

UNITED STATES DISTRICT COURT  
DISTRICT OF COLORADO  
PROBATION OFFICE



KYLA HAMILTON  
Chief U.S. Probation Officer

Byron G. Rogers U.S. Courthouse  
1929 Stout Street, Suite C-120  
Denver, CO 80294-0101  
Phone: (303) 844-5424

212 North Wahsatch Avenue, Suite 300  
Colorado Springs, CO 80903-3476  
Phone: (719) 471-3387

March 6, 2026

SHELLEY SEACOTTE  
Deputy Chief U.S. Probation Officer

400 Rood Avenue, Room 309  
Grand Junction, CO 81501-2520  
Phone: (970) 245-5396

La Plata County Courthouse  
1060 E. 2<sup>nd</sup> Avenue, Suite 130  
Durango, CO 81301  
Phone: (970) 385-1934

RESPOND TO: Denver

UNITED STATES PROBATION OFFICE  
DISTRICT OF COLORADO

Request for Quotation

2026 DISTRICT TRAINING

August 31-September 2, 2026  
Eagle County, Colorado

Lowest Price, Technically Acceptable

ORGANIZATION: United States Probation Office, Denver, CO

CONTACT: Michaela Kittelson, Procurement Specialist

TELEPHONE: (303) 335-2454 | (303) 994-0484

FAX: (303) 844-5439

NAME OF EVENT: 2026 District Training

DATES OF EVENT: 8/31/2026-9/2/2026

ANTICIPATED ATTENDANCE: Estimated Not to Exceed 75 attendees

REQUEST DATE: March 6, 2026

REPLY: Reply via e-mail to: [michaela\\_kittelson@cod.uscourts.gov](mailto:michaela_kittelson@cod.uscourts.gov)  
Reply via fax to: 303-844-5439

RESPONSE DEADLINE: March 20, 2026, at 4:00 p.m. Mountain Standard Time

The U.S. Probation Office for the District of Colorado is conducting a procurement for their 2026 District Training.

Proposals may be faxed or e-mailed to the address given below. 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](mailto:michaela_kittelson@cod.uscourts.gov)

Questions should be emailed to [michaela\\_kittelson@cod.uscourts.gov](mailto: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 Friday, March 13th, 2:00 p.m. MST.

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 Eagle County, Colorado. Facility must have at least a 3 Star rating or 4 Diamond rating and have enough non-smoking sleeping rooms, meeting rooms all located on the premises, and parking on or reasonably nearby the premises.

#### **A. ROOM RESERVATIONS/RATES:**

The Organization estimates they will need up to 75 non-smoking sleeping rooms, as follows:

##### **Estimated accommodations needed as follows:**

Check-in: Sunday, August 30, 2026 (5 non-smoking rooms) for 3 nights

Check-in: Monday, August 31, 2026 (70 non-smoking rooms) for 2 nights

Check-out: Wednesday, September 2, 2026 – 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 GSA lodging per diem for Eagle County during August-September is \$201.

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 by either valet or reasonably near the premises.

**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 4:00 p.m. Check-out time is 11:00 am. If rooms are not ready 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, August 31, 2026

8:00 am – 4:00 pm

1 General Session Meeting Room

10 - 14 Rounds or Squares (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 1, 2026

7:30 a.m. - 5:00 p.m.

1 General Session Meeting Room

10 - 14 Rounds or Squares (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 2, 2026

7:30 a.m. - 12:00 p.m.

1 General Session Meeting Room

13 - 14 Rounds or Squares (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 for staff to conduct official business when necessary.

5 rooms requested for check-in on Sunday, August 30, 2026, for coordinating staff to meet with hotel staff and finalizing set up for meetings.

## AUDIO/VISUAL NEEDS

Monday, August 31, 2026

12:00 p.m. - 4:00 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 1, 2026

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 2, 2026

7:30 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 1, 2026**  
**7:30 a.m. - 8:30 a.m.**  
**Up to 75 participants**

**Wednesday, September 2, 2026**  
**7:30 a.m. - 8:30 a.m.**  
**Up to 75 participants**

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

**Afternoon Refreshment:        Tuesday, September 2, 2026**  
**2:00 p.m. - 2:30 p.m.**  
**Up to 75 participants**

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

*Total for all light refreshments on a single day may not exceed \$25 per day, per person, which is the GSA breakfast component + incidentals per diem rate for Eagle County. Service charges are not included in this total.*

## **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: \_\_\_\_\_