

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**

New York State Judicial Institute  
 84 North Broadway  
 White Plains, New York 10603

Direct Inquiries to: Peter Passidomo  
 Telephone No.: (914) - 824 - 5703  
 Email: ppassido@courts.state.ny.us

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

Per attached RFB/RFP Specifications

<b>Bid Number:</b> RFB# OCA/JI-135	<b>Commodity Group:</b> CONFERENCE SERVICES
<b>Issue Date:</b> 12/03/2007	
<b>Opening Date:</b> 12/28/2007	<b>Commodity Name:</b> SUMMER 2008 JUDICIAL SEMINARS
<b>Time:</b> 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><b><u>UCS ATTACHMENTS I, III AND IV</u> ATTACHED &amp; INCORPORATED HEREIN.</b></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](http://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](mailto: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](http://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](http://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:

Peter Passidomo  
Chief Magistrate/Assistant Dean  
NYS Family Court/Judicial Institute  
Fax: (914) 997-8982 Email: [PPASSIDO@courts.state.ny.us](mailto:PPASSIDO@courts.state.ny.us)

No questions will be accepted after 5:00 pm, on December 18, 2007. **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 two designated persons 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/JI-135 due 12/28 /07 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 December 28th, 2007 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/JI-135.

**Rejected and Unacceptable Proposals:**

The OCA and the JI reserve the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, OCA and the JI 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/JI-135**

**Purpose and Scope:**

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA"), on behalf of the New York State Judicial Institute (hereafter "JI") is soliciting sealed bids to establish up to three (3) purchase orders for conference services in the Westchester County, NY, area to provide lodging, catering, meeting space, and miscellaneous services for three (3) five (5)-day judicial seminars for judges, attorneys and other court personnel to be held on the following dates: June 22 - 27, 2008, July 6 - 11, 2008 and August 24 - 29, 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 UCS/JI 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 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):**

One or several purchase orders will be issued to the awarded contractor(s) by UCS 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 UCS/JI 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 three summer 2008 judicial 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. 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.

**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, JI 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, JI 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, JI 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 UCS Security Personnel before and during the program.

**Termination Pursuant to 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.

**\*\*\*\* DETAILED SPECIFICATIONS \*\*\*\***

**Location:**

The hotel/conference facility must be located in the Westchester County, NY, area, centrally located to all major highways, and be easily accessible by air, car, taxi or public transportation. It must also be within 15 miles of the JI, 84 North Broadway, White Plains, NY 10603.

**Lodging:**

For each seminar, bidder shall provide fifty (50) single occupancy rooms on Sunday night and three hundred and fifty (350) single occupancy rooms each night from Monday through Thursday included (4 nights) for faculty, staff, and attendees. Bidder shall hold the guest room block exclusively for the summer 2008 judicial seminars.

**Catering:**

Continental breakfast will be served on Monday to approximately fifty (50) people and from Tuesday to Friday to four hundred (400) people each day. AM breaks will be served from Tuesday to Friday and PM breaks from Monday to Thursday. Luncheons and dinners will be served to approximately four hundred (400) people from Monday to Thursday. Boxed luncheons will be provided to approximately two hundred and fifty (250) people on Friday.

Bidder shall dedicate space exclusively for the use of judicial seminar participants for all meals, with breakfasts, luncheons and dinners served in a private room or restaurant each day.

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 break, each day, will consist of assorted breakfast breads, sliced fruit, coffee, tea, and brewed decaf coffee each day. A morning refresh will also be served each day.

Please refer to the attached Bid Sheet (one bid sheet per seminar).

**Meeting Space:**

The meeting space must be available on all days, with exclusive access to the UCS judges and personnel. Bidder must provide a large meeting room with sufficient space to comfortably hold three hundred and fifty (350) people for a general session set classroom style, as well as two (2) smaller meeting rooms for one hundred and fifty (150) people each. Ten (10) additional breakout rooms shall each hold thirty (30) people classroom style. There shall be a public space outside the general session for a registration set up of eight (8) six foot (6 ft.) tables and eight (8) chairs. All function space must be set classroom/schoolroom style with enough space for a panel of six (6) to ten (10) presenters and audiovisual setups as well as tables in the back of the room to display seminar materials. Walls between meeting rooms must be sound-proof. Bidder shall provide separate space for lunch service and seating. Internet access must be available at registration and in all meeting rooms as well as guest rooms.

**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 twenty (20) people beginning on Sunday.

**Storage:**

Bidder shall provide UCS/JI 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 (beginning on Sunday).

**Audiovisual:**

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

**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. UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: JUNE 22 - 27, 2008

	% service charge	Rate per pers. per night	x	Total # people <sup>1</sup>	=	Cost \$
<b>Lodging</b> (Per night) (single/double occupancy)	_____	\$ _____	x	1,450=	=	\$ _____
<b>AM Coffee Break</b> (400 ppl x 4 days: T,W,Th,F)	_____	\$ _____	x	1,600=	=	\$ _____
<b>PM Coffee Break</b> (400 ppl x 4 days: M,T,W,Th)	_____	\$ _____	x	1,600=	=	\$ _____
<b>Continental Breakfast</b> (M: 50ppl;T,W,Th, F, 400 ppl ea.day)	_____	\$ _____	x	1,650=	=	\$ _____
<b>Hot and Cold Buffet Lunch</b> (Mo. - Thurs, 400 ppl ea. day)	_____	\$ _____	x	1,600=	=	\$ _____
<b>Boxed Lunch</b> (Friday only)	_____	\$ _____	x	250=	=	\$ _____
<b>Group Dinner</b> (Mo. - Thurs, 400 ppl ea. day)	_____	\$ _____	x	1,600=	=	\$ _____
<b>Meeting Space/ Room Rental</b>	_____	Rate/day	x	Days	=	Cost
Large meeting space - 1 room		\$ _____	x	4 1/2	=	\$ _____
Smaller meeting space - 2 rooms		\$ _____	x	4 1/2	=	\$ _____
Breakout Room - 10 rooms		\$ _____	x	4 1/2	=	\$ _____
Breakfast Area (private)		\$ _____	x	4 1/2	=	\$ _____
Lunch Area (private)		\$ _____	x	4	=	\$ _____
Dining Area (private)		\$ _____	x	4	=	\$ _____
<b>Parking</b>	_____	\$ _____	x	4 1/2	=	\$ _____

<sup>1</sup>Over the duration of the seminar

**BID SHEET**

	% service charge	Rate/day	x	Days	=	Cost
<b>Pre-Event Conference</b>	_____	\$_____	x	1	=	\$_____
<b>Miscellaneous</b>						
Storage	_____	\$_____	x	5	=	\$_____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$_____	x	5	=	\$_____
		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. UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: JULY 6 - 11, 2008

	% service charge	Rate per pers. x per night	Total # people <sup>2</sup>	=	Cost \$
<b>Lodging</b> (Per night) (single/double occupancy)	_____	\$_____ x	1,450=		\$_____
<b>AM Coffee Break</b> (400 ppl x 4 days: T,W,Th,F)	_____	\$_____ x	1,600=		\$_____
<b>PM Coffee Break</b> (400 ppl x 4 days: M,T,W,Th)	_____	\$_____ x	1,600=		\$_____
<b>Continental Breakfast</b> (M: 50ppl;T,W,Th, F, 400 ppl ea. day)	_____	\$_____ x	1,650=		\$_____
<b>Hot and Cold Buffet Lunch</b> (Mo. - Thurs, 400 ppl ea. day)	_____	\$_____ x	1,600=		\$_____
<b>Boxed Lunch</b> (Friday only)	_____	\$_____ x	250=		\$_____
<b>Group Dinner</b> (Mo. - Thurs, 400 ppl ea. day)	_____	\$_____ x	1,600=		\$_____
<b>Meeting Space/ Room Rental</b>	_____	Rate/day x	Days	=	Cost
Large meeting space - 1 room		\$_____ x	4 1/2	=	\$_____
Smaller meeting space - 2 rooms		\$_____ x	4 1/2	=	\$_____
Breakout Room - 10 rooms		\$_____ x	4 1/2	=	\$_____
Breakfast Area (private)		\$_____ x	4 1/2	=	\$_____
Lunch Area (private)		\$_____ x	4	=	\$_____
Dining Area (private)		\$_____ x	4	=	\$_____
<b>Parking</b>	_____	\$_____ x	4 1/2	=	\$_____

<sup>2</sup>Over the duration of the seminar

**BID SHEET**

	% service charge	Rate/day	x	Days	=	Cost
<b>Pre-Event Conference</b>	_____	\$_____	x	1	=	\$_____
<b>Miscellaneous</b>						
Storage	_____	\$_____	x	5	=	\$_____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$_____	x	5	=	\$_____
		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. UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate so in the appropriate area.

SEMINAR DATES: AUGUST 24 - 29, 2008

	% service charge	Rate per pers. x per night	Total # people <sup>3</sup>	=	Cost \$
<b>Lodging</b> (Per night) (single/double occupancy)	_____	\$_____ x	1,450=		\$_____
<b>AM Coffee Break</b> (400 ppl x 4 days: M,T,W,Th,F)	_____	\$_____ x	1,600=		\$_____
<b>PM Coffee Break</b> (400 ppl x 4 days: M,T,W,Th)	_____	\$_____ x	1,600=		\$_____
<b>Continental Breakfast</b> (M: 50ppl;T,W,Th, F, 400 ppl ea. day)	_____	\$_____ x	1,650=		\$_____
<b>Hot and Cold Buffet Lunch</b> (Mo. - Thurs, 400 ppl ea. day)	_____	\$_____ x	1,600=		\$_____
<b>Boxed Lunch</b> (Friday only)	_____	\$_____ x	250=		\$_____
<b>Group Dinner</b> (Mo. - Thurs, 400 ppl ea day)	_____	\$_____ x	1,600=		\$_____
<b>Meeting Space/ Room Rental</b>	_____	Rate/day	x	Days	= Cost
Large meeting space - 1 room		\$_____	x	4 1/2	= \$_____
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Breakfast Area (private)		\$_____	x	4 1/2	= \$_____
Lunch Area (private)		\$_____	x	4	= \$_____
Dining Area (private)		\$_____	x	4	= \$_____
<b>Parking</b>	_____	\$_____	x	4 1/2	= \$_____

<sup>3</sup>Over the duration of the seminar

**BID SHEET**

	% service charge	Rate/day	x	Days	=	Cost
<b>Pre-Event Conference</b>	_____	\$ _____	x	1	=	\$ _____
<b>Miscellaneous</b>						
Storage	_____	\$ _____	x	5	=	\$ _____
		Rate/phone/day	x	Days	=	Cost
Telephone (one)	_____	\$ _____	x	5	=	\$ _____
		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: \_\_\_\_\_