

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

(This is not an order)

**BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED**

NYS Office of Court Administration 25 Beaver Street, R-840 New York, NY 10004
Direct Inquiries to: Marie-Claude Ceppi Telephone No.: (212) 428-2727 Email: mceppi@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

Per attached RFB/RFP Specifications

Bid Number: RFB# OCA/JI-169	Commodity Group: CONFERENCE SERVICES
Issue Date: 03/05/2010	
Opening Date: 03/26/2010 Time: 3:00 PM	Commodity Name: JUDICIAL SEMINARS - SUMMER 2010

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities) <u>UCS ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.</u>	Bidder's Quotation and Specific Description of Item Offered Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.
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NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE SOLICITATION NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.

5. Mail the bid/proposal response to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

RESPONSES MUST BE SIGNED

Bidder's Firm Name		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email Address	

DOCUMENTS ENCLOSURE CHECKLIST

The following documents must be fully executed and included in bidder's proposal. Failure to do so **will disqualify** bidder's response:

____ Fully executed Bid Sheets for each seminar

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

____ UCS Request for Bid Form with original signature

____ Attachment I, p.3 - Non-Collusive Bidding Certificate

____ Attachment I, p.4 - Corporate Acknowledgment

____ Attachment III - Vendor Responsibility Questionnaire

paper questionnaire

questionnaire file online via OSC VendRep System

____ Attachment IV - Procurement Lobbying Forms

Disclosure of Prior Non-Responsibility Determination (UCS 420)

Affirmation of Understanding and Agreement (UCS 421)

Termination Clause (UCS 423)

____ Official price lists and menus

____ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)

____ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications

____ Original bid response + five (5) complete copies

____ Signed Documents Enclosure Checklist

NB: There is no Attachment II

To be complete, a bidder's bid response must include ALL the above documents.

All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

Company Name: _____

Authorized Officer's Name and Title:

Signature and Date:

***** GENERAL SPECIFICATIONS *****

I. The RFB/RFP Process
Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV- Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, including Appendix A, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist.

Bidders' authorized signature of the RRB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Online RFB/RFP Package : Disclaimer

Bidders accessing any Unified Court System/Office of Court Administration (hereafter "UCS/OCA") solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as the Office of Court Administration (hereafter "OCA") provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals

Bidders may **not** submit their bid/proposal responses online.
Bids/Proposals must be **clearly addressed and submitted** to:

Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver Street
Room 840
New York, NY 10004

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Marie-Claude Ceppi"
"Sealed bid - Do not open"
"OCA/JI-169 due March 26, 2010 at 3:00 p.m."

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person by March 26, 2010 at 3:00 pm at the latest or bids will be declared a "late bid" and they may be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/JI-169.

Estimated Quantities

Any requirements specified in this solicitation constitutes estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Rejected and Unacceptable Bids/Proposals

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bid/proposal from any bidders who are in arrears to the State of New York upon any debt or in the performance of any contract; or who have previously defaulted on any contractual obligations, (as vendor, surety or otherwise), or on any obligation to the State of New York; or who has been declared not responsible or disqualified by any agency of the State of New York; or who has any proceeding pending against them relating to the responsibility or qualification to receive public contracts.

The OCA also reserves the right to reject any bidder: (i) whose facilities and/or resources in the opinion of OCA are either inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who is otherwise in the opinion of the UCS are unable to meet specifications.

References

Bidders must include with their response , the names of at least three (3) client references (private, or governmental entities other than UCS) for whom bidder delivered similar services in the past three (3) years, including contact persons, telephone and fax numbers, and email addresses.

Questions:

Any and all questions bidder may have in connection with this solicitation are to be directed **by email only** to the attention of:

Trisha Conway
Email: tconway@courts.state.ny.us

Please indicate in "Subject" field: OCA/JI-169 Question(s)

The deadline to submit questions is March 11, 2010 before 5:00 pm. No questions will be entertained after this deadline. Questions will receive a written response and a revised Q&A listing all the questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the addenda column for the appropriate solicitation.

IMPORTANT: All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Compliance with laws:

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including, but not limited to, the fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP. Awarded contractor(s) must be in full compliance with all public accommodation requirements of the American with Disabilities Act (ADA), as necessary to provide goods and services to individuals.

Awarded contractor(s) must provide proof of workers compensation and disability benefits insurance coverage under NYS law with its proposal or, if it is exempt from such coverage, proof of exemption. The awarded vendor must obtain the appropriate Workers Compensation Board's forms from its insurance carrier or licensed agent. For a list of forms, please go to www.wcb.state.ny.us. Please note that ACORD Certificate of Insurance are NOT acceptable proof of New York State workers' compensation or disability benefits insurance coverage.

Implied requirements:

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be deemed included in the bid/proposal, except as otherwise specified herein.

Silence of specifications:

The apparent silence of the specifications contained as a part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

Independent Contractor Status:

It is expressly understood and agreed that the awarded contractor'(s)' status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Termination pursuant to the Procurement Lobbying Act:

UCS shall have the right to terminate the agreement between the awarded vendor and UCS upon thirty (30) days prior written notice in the event that it is found that bidder's/vendor's certification regarding bidder's/vendor's disclosure of prior determinations of non-responsibility, as required by the Procurement Lobbying Act (State Finance Law §139-k), was intentionally false or intentionally incomplete.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Financial Stability:

Upon request by OCA, bidder shall provide audited financial statements prepared in accordance with Generally Accepted Accounting Principles for the past three (3) years, and bidder's most recent year-to-date financial statements.

II. RFB # OCA/JI-169

Purpose and Scope:

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA"), on behalf of the NYS Judicial Institute (hereafter "JI") is soliciting sealed bids to provide conference services for three (3) judicial seminars to be held in Westchester County, NY. The seminar dates are July 7 - 9, 2010, July 21 - 23, 2010 and August 4 - 6, 2010. The conference services solicited include lodging, catering, meeting space, and other miscellaneous services.

Quality of Facility:

The facility's location, design, furnishings, features, organization of space, cleanliness and professionalism of staff must be of the quality appropriate for professionals at the top corporate executive level.

Site Visits:

The UCS/JI will conduct a site visit as part of its evaluation of bid responses to verify that bidder's hotel/facility meets all the requirements stated in the general and detailed specifications. The UCS/JI will also conduct one or more site visits to the awarded vendor(s) between the award of the purchase order(s) and the beginning of the program to ensure that the quality of services and the physical condition of the hotel/facility shall be the same or better at the time of performance as at the date of award.

Right of Cancellation:

The UCS/JI reserves the right not to hold the program at the awarded vendor's hotel/facility if UCS/JI determines that the quality of facility has deteriorated between the award of the purchase order and the beginning of the program.

Purchase Order(s):

The purchase order(s) issued to the awarded vendor(s) is (are) subject to the approval of the NYS Office of the Comptroller.

Rates and Charges:

Bidder may bid on any one or all three seminars. **All rates must be quoted on a per unit basis as indicated on the Bid Sheet. All rates must include any service charges.** Service charges or other charges not included in bidder's pricing on the Bid Sheet will not be paid by the UCS. Bidder shall quote one rate per person per night for single and double occupancy room alike, one rate per day for each block of meeting rooms, and one rate per meal, as specified in the Bid Sheet.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

In case of bidder's miscalculations, unit rate will prevail. Rates must not exceed the state rates for the geographic area, and rates must be net of taxes as the UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate "no charge" or "N/C".

For information purposes only, bidder shall indicate its service charge percentage and any discount percentage given off bidder's official menus. Please see Bid Sheets.

Menus and Price Lists:

Bidder must attach to the Bid Sheets their official menus and price lists reflecting the same rates/prices as those quoted on the Bid Sheets to the extent that bidder is not extending to the UCS a discount off these prices.

Method of Award:

A single purchase order will be issued for each seminar to the lowest dollar cost, responsible bidder. Lowest dollar cost is defined as the lowest "Total Cost per Seminar" quoted by bidder on the Bid Sheets.

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General Specifications (Attachment III-Vendor Responsibility Questionnaire) and the criteria set forth in the paragraph headed "Rejected and Unacceptable Bids/Proposals" as well as any other criteria necessary and reasonable to establish the bidder's responsibility.

Payments:

The awarded vendor(s) must provide a master bill for all charges. Payment will be made by direct bill with payment due thirty (30) business days, not including legal holidays, from receipt of invoice. No payment or deposit of any kind will be made in advance of the event. UCS will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

***** DETAILED SPECIFICATIONS *****

Location:

The hotel/conference facility(ies) must be located in Westchester county, NY, within a ten (10)-mile radius from the NYS Judicial Institute, 84 North Broadway, White Plains, NY 10603.

Lodging:

Single/double occupancy rooms are required on the following dates:

<u>July 7 - 9 seminar:</u>		<u>July 21 - 23 seminar:</u>		<u>August 4 - 6 seminar:</u>	
7/6	125 rooms	7/20	125 rooms	8/3	125 rooms
7/7	400 rooms	7/21	400 rooms	8/4	400 rooms
7/8	400 rooms	7/22	400 rooms	8/5	400 rooms

Bidder shall hold the guest room block exclusively for the UCS judicial seminars. Internet access must be available in all guest rooms.

In case the actual numbers exceeds the estimated numbers specified in this RFB and bidder cannot accommodate the additional attendees, bidder shall explain how it will deal with the possible additional guests. See Room Overflow clause.

Catering:

Bidder shall serve full breakfast, morning and afternoon coffee breaks, lunch and dinner, and shall provide take-away boxed lunch on the last day of each seminar. Breakfast, lunch and dinner must offer a choice of hot and cold buffet or plated lunch/dinner, as well as vegetarian and kosher dishes, and include beverages and desserts. The morning coffee break, each day, will consist of assorted breakfast breads, sliced fruit, coffee, tea, and brewed decaf coffee. An afternoon refresh will also be served each day except on the last day. Bidder shall dedicate space exclusively for the use of judicial seminar participants for all meals, with breakfast, lunch and dinner served in a private room or restaurant.

July 7 - 9 seminar:

July 21 - 23 seminar:

Full Breakfast:	7/7	125 people	7/21	125 people
	7/8	400 people	7/22	400 people
	7/9	400 people	7/23	400 people
AM Coffee Break:	7/7	400 people	7/21	400 people
	7/8	400 people	7/22	400 people
	7/9	400 people	7/23	400 people
PM Coffee Break	7/7	400 people	7/21	400 people
	7/8	400 people	7/22	400 people
Lunch	7/7	450 people	7/21	450 people
	7/8	450 people	7/22	450 people
Boxed lunches	7/9	360 people	7/23	360 people
Dinner	7/7	400 people	7/21	400 people

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

7/8 400 people 7/22 400 people

August 4 - 6 seminar:

Full Breakfast:	8/4	125 people
	8/5	400 people
	8/6	400 people
AM Coffee Break:	8/4	400 people
	8/5	400 people
	8/6	400 people
PM Coffee Break	8/4	400 people
	8/5	400 people
Lunch	8/4	450 people
	8/5	450 people
Boxed lunches	8/6	360 people
Dinner	8/4	400 people
	8/5	400 people

Meeting Space:

The meeting space must be available on all days, with exclusive access to the UCS judges and personnel. Bidder must provide one large meeting room with sufficient space to comfortably hold four hundred (400) people for a general session set classroom style and with the capability to be converted to two (2) smaller rooms with capacity to hold 100 people each. Bidder must also provide two (2) breakout rooms holding seventy-five (75) people each, as well as six (6) additional breakout rooms holding thirty (30) people each. A public space outside the general session/large meeting room will be available for a registration set up of eight (8) six-foot (6 ft.) tables and eight (8) chairs. All function space will be set classroom/schoolroom style with enough space for a panel of six (6) to ten (10) presenters. There will also be audiovisual setups and tables in the back of the room(s) to display seminar materials. Walls between meeting rooms must be sound-proof. Bidder must provide separate space for lunch service and seating four hundred and fifty (450) people. Internet access must be available at registration and in all meeting rooms.

Program Coordination:

Bidder shall designate one professional from the hotel's convention services department to handle and oversee all aspects of the program. Bidder shall provide radio contact with the convention services department professional or designee at all times during the program. Bidder shall provide a banquet order to confirm arrangements two weeks in advance of the seminars.

Pre-Event Conference:

A pre-event conference will be held prior to each seminar (dated TBD) and must include the heads of all appropriate departments that would be involved in the program.

Parking:

Bidder shall provide free parking for all guests.

Security:

Awarded vendor shall provide access to UCS security personnel before and during the program.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Printing:

Bidder shall provide large volume printing services on an emergency basis. Bidder shall quote its printing rate on a per copy basis.

Office Space:

Bidder shall provide the UCS/JI with an office accommodating twenty (20) people on 7/6, 7/20 and on 8/3, 2010 and for the duration of each program.

Storage:

Bidder shall provide the UCS/JI with the exclusive use of space for storing and sorting of seminar materials and audiovisual equipment one full day in advance of the program, that is on 7/6, 7/20 and 8/3, 2010, and for the duration of each program.

Audiovisual:

Bidder shall provide standard audio visual equipment and services. However, the UCS/JI will provide additional audio visual equipment and services through a UCS/JI contractor.

Room Overflow:

Bidder must meet 100% of meeting rooms space and a minimum of 80% of sleeping rooms in the bidder's primary hotel. In case the bidder cannot accommodate 100% of the number of rooms specified in this RFB and/or in case the actual number exceeds the estimated numbers specified in this RFB and bidder cannot accommodate the additional attendees, bidder shall explain, in its bid proposal, how it will deal with a possible overflow of guests. Any overflow hotel shall be subject to the prior written approval of UCS. The overflow facility shall be within five (5) miles of the bidder's location. Any rooms at an overflow hotel shall be at the same terms and conditions, including pricing, as bid on the RFB's pricing sheets. The awarded hotel shall provide transportation to and from the overflow hotel at no charge to UCS.

All rates must be quoted on a per unit basis and they must include any service charge.

Percentage service charge and possible discount to be indicated for information only. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, it shall indicate "N/C" or "No charge" on the appropriate line. The UCS will not pay for any charges that are not included in bidder's rate. Unit price will prevail.

	Rate per person per night	X	# people	=	Cost
Lodging:					
single/double occupancy					
7/6	\$ _____	X	125	=	\$ _____
7/7 and 7/8 (400 ppl ea.)	\$ _____	X	800	=	\$ _____

Catering

Full breakfast					
7/7	\$ _____	X	125	=	\$ _____
7/8 and 7/9 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
AM coffee break					
7/7, 7/8 and 7/9 (400 ppl.ea.)	\$ _____	X	1200	=	\$ _____
PM coffee break					
7/7 and 7/8 (400 ppl.ea.)	\$ _____	X	800	=	\$ _____
Hot and cold buffet lunch					
7/7 and 7/8 (450 ppl. ea.)	\$ _____	X	900	=	\$ _____
Boxed lunch					
7/9 (360 ppl.)	\$ _____	X	360	=	\$ _____
Dinner (group)					
7/7 and 7/8 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____

Meeting Space/Room Rental	Rate per day	X	Days	=	Cost
One (1) large meeting room convertible to 2 rooms	\$ _____	X	3	=	\$ _____
Two (2) smaller meeting rooms	\$ _____	X	3	=	\$ _____
Six (6) breakout rooms	\$ _____	X	3	=	\$ _____
Breakfast area (private)	\$ _____	X	3	=	\$ _____
Lunch area (private)	\$ _____	X	3	=	\$ _____
Dinner area (private)	\$ _____	X	3	=	\$ _____
One (1) office	\$ _____	X	4	=	\$ _____

Please quote one rate per day for the number of rooms rentals indicated in the left column, i.e. one rate per day for four rooms, etc.

Seminar Dates: July 7 - 9, 2010

BID SHEET

Page 2

Miscellaneous

Storage	\$ _____	X	3	=	\$ _____
Telephone (one)	\$ _____	X	3	=	\$ _____
Photocopying	\$ _____/copy	X	1,000	=	\$ _____
Fax (incoming/outgoing)	\$ _____/page		10	=	\$ _____

Do the above rates include a service charge or discount? Yes _____ No _____

For information purposes only, please indicate your service charge and discount amount, and the rates to which they apply:

Service charge: _____ % Applicable to: _____

Discount: _____ % Applicable to: _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Seminar Dates: July 21 - 23, 2010

BID SHEET

Page 1

All rates must be quoted on a per unit basis and they must include any service charge. Percentage service charge and possible discount to be indicated for information only. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, it shall indicate "N/C" or "No charge" on the appropriate line. The UCS will not pay for any charges that are not included in bidder's rate. Unit price will prevail.

	Rate per person	X	# people	=	Cost
	per night				
Lodging:					
single/double occupancy					
7/20	\$ _____	X	125	=	\$ _____
7/21 and 7/22 (400 ppl ea.)	\$ _____	X	800	=	\$ _____
Catering					
Full breakfast					
7/21	\$ _____	X	125	=	\$ _____
7/22 and 7/23 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
AM coffee break					
7/21, 7/22 and 7/23 (400 ppl. ea.)	\$ _____	X	1200	=	\$ _____
PM coffee break					
7/21 and 7/22 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
Hot and cold buffet lunch					
7/21 and 7/22 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
Boxed lunch					
7/23 (360 ppl.)	\$ _____	X	360	=	\$ _____
Dinner (group)					
7/21 and 7/22 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
Meeting Space/Room Rental					
	Rate per day	X	Days	=	Cost
One (1) large meeting room convertible to 2 rooms	\$ _____	X	3	=	\$ _____
Two (2) smaller meeting rooms	\$ _____	X	3	=	\$ _____
Six (6) breakout rooms	\$ _____	X	3	=	\$ _____
Breakfast area (private)	\$ _____	X	3	=	\$ _____
Lunch area (private)	\$ _____	X	3	=	\$ _____
Dinner area (private)	\$ _____	X	3	=	\$ _____
One (1) office	\$ _____	X	4	=	\$ _____

Please quote one rate per day for the number of rooms rentals indicated in the left column, i.e. one rate per day for four rooms, etc.

OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS

BID OPENING: MARCH 26, 2010
3:00 PM

Seminar Dates: July 21 -23., 2010

BID SHEET

Page 2

Miscellaneous

Storage	\$ _____	X	3	=	\$ _____
Telephone (one)	\$ _____	X	3	=	\$ _____
Photocopying	\$ _____/copy	X	1,000	=	\$ _____
Fax (incoming/outgoing)	\$ _____/page		10	=	\$ _____

Do the above rates include a service charge or discount? Yes _____ No _____

For information purposes only, please indicate your service charge and discount amount, and the rates to which they apply:

Service charge: _____ % Applicable to: _____

Discount: _____ % Applicable to: _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Seminar Dates: August 4 - 6, 2010

BID SHEET

Page 1

All rates must be quoted on a per unit basis and they must include any service charge. Percentage service charge and possible discount to be indicated for information only. Rates must not exceed the state rates for the geographic area. UCS is tax exempt. When bidder does not charge for any specified item, it shall indicate "N/C" or "No charge" on the appropriate line. The UCS will not pay for any charges that are not included in bidder's rate. Unit price will prevail.

	Rate per person	X	# people	=	Cost
	per night				
Lodging:					
single/double occupancy					
8/3	\$ _____	X	125	=	\$ _____
8/4 and 8/5 (400 ppl ea.)	\$ _____	X	800	=	\$ _____

Catering					
Full breakfast					
8/4	\$ _____	X	125	=	\$ _____
8/5 and 8/6 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
AM coffee break					
8/4, 8/5 and 8/6 (400 ppl. ea.)	\$ _____	X	1200	=	\$ _____
PM coffee break					
8/4 and 8/5 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
Hot and cold buffet lunch					
8/4 and 8/5 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____
Boxed lunch					
8/6 (360 ppl.)	\$ _____	X	360	=	\$ _____
Dinner (group)					
8/4 and 8/5 (400 ppl. ea.)	\$ _____	X	800	=	\$ _____

	Rate per day	X	Days	=	Cost
Meeting Space/Room Rental					
One (1) large meeting room convertible to 2 rooms	\$ _____	X	3	=	\$ _____
Two (2) smaller meeting rooms	\$ _____	X	3	=	\$ _____
Six (6) breakout rooms	\$ _____	X	3	=	\$ _____
Breakfast area (private)	\$ _____	X	3	=	\$ _____
Lunch area (private)	\$ _____	X	3	=	\$ _____
Dinner area (private)	\$ _____	X	3	=	\$ _____
One (1) office	\$ _____	X	4	=	\$ _____

Please quote one rate per day for the number of rooms rentals indicated in the left column, i.e. one rate per day for four rooms, etc.

**OCA/JI-169
SUMMER 2010 JUDICIAL
SEMINARS**

**BID OPENING: MARCH 26, 2010
3:00 PM**

Seminar Dates: August 4 - 6, 2010

BID SHEET

Page 2

Miscellaneous

Storage	\$ _____	X	3	=	\$ _____
Telephone (one)	\$ _____	X	3	=	\$ _____
Photocopying	\$ _____/copy	X	1,000	=	\$ _____
Fax (incoming/outgoing)	\$ _____/page		10	=	\$ _____

Do the above rates include a service charge or discount? Yes _____ No _____

For information purposes only, please indicate your service charge and discount amount, and the rates to which they apply:

Service charge: _____ % Applicable to: _____

Discount: _____ % Applicable to: _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____