

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**

Office of Court Administration
 25 Beaver Street, Room 840
 New York, NY 10004

Direct Inquiries to: **Floyd Stewart**
 Telephone No.: **(212) - 428 - 2519**
 Email: **fstewart@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/HR-142	Commodity Group: CONFERENCE SERVICES
Issue Date: 05/05/2008	
Opening Date: 05/27/2008	Commodity Name: HR Non Judicial 2008 Seminars
Time: 3:00 PM	

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

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

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	

DOCUMENT ENCLOSURE CHECKLIST

___ Pricing sheet - the pricing sheet must be included in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

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)
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Menus and price lists
- ___ Original bid response + five (5) complete copies
- ___ Signed Documents Enclosure Checklist

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: _____ 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, 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 RFB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online.

Online RFB/RFP Package: Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS 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.

Questions:

Questions may be addressed **in writing only**, by email or by fax, to:

Floyd Stewart
Senior Court Analyst
Office of Court Administration
25 Beaver Street, Room 840
New York, NY 10004
Fax: (212) 428-2872 Email: FSTEWART@courts.state.ny.us

No questions will be accepted after 5:00 pm, on May 16, 2008. **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 other than the above designated person in connection with this RFB/RFP whose names are indicated in these specifications may violate the Procurement Lobbying Act of 2005 (see Attachment IV) and will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Bid Response/Proposal: Original and Copies:

Bidders shall submit all the following required **original RFB/RFP documents:** Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (checkmark the appropriate box for paper questionnaire or online submission in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423); and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

Binding Duration of Bid/Proposal on Bidders:

All bids/proposals shall remain binding on bidders until such time as OCA provides written notification of its intent to issue a purchase order 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.

All bid/proposal submissions must be securely contained in a sealed package or carton and **clearly labeled** in large block letters on two sides as follows:

"Deliver immediately to Floyd Stewart, R-840" and
"Sealed bid - Do not open" and
"OCA/HR-142 due 05/27/08 at 3:00 p.m."

Bids/Proposals must be **clearly addressed and submitted** to:

Floyd Stewart
Senior Court Analyst
NYS Office of Court Administration
25 Beaver street, R-840
New York, NY 10004

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 the bid/proposal must be received by the above-named OCA designated person by May 27th, 2008 at 3:00 pm at the latest, or the bid will be declared a "late bid" and will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bid:

Bidders are requested to send a no-bid letter to OCA, attn: Floyd Stewart, 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/HR-142.

Rejected and Unacceptable Proposals:

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

Qualifications:

Bidder's response must document its conformance to the quality standards set forth in Section II below and its ongoing current experience in providing the full range of services contained in this RFB's specifications or bidder's response may be rejected.

II. RFB # OCA/HR-142

Purpose and Scope:

The Office of Court Administration (hereafter "OCA") is soliciting sealed bids to establish up to four (4) purchase orders for conference services in the White Plains and Tarrytown, New York area to provide lodging, catering, meeting space, and miscellaneous services for four (4) three (3)-day nonjudicial seminars to be held on the following dates: September 24 - 26; October 22 - 24; November 5 - 7 and November 19 - 21, 2008.

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 OCA will conduct a site visit as part of its evaluation of bid responses to verify that bidders' hotels/facilities meet all the requirements stated in the general and detailed specifications.

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

Purchase Order(s):

One or several purchase orders will be issued to the awarded contractor(s) by OCA and shall be subject to the approval of the Office of the State Comptroller (OSC).

Estimated Quantities:

Any quantity specified in this RFB/RFP constitutes an estimate only and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied.

Rates and Charges:

Bidders may bid on any one or all seminars but only a single vendor will be selected for each seminar. Bidders shall quote their prices on a per unit basis, i.e. per room, per breakfast, lunch, etc. Rates shall not exceed state rates for the geographic area. All rates quoted must include the service charge(s) if any. Bidders must specify which services are subject to service charge(s) and indicate the applicable percentage(s). All rates and charges must not include sales tax as the OCA is tax exempt. Bidders must include all charges for each required service and note any services that will be offered on a complimentary basis. Any charges not included in the bid response will not be compensable.

Menus and Price Lists:

Bidders must attach to the Bid Sheet their official menus and price lists reflecting exactly the same prices as those quoted on the bid sheet. Discrepancies in prices between the different documents may disqualify bidder's response.

Method of Award:

Each of the four nonjudicial seminars will be awarded to a single vendor who will be the lowest dollar cost, responsible bidder for each set of dates indicated in the paragraph "Purpose and Scope". Lowest dollar cost shall be defined as the lowest "Total Cost per Seminar" quoted by bidders on the Bid Sheet. In case of the bidder's miscalculation, unit price will prevail. Classification of a bidder as a "responsible" bidder shall be determined by the bidder's compliance with these specifications, past performance history, and 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. OCA will not consider any bid responses that require advance payment or a deposit. In the event of late payment by OCA, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

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 the 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 the 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.

Compliance with Laws:

The awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations, including the fire, health and safety codes. The awarded vendor must be in full compliance with all public accommodations requirements of the American with Disabilities Act (ADA), as necessary to provide goods and services to individuals. This compliance requirement extends to the period prior to and during the provision of all services under the purchase order resulting from this solicitation.

Security:

The awarded vendor shall provide access to Unified Court System's Security Personnel before and during the program.

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

Location:

The hotel/conference facility must be located in the White Plains or Tarrytown, New York, area centrally located to all major highways, and be easily accessible by air, car, taxi or public transportation.

Lodging:

The following number of single occupancy rooms will be needed

September seminar:	night of 9/23	25 rooms	
	nights of 9/24 and 25 each	160 rooms	Total 345
October seminar:	night of 10/21	25 rooms	
	nights of 10/22 and 23 each	150 rooms	Total 325
November seminars: 1.	night of 11/4	40 rooms	
	nights of 11/5 and 6 each	400 rooms	Total 840
2.	night of 11/18	15 rooms	
	nights of 11/19 and 20 each	85 rooms	Total 185

Catering:

September seminar: 160 people per day. Breakfasts, lunches and dinners must include 15 kosher meals.

October seminar: 150 people per day. Breakfasts, lunches and dinners must include 15 kosher meals.

- November seminars:
1. 400 people per day. Breakfasts, lunches and dinners must include 15 kosher meals.
 2. 85 people per day. Breakfasts, lunches and dinners must include 10 kosher meals.

Meal requirements:

The morning and afternoon breaks, each day, will consist of assorted breakfast breads, sliced fruit, coffee, tea, and brewed decaf. They will be served in close proximity to all meeting room space. A morning refresh will also be served each day.

Breakfasts will include hot buffet stations and assorted breakfast breads as well as sliced fruit, tea, brewed coffee and decaf-furnish menus.

Lunches will offer a choice of hot and cold buffets and hot and cold sandwiches as well as salads, assorted soft drinks and desserts-furnish menus.

Boxed lunches will offer assorted tuna, beef, chicken and vegetarian sandwiches including dry snack and assorted soft drinks and desserts, as well as kosher meals (see specific number for each seminar).

Dinners will include hot meals including salads or hot buffet stations including assorted soft drinks and desserts, tea, brewed coffee and decaf-furnish menus.

All meals shall be served in space dedicated exclusively for the use of seminar participants. Breakfast, lunch and dinner shall be served in a private room or restaurant each day.

Meeting Space:

September seminar

- General session room for approximately 160 attendees per day
- Two (2) break-out rooms for approximately 80 attendees each, per day
- Meeting room for the nights of 9/24 and 25 for approximately 160 attendees
- NB: Public space must be available to set up two (2) separate registration areas.

October seminar

- General session room for approximately 150 attendees per day
- Three (3) break-out rooms for approximately 75 attendees each, per day
- Meeting room for the nights of 10/22 and 23 for approximately 150 attendees
- NB: Public space must be available to set up one (1) registration area.

November seminars:

- 11/5-7 General session room for approximately 400 attendees per day
Six (6) break-out rooms each day, one room for approximately 150 attendees, another room for approximately 75 attendees, three rooms for approximately 50 attendees each, and the last room for 25 attendees.
Meeting room for the nights of 11/5 and 6 for approximately 150 attendees
NB: Public space must be available to set up three (3) separate registration areas.

- 11/19-21 General session room for approximately 85 attendees per day
Two (2) break-out rooms each day, one room for approximately 45 attendees and the other room for approximately 40 people.
Meeting room for the nights of 11/19 and 20 for approximately 100 attendees
NB: Public space must be available to set up one (1) registration area.

All meeting space shall be dedicated to the exclusive use of the OCA personnel and seminar attendees throughout the duration of the seminars. All meeting space must accommodate classroom seating with space for a head table at the front of the room on a raised platform. All rooms must include water set ups. Walls between meeting rooms must be sound-proof. Bidder shall provide separate space for lunch

service and seating.

Each registration area must accommodate two (2) six-foot skirted tables with six (6) chairs and have access to an electrical outlet for a computer set up with printer as well as access to a telephone line.

Program Coordination:

Bidder shall designate one professional from the 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 Seminar.

Pre-Event Conference:

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

Parking:

Bidder shall provide parking for all attendees, faculty, and staff.

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 an office accommodating ten (10) people beginning on the Tuesday prior to the seminar.

Storage:

Bidder shall provide OCA with the exclusive use of space for storing and sorting of seminar materials and audiovisual equipment, for one full day in advance of the program and for the duration of the program. This storage space shall be in close proximity to the meeting rooms.

Audiovisual:

Bidder shall provide the standard audio visual equipment and services, including multiple screens, LCD projectors, overhead projectors, flip charts and pads, easels, extension cords and surge protectors, and table, stand up and lapel microphones with wireless connections. However, the OCA will provide additional audio visual equipment and services through a OCA contractor.

Miscellaneous Needs:

The awarded vendor shall, upon request, provide telephone installations in the registration area with outside service, as well as photocopy and fax (both incoming and outgoing) capabilities.

Internet:

Internet access must be available in all guest rooms, meeting rooms and registration areas.

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Percentage service charge to be indicated in the appropriate column. Rates are not to exceed state rates for the geographic area. OCA is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: **SEPTEMBER 24 - 26, 2008**

	% service charge	Rate per pers. per night	x	Total # people ¹	=	Cost \$
Lodging (Per night) (single/double occupancy)	_____	\$_____	x	345	=	\$_____
AM Coffee Break (160 ppl x 2 days: Th, F)	_____	\$_____	x	320	=	\$_____
PM Coffee Break (160 ppl x 2 days: W, Th)	_____	\$_____	x	320	=	\$_____
Hot Buffet Breakfast (160 ppl x 2 days: Th, F)	_____	\$_____	x	320	=	\$_____
Hot and Cold Buffet Lunch (160 ppl x 2 days: W, Th,)	_____	\$_____	x	320	=	\$_____
Boxed Lunch (Friday only)	_____	\$_____	x	160	=	\$_____
Group Dinner (160 ppl x 2 days: W, Th,)	_____	\$_____	x	320	=	\$_____
Meeting Space/ Room Rental		Rate/day	x	Days	=	Cost
Large meeting space - 1 room		\$_____	x	3	=	\$_____
Breakout Room - 2 rooms		\$_____	x	3	=	\$_____
Breakfast Area (private)		\$_____	x	2	=	\$_____
Lunch Area (private)		\$_____	x	2	=	\$_____
Dining Area (private)		\$_____	x	2	=	\$_____
Parking	_____	\$_____	x	3	=	\$_____

¹Over the duration of the seminar

BID SHEET

	% service charge	Rate/day	x	Days	=	Cost
Pre-Event Conference	_____	\$ _____	x	1	=	\$ _____
Miscellaneous						
Storage	_____	\$ _____	x	4	=	\$ _____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$ _____	x	3	=	\$ _____
		Rate/copy	x	Est. Volume (copies)	=	Cost
Photocopying	_____	\$ _____	x	1000	=	\$ _____
		Rate/fax	x	Est. Volume (faxes)	=	Cost
Faxes (incoming/outgoing)	_____	\$ _____	x	10	=	\$ _____

Other

(Identify on a separate sheet any charges not listed above including any service charges and include them in the total cost of seminar)

Total Cost of Seminar \$ _____

Hotel/Conference Facility Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

All rates to be quoted on a per unit basis and to include any service charge. Percentage service

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Percentage service charge to be indicated in the appropriate column. Rates are not to exceed state rates for the geographic area. OCA is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: **OCTOBER 22 - 24, 2008**

	% service charge	Rate per pers. per night	x	Total # people ²	=	Cost \$
Lodging (Per night) (single/double occupancy)	_____	\$_____	x	325	=	\$_____
AM Coffee Break (150 ppl x 2 days: ,Th, F)	_____	\$_____	x	300	=	\$_____
PM Coffee Break (150 ppl x 2 days: ,W, Th)	_____	\$_____	x	300	=	\$_____
Hot Buffet Breakfast (150 ppl x 2 days: ,Th,F)	_____	\$_____	x	300	=	\$_____
Hot and Cold Buffet Lunch (150 ppl x 2 days: ,W, Th)	_____	\$_____	x	300	=	\$_____
Boxed Lunch (Friday only)	_____	\$_____	x	150	=	\$_____
Group Dinner (150 ppl x 2 days: W, Th,)	_____	\$_____	x	300	=	\$_____
Meeting Space/ Room Rental	_____	Rate/day	x	Days	=	Cost
Large meeting space - 1 room		\$_____	x	3	=	\$_____
Breakout Room - 3 rooms		\$_____	x	3	=	\$_____
Breakfast Area (private)		\$_____	x	2	=	\$_____
Lunch Area (private)		\$_____	x	2	=	\$_____
Dining Area (private)		\$_____	x	2	=	\$_____
Parking	_____	\$_____	x	3	=	\$_____

²Over the duration of the seminar

BID SHEET

	% service charge	Rate/day	x	Days	=	Cost
Pre-Event Conference	_____	\$ _____	x	1	=	\$ _____
Miscellaneous						
Storage	_____	\$ _____	x	4	=	\$ _____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$ _____	x	3	=	\$ _____
		Rate/copy	x	Est. Volume (copies)	=	Cost
Photocopying	_____	\$ _____	x	1000	=	\$ _____
		Rate/fax	x	Est. Volume (faxes)	=	Cost
Faxes (incoming/outgoing)	_____	\$ _____	x	10	=	\$ _____

Other

(Identify on a separate sheet any charges not listed above including any service charges and include them in the total cost of seminar)

Total Cost of Seminar \$ _____

Hotel/Conference Facility Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

All rates to be quoted on a per unit basis and to include any service charge. Percentage service

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Percentage service charge to be indicated in the appropriate column. Rates are not to exceed state rates for the geographic area. OCA is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: **NOVEMBER 5 - 7, 2008**

	% service charge	Rate per pers. per night	x	Total # people ³	=	Cost \$
Lodging (Per night) (single/double occupancy)	_____	\$_____	x	840	=	\$_____
AM Coffee Break (400 ppl x 2 days: Th, F)	_____	\$_____	x	800	=	\$_____
PM Coffee Break (400 ppl x 2 days: ,W, Th)	_____	\$_____	x	800	=	\$_____
Hot Buffet Breakfast (400 ppl x 2 days: ,Th, F)	_____	\$_____	x	800	=	\$_____
Hot and Cold Buffet Lunch (400 ppl x 2 days: W, Th,)	_____	\$_____	x	800	=	\$_____
Boxed Lunch (Friday only)	_____	\$_____	x	400	=	\$_____
Group Dinner (400 ppl x 2 days: ,W, Th)	_____	\$_____	x	800	=	\$_____
Meeting Space/ Room Rental	_____	Rate/day	x	Days	=	Cost
Large meeting space - 1 room		\$_____	x	3	=	\$_____
Breakout Room - 6 rooms		\$_____	x	3	=	\$_____
Breakfast Area (private)		\$_____	x	2	=	\$_____
Lunch Area (private)		\$_____	x	2	=	\$_____
Dining Area (private)		\$_____	x	2	=	\$_____
Parking	_____	\$_____	x	3	=	\$_____

³Over the duration of the seminar

BID SHEET

	% service charge	Rate/day	x	Days	=	Cost
Pre-Event Conference	_____	\$ _____	x	1	=	\$ _____
Miscellaneous						
Storage	_____	\$ _____	x	4	=	\$ _____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$ _____	x	3	=	\$ _____
		Rate/copy	x	Est. Volume (copies)	=	Cost
Photocopying	_____	\$ _____	x	1000	=	\$ _____
		Rate/fax	x	Est. Volume (faxes)	=	Cost
Faxes (incoming/outgoing)	_____	\$ _____	x	10	=	\$ _____

Other

(Identify on a separate sheet any charges not listed above including any service charges and include them in the total cost of seminar)

Total Cost of Seminar \$ _____

Hotel/Conference Facility Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____

BID SHEET

All rates to be quoted on a per unit basis and to include any service charge. Percentage service charge to be indicated in the appropriate column. Rates are not to exceed state rates for the geographic area. OCA is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: **NOVEMBER 19 - 21, 2008**

	% service charge	Rate per pers. x per night		Total # people ⁴	=	Cost \$
Lodging (Per night) (single/double occupancy)	_____	\$_____ x		185	=	\$_____
AM Coffee Break (85 ppl x 2 days: Th, F)	_____	\$_____ x		170	=	\$_____
PM Coffee Break (85 ppl x 2 days: ,W, Th)	_____	\$_____ x		170	=	\$_____
Hot Buffet Breakfast (85 ppl x 2 days: ,Th, F)	_____	\$_____ x		170	=	\$_____
Hot and Cold Buffet Lunch (85 ppl x 2 days: W, Th,)	_____	\$_____ x		170	=	\$_____
Boxed Lunch (Friday only)	_____	\$_____ x		85	=	\$_____
Group Dinner (85 ppl x 2 days: ,W, Th)	_____	\$_____ x		170	=	\$_____
Meeting Space/ Room Rental	_____	Rate/day	x	Days	=	Cost
Large meeting space - 1 room		\$_____	x	3	=	\$_____
Breakout Room - 2 rooms		\$_____	x	3	=	\$_____
Breakfast Area (private)		\$_____	x	2	=	\$_____
Lunch Area (private)		\$_____	x	2	=	\$_____
Dining Area (private)		\$_____	x	2	=	\$_____
Parking	_____	\$_____	x	3	=	\$_____

⁴Over the duration of the seminar

BID SHEET

	% service charge	Rate/day	x	Days	=	Cost
Pre-Event Conference	_____	\$ _____	x	1	=	\$ _____
Miscellaneous						
Storage	_____	\$ _____	x	4	=	\$ _____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$ _____	x	3	=	\$ _____
		Rate/copy	x	Est. Volume (copies)	=	Cost
Photocopying	_____	\$ _____	x	1000	=	\$ _____
		Rate/fax	x	Est. Volume (faxes)	=	Cost
Faxes (incoming/outgoing)	_____	\$ _____	x	10	=	\$ _____

Other

(Identify on a separate sheet any charges not listed above including any service charges and include them in the total cost of seminar)

Total Cost of Seminar \$ _____

Hotel/Conference Facility Name: _____

Authorized Officer's Name and Title: _____

Signature: _____ Date: _____