

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE



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December 19, 2018

RESPOND TO: Denver

UNITED STATES PROBATION OFFICE  
DISTRICT OF COLORADO

Request for Quotation

2019 DISTRICT TRAINING

June 5-7, 2019  
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: 2019 District Training

DATES OF EVENT: 6/5/2019 – 6/7/2019

ANTICIPATED ATTENDANCE: Estimating 77 attendees

REQUEST DATE: December 19, 2018

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: January 8, 2019 at 3:00 p.m. Mountain Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2019 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](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 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 77 sleeping rooms, as follows:

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

Check-in: Wednesday, June 5, 2019 (77 sleeping rooms) for 2 nights

Check-out: Friday, June 7, 2019, 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 35 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

Wednesday June 5, 2019

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

Thursday, June 6, 2019

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

Friday, June 7, 2019

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

Wednesday June 5, 2019

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, June 6, 2019

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, June 7, 2019

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: Thursday, June 6, 2019**

**7:30 a.m. - 8:30 a.m.**

**77 participants**

#### **Friday, June 7, 2019**

**7:30 a.m. - 8:30 a.m.**

**77 participants**

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

#### **Afternoon Refreshment:**

**Thursday, June 6, 2019**

**2:00 p.m. - 2:30 p.m.**

**77 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.

Clause 7-115, Availability of Funds JAN 2003

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: \_\_\_\_\_

Duns Number: \_\_\_\_\_

Item	Short Description	Date	Detailed Product Description	Estimate Quantity	Unit	Unit Price \$	Extended Price \$
1	Sleeping Rooms	Wednesday June 5, 2019	Sleeping Rooms	77	Ea.Day		
2	Sleeping Rooms	Thursday June 6, 2019	Sleeping Rooms	77	Ea.Day		
3	Meeting Room	Wednesday June 5, 2019	General Session from 2:00 p.m.- 5:00 p.m. approximately 77 people	1	Ea.Day		
4	Meeting Room	Thursday June 6, 2019	General Session from 8:30 a.m.- 5:00 p.m. approximately 77 people	1	Ea.Day		
5	Meeting Room	Friday June 7, 2019	General Session from 8:30 a.m.- 12:00 p.m. approximately 77 people	1	Ea.Day		
6	AV requirements	Wednesday June 5, 2019	Sound System and mixer	1	Ea.Day		
7	AV requirements	Wednesday June 5, 2019	1 Lavalier microphone	1	Ea.Day		
8	AV requirements	Wednesday June 5, 2019	1 wireless handheld microphone	1	Ea.Day		
9	AV requirements	Wednesday June 5, 2019	1 podium microphone	1	Ea.Day		
10	AV requirements	Wednesday June 5, 2019	1 large screen	1	Ea.Day		
11	AV requirements	Wednesday June 5, 2019	1 LCD projector	1	Ea.Day		
12	AV requirements	Thursday June 6, 2019	Sound System and mixer	1	Ea.Day		
13	AV requirements	Thursday June 6, 2019	1 Lavalier microphone	1	Ea.Day		
14	AV requirements	Thursday June 6, 2019	1 wireless handheld microphone	1	Ea.Day		
15	AV requirements	Thursday June 6, 2019	1 podium microphone	1	Ea.Day		
16	AV requirements	Thursday June 6, 2019	1 large screen	1	Ea.Day		
17	AV requirements	Thursday June 6, 2019	1 LCD projector	1	Ea.Day		
18	AV requirements	Friday June 7, 2019	Sound System and mixer	1	Ea.Day		
19	AV requirements	Friday June 7, 2019	1 Lavalier microphone	1	Ea.Day		
20	AV requirements	Friday June 7, 2019	1 wireless handheld microphone	1	Ea.Day		
21	AV requirements	Friday June 7, 2019	1 podium microphone	1	Ea.Day		
22	AV requirements	Friday June 7, 2019	1 large screen	1	Ea.Day		
23	AV requirements	Friday June 7, 2019	1 LCD projector	1	Ea.Day		
24	Continental Breakfast	Thursday June 6, 2019	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	77	Per Person		
25	Continental Breakfast	Friday June 7, 2019	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	77	Per Person		
26	Mid-Afternoon Refreshments	Thursday June 6, 2019	Ice tea, lemonade, soda and cookies	77	Per Person		
27	Parking	Wednesday June 5, 2019	parking spaces	35	Each		
28	Parking	Thursday June 6, 2019	parking spaces	35	Each		
29	Applicable Hotel Fees/tax exempt	Wednesday June 5, 2019	hotel fees	77	Each		
30	Applicable Hotel Fees/tax exempt	Thursday June 6, 2019	hotel fees	77	Each		
31	Gratuities	Thursday June 6, 2019	Percentage due for gratuities on continental breakfast		% Due		
32	Gratuities	Thursday June 6, 2019	Percentage due for gratuities on afternoon refreshments		% Due		
33	Gratuities	Friday June 7, 2019	Percentage due for gratuities on continental breakfast		% Due		
34	Other						
35	Other						
36	Other						
37	Other						
38	Other						