Description	Date	Detailed Product Description	Estimate Quantity	Unit	Unit Price \$	Extended Price \$
32	Applicable Hotel Fees/tax exempt	Monday September 11, 2017	hotel fees	65	Each		
33	Applicable Hotel Fees/tax exempt	Tuesday September 12, 2017	hotel fees	65	Each		
34	Gratuities	Tuesday September 12, 2017	Percentage due for gratuities on continental breakfast		% Due		
35	Gratuities	Tuesday September 12, 2017	Percentage due for gratuities on afternoon refreshments		% Due		
36	Gratuities	Wednesday September 13, 2017	Percentage due for gratuities on continental breakfast		% Due		
37	Other						
38	Other						
39	Other						
40	Other						
41	Other						