

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-156	Commodity Group: CONFERENCE SERVICES
Issue Date: 04/27/2009	
Opening Date: 05/19/2009	Commodity Name: JUDICIAL SEMINARS - WESTCHESTER
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
UCS ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.	Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.

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 may disqualify bidder's response:

- ___ Fully executed Bid Response Form for each seminar
- ___ 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)
- ___ Proof of workers compensation and disability benefit insurance coverage under NYS law (please check Workers Compensation Board's website at www.wcb.state.ny.us)
- ___ Official price lists and menus
- ___ List of at least four (4) references (names, contacts, addresses, phone numbers, emails)
- ___ 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: _____ 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 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.

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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.

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 and its Attachment A (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421 as well as Termination Clause UCS 423; and any other required documentation, brochures, 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 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-156 due May 19, 2009 at 3:00 p.m."

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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 May 19, 2009 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-156.

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

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.

The OCA also reserves the right to reject any bidder 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, who do not provide references for comparable work, whose references report significant failure to comply with specifications, and/or who 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) clients, private or governmental entities (including contact persons and phone numbers) other than the NYS Unified Court System.

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-156 Question(s)

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The deadline to submit questions is May 8, 2009 at 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) shall be compliant with all applicable federal, state and local laws, rules and regulations, including 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.

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 included in the offer except as 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.

II. RFB # OCA/JI-156

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 two (2) judicial seminars to be held in the Town of Rye and/or White Plains, NY, area. The seminar dates are July 22 - 24, 2009 and August 5 - 7, 2009. 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.

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Rates and Charges:

Bidder may bid on one or both seminars. **All rates are to be quoted on a per unit basis and include any service charge.** 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. For information purpose only, bidder shall indicate its service charge percentage. 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". Any charges not included on the Bid Sheets will not be compensable. 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. Bidder shall indicate on the Bid Sheets any additional discounts offered to the UCS/JI off its price lists.

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. In case of miscalculations, unit price will prevail.

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.

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***** D E T A I L E D S P E C I F I C A T I O N S *****

Location:

The hotel/conference facility(ies) must be located in the Town of Rye and/or White Plains area, 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:

July 22 - 24 seminar:

7/21	50 rooms
7/22	275 rooms
7/23	275 rooms

August 5 - 7 seminar:

8/4	50 rooms
8/5	275 rooms
8/6	275 rooms

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

Catering:

Bidder shall serve continental breakfast, morning and afternoon coffee breaks, lunch and dinner, and shall provide take-away lunch boxed 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 22 - 24 seminar:

August 5 - 7 seminar:

Continental Breakfast:	7/22	50 people	8/5	50 people
	7/23	325 people	8/6	325 people
	7/24	325 people	8/7	325 people
AM Coffee Break:	7/22	350 people	8/5	350 people
	7/23	350 people	8/6	350 people
	7/24	350 people	8/7	350 people
PM Coffee Break	7/22	350 people	8/5	350 people
	7/23	350 people	8/6	350 people
Lunch	7/22	350 people	8/5	350 people
	7/23	350 people	8/6	350 people
Boxed lunches	7/24	275 people	8/7	275 people
Dinner	7/22	325 people	8/5	325 people
	7/23	325 people	8/6	325 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 three hundred and twenty five (325) people for a general session set classroom style, four (4) smaller meeting rooms, two (2) holding one hundred (100) people each and two (2) 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 three hundred and fifty (350) 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.

Printing:

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

Office Space:

Bidder shall provide the UCS/JI with an office accommodating twenty (20) people on 7/21 and on 8/4, 2009.

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 7/21 and 8/4, 2009, and for the duration of the program.

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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.

Transportation:

Bidder shall provide a shuttle service to provide transportation to and from the railway station(s) nearest its hotel/facility.

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

	Rate per person per night	X	# people	=	Cost
Lodging:					
single/double occupancy					
7/21	\$ _____	X	50	=	\$ _____
7/22 and 7/23 (325 ppl ea.)	\$ _____	X	650	=	\$ _____
Catering					
Continental breakfast					
7/22	\$ _____	X	50	=	\$ _____
7/23 and 7/24 (325 ppl. ea.)	\$ _____	X	650	=	\$ _____
AM coffee break					
7/22, 7/23 and 7/24 (350 ppl.ea.)	\$ _____	X	1050	=	\$ _____
PM coffee break					
7/22 and 7/23 (350 ppl.ea.)	\$ _____	X	700	=	\$ _____
Hot and cold buffet lunch					
7/22 and 7/23 (350 ppl. ea.)	\$ _____	X	700	=	\$ _____
Boxed lunch					
7/24 (275 ppl.)	\$ _____	X	275	=	\$ _____
Dinner (group)					
7/22 and 7/23 (325 ppl. ea.)	\$ _____	X	650	=	\$ _____
Meeting Space/Room Rental					
	Rate per day	X	Days	=	Cost
One (1) large meeting room	\$ _____	X	3	=	\$ _____
Four (4) 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	=	\$ _____

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

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Miscellaneous

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

Service charge: _____% Applicable to: _____

Other: Please identify on a separate sheet any charges not listed above and include them in the total cost of the seminar.

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

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

	Rate per person per night	X	# people	=	Cost
Lodging:					
single/double occupancy					
8/4	\$ _____	X	50	=	\$ _____
8/5 and 8/6 (325 ppl ea.)	\$ _____	X	650	=	\$ _____
Catering					
Continental breakfast					
8/5	\$ _____	X	50	=	\$ _____
8/6 and 8/7 (325 ppl. ea.)	\$ _____	X	650	=	\$ _____
AM coffee break					
8/5, 8/6 and 8/7 (350 ppl. ea.)	\$ _____	X	1050	=	\$ _____
PM coffee break					
8/5 and 8/6 (350 ppl. ea.)	\$ _____	X	700	=	\$ _____
Hot and cold buffet lunch					
8/5 and 8/6 (350 ppl. ea.)	\$ _____	X	700	=	\$ _____
Boxed lunch					
8/7 (275 ppl.)	\$ _____	X	275	=	\$ _____
Dinner (group)					
8/5 and 8/6 (325 ppl. ea.)	\$ _____	X	650	=	\$ _____
Meeting Space/Room Rental					
	Rate per day	X	Days	=	Cost
One (1) large meeting room	\$ _____	X	3	=	\$ _____
Four (4) 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	=	\$ _____

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

Seminar Dates: August 5 - 7, 2009

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Miscellaneous

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

Service charge: _____% Applicable to: _____

Other: Please identify on a separate sheet any charges not listed above and include them in the total cost of the seminar.

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____