

UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO
PROBATION OFFICE



ELIZABETH RUSSELL
Chief U.S. Probation Officer

Byron G. Rogers U.S. Courthouse
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Denver, CO 80294-0101
Phone: (303) 844-5424

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April 20, 2023

KYLA HAMILTON
Deputy Chief U.S. Probation Officer

400 Rood Avenue, Room 309
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Durango, CO 81301
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RESPOND TO: Denver

UNITED STATES PROBATION OFFICE
DISTRICT OF COLORADO

Request for Quotation

2023 DISTRICT TRAINING

September 11-13, 2023
Breckenridge, Colorado

Lowest Price, Technically Acceptable

ORGANIZATION: United States Probation Office, Denver, CO

CONTACT: Michaela Kittelson, Procurement Specialist

TELEPHONE: (303) 335-2454

FAX: (303) 844-5439

NAME OF EVENT: 2023 District Training

DATES OF EVENT: 9/11/2023-9/13/2023

ANTICIPATED ATTENDANCE: Estimated 66 attendees

REQUEST DATE: April 20th, 2023

REPLY: Reply via e-mail to: michaela_kittelson@cod.uscourts.gov;
Reply via fax to: 303-844-5439

RESPONSE DEADLINE: April 28th, 2023, at 12:00 p.m. MST

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2023 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:

Michaela Kittelson
Procurement Specialist
1929 Stout Street, Suite C-120
Denver, CO 80294
Phone: 303-335-2454
Email: michaela_kittelson@cod.uscourts.gov

Questions should be emailed to michaela_kittelson@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 Michaela Kittelson for further instructions. Questions are due no later than Wednesday, April 26th, 12:00 p.m.

The U.S. Probation Office for the District of Colorado is seeking vendors to submit a bid to provide hotel meeting space, sleeping arrangements, light continental breakfast/refreshments, and afternoon snack/refreshments for a training conducted by the Probation Office in Breckenridge, Colorado.

Facility must have at least a 3 Star AAA rating or 4 Diamond rating and have enough non-smoking sleeping rooms, parking spaces and meeting rooms all located on the premises. The U.S. Probation Office will consider proposals that require an overflow hotel for sleeping arrangements only at a comparable hotel within walking distance. The host hotel must be able to meet the requirements for meeting space.

A. ROOM RESERVATIONS/RATES:

The Organization estimates they will need approximately 66 non-smoking sleeping rooms, as follows:

Estimated rooms needed as follows:

Check-in: Sunday, September 10, 2023 (4 non-smoking sleeping rooms) for 3 nights
Check-in: Monday, September 11, 2023 (62 non-smoking sleeping rooms) for 2 nights
Check-out: Wednesday, September 13, 2023 – 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 45 attendees.

B. INDIVIDUAL CANCELLATION/EARLY DEPARTURE:

Extended reservations outside of the list provided will be made individually by 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 11th, 2023

1:00 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 12th, 2023

7:30 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 13th, 2023

7:30 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

Small meeting space is requested for each day, if available, for staff to conduct official business when necessary.

Four rooms requested for check-in on Sunday, September 10th, 2023, for coordinating staff to meet with hotel staff and finalize set up for meetings.

AUDIO/VISUAL NEEDS

Monday, September 11th, 2023

1:00 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 12th, 2023

7:30 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 13th, 2023

7:30 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: Tuesday, September 12th, 2023
7:30 a.m. - 8:30 a.m.
66 participants

Wednesday, September 13th, 2023
7:30 a.m. - 8:30 a.m.
66 participants

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

Afternoon Refreshment: Tuesday, September 12th, 2023
2:00 p.m. - 2:30 p.m.
66 participants

Afternoon refreshment should consist of ice water, coffee, iced 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 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.

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: _____

Hotel: _____

Request for Quotation

EIN/TIN: _____

Short Description	Date	Detailed Product Description	Not-to-Exceed	Unit	Unit Price \$	Extended Price \$
Sleeping Rooms	Sunday, September 10th, 2023	Sleeping Rooms	4	Ea. Day		
Sleeping Rooms	Monday, September 11th, 2023	Sleeping Rooms	66	Ea. Day		
Sleeping Rooms	Tuesday, September 12th, 2023	Sleeping Rooms	66	Ea. Day		
Meeting Room	Monday, September 11th, 2023	General Session from 2:00 p.m.- 5:00 p.m. approximately 66 people	1	Ea. Day		
Small meeting space	Monday, September 11th, 2023	For emergency VTC court hearings	1	Ea. Day		
Meeting Room	Tuesday, September 12th, 2023	General Session from 7:30 a.m.- 5:00 p.m. approximately 66 people	1	Ea. Day		
Small meeting space	Tuesday, September 12th, 2023	For emergency VTC court hearings	1	Ea. Day		
Meeting Room	Wednesday, September 13th, 2023	General Session from 7:30 a.m. - 5:00 p.m. approximately 66 people	1	Ea. Day		
Small meeting space	Wednesday, September 13th, 2023	For emergency VTC court hearings	1			
AV requirements (General Session room only)	Monday, September 11th, 2023	Sound System and mixer	1	Ea. Day		
		1 Lavalier microphone	1	Ea. Day		
		1 wireless handheld microphone	1	Ea. Day		
		1 podium microphone	1	Ea. Day		
		1 large screen	1	Ea. Day		
		1 LCD projector	1	Ea. Day		
AV requirements (General Session room only)	Tuesday, September 12th, 2023	Sound System and mixer	1	Ea. Day		
		1 Lavalier microphone	1	Ea. Day		
		1 wireless handheld microphone	1	Ea. Day		
		1 podium microphone	1	Ea. Day		
		1 large screen	1	Ea. Day		
		1 LCD projector	1	Ea. Day		
AV requirements (General Session room only)	Wednesday, September 13th, 2023	Sound System and mixer	1	Ea. Day		
		1 Lavalier microphone	1	Ea. Day		
		1 wireless handheld microphone	1	Ea. Day		
		1 podium microphone	1	Ea. Day		
		1 large screen	1	Ea. Day		
		1 LCD projector	1	Ea. Day		
Continental Breakfast	Tuesday, September 12th, 2023	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	66	Per Person		
Mid-Afternoon Refreshments	Tuesday, September 12th, 2023	Coffee, ice water, iced tea, lemonade, soda and cookies	66	Per Person		
Continental Breakfast	Wednesday, September 13th, 2023	Light breakfast consisting of muffins, danish, fruit, yogurt, coffee, tea, juice and water	66	Per Person		

Hotel: _____

Request for Quotation

EIN/TIN: _____

Short Description	Date	Detailed Product Description	Not-to-Exceed	Unit	Unit Price \$	Extended Price \$
Mid-Afternoon Refreshments	Wednesday, September 13th, 2023	Coffee, ice water, iced tea, lemonade, soda and cookies	66	Per Person		
Overnight parking	Sunday, September 10th, 2023	parking spaces	4	Each		
Overnight parking	Monday, September 11th, 2023	parking spaces	45	Each		
Overnight parking	Tuesday, September 12th, 2023	parking spaces	45	Each		
Applicable Hotel Fees/tax exempt	Sunday, September 10th, 2023	hotel fees	4	Each		
Applicable Hotel Fees/tax exempt	Monday, September 11th, 2023	hotel fees	66	Each		
Applicable Hotel Fees/tax exempt	Tuesday, September 12th, 2023	hotel fees	66	Each		
Gratuities	Tuesday, September 12th, 2023	Percentage due for gratuities on continental breakfast		% Due		
Gratuities	Tuesday, September 12th, 2023	Percentage due for gratuities on afternoon refreshments		% Due		
Gratuities	Wednesday, September 13th, 2023	Percentage due for gratuities on continental breakfast		% Due		
Overflow hotel rooms (if applicable)	Monday, September 11th, 2023	Sleeping Rooms		Ea. Day		
Overflow hotel rooms (if applicable)	Tuesday, September 12th, 2023	Sleeping Rooms		Ea.Day		
Overflow hotel fees (if applicable)	Monday, September 11th, 2023	Hotel fees		Ea.Day		
Overflow hotel fees (if applicable)	Tuesday, September 12th, 2023	Hotel fees		Ea.Day		
Overflow hotel parking (if applicable)	Monday, September 11th, 2023	Overnight parking		Ea.Day		
Overflow hotel parking (if applicable)	Tuesday, September 12th, 2023	Overnight parking		Ea.Day		
Other fees						
Other fees						
Other fees						
Other fees						