**INVITATION FOR BID**

**Prescription Drug Diversion Conference**

**For the Office of Attorney General in**

**the Commonwealth of Pennsylvania**

**IFB NUMBER**

**6100045354**

**DATE OF ISSUANCE**

**March 30, 2018**

**INVITATION FOR BID**

**Agent Conference**

**IFB Number 6100045354**

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**ATTACHMENTS**

Attachment A – Price List

Attachment B – Commonwealth Terms and Conditions

**CALENDAR OF EVENTS**

The Commonwealth will make every effort to adhere to the following schedule:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Responsibility** | **Date** |
| Bid Submissions Must be received by:**Alecia D. Peddigree, Issuing Officer****Office of Attorney General****14th Floor Strawberry Square****Harrisburg, PA 17120****apeddigree@attorneygeneral.gov** | Vendors | April 9, 2018 at 1:00 p.m. |
| Please monitor website for all communications regarding this Invitation to Bid (IFB):  [www.attorneygeneral.gov/Procurement/](http://www.attorneygeneral.gov/Procurement/)  | Potential Vendors | [TBD](http://www.attorneygeneral.gov/Procurement/)  |

**Part I: General Information**

##  INTRODUCTION

**A.** The Office of Attorney General (OAG) is seeking a hotel/convention center to provide the following meeting facilities, lodging, catering needs, and audio-visual needs for a conference scheduled on June 25, 2018 through June 27, 2018, in State College, PA.

**B. BID AWARD**

The bidder shall complete all requirements of the IFB (Invitation for Bid) to qualify for the bid award.

This is a group award. Bidder must bid all items.

The awarded contract/purchase order quantities herein are estimated only and may increase or decrease based upon on the service requirements of the OAG.

**C. BID SUBMISSION**

1. Bids must be submitted prior to the Bid Closing Date and Time affixed in calendar of events. Bids submitted after the Bid Closing Date and Time will not be considered for award.
	1. **Electronic Submission**: Bids may be submitted electronically by emailing apeddigree@attorneygeneral.gov. Vendors shall submit one complete and exact copy of the entire response in a single electronic file. The file should clearly identify the Vendor and include the name and version number of the virus scanning software that was used to scan the file before it was submitted. Each response page should be numbered for ease of reference.
	2. **Paper Submission**: Bids may be submitted in paper form by mailing to the address in the calendar of events.

**D. BID FORMAT**

* + - 1. Attachment A – Price List is mandatory. Please fill out in its entirety.
			2. Any Hotel/Function Agreement that your facility will want signed by our Agency.

**E. BID RESULTS**

Bid results will be e-mailed to each bidder.

## Part II: Specific Requirements

**A. LODGING**

The vendor shall reserve two (2) blocks of clean guest rooms (single and double occupancy) as follows:

|  |  |  |
| --- | --- | --- |
| Date | Room Block | Rooms |
| Monday, June 25, 2018 | Room Block A | 95 |
| Monday, June 25, 2018 | Room Block B | 30 |
| Tuesday, June 26, 2018 | Room Block A | 95 |
| Tuesday, June 26, 2018 | Room Block B | 30 |

Room Block A is for OAG Employees and will be billed on the Master Bill further detailed in Section H – Billing. Room Block A will be required to have a credit card on file for incidentals only.

Room Block B is for non-OAG individuals who will pay for their rooms. Room Block B will not be billed on the Master Bill. Each guest would be responsible for all room charges including incidentals. Guests will call in to make their reservations under their respectable room blocks.

All quantities are estimated. The number of guest rooms needed may increase or decrease. Two (2) week notice will be provided with the firm room requirements.

The lodging rate must be equal to or lower than GSA rate for your specific area. Rates shall include the nightly room rate **and** state hotel occupancy tax (6%) only.

**B. MEETING FACILITY REQUIREMENTS**

A large meeting room (referred to as Main Room) must be available to accommodate 130 attendees, set-up as classroom style.

Breakfast, Lunch and Dinner must be served in a separate room from all other meeting space (including Main Room).

**C. AUDIO-VISUAL REQUIREMENTS**

The following audio-visual equipment is required:

Main Room:

* One LCD projector
* Board systems (one white board with markers and bulletin board)
* One podium with fixed microphone
* One wireless Lavalier or handheld microphone
* Fixed projection screen
* WiFi internet
* Two flipcharts with markers
* Pens, pads

**D. CATERING REQUIREMENTS**

ALL meals must be served in a separate room from all other meeting space (including Main Room). Estimated quantity for all meals is 130. Please provide a menu for each meal described below. Coffee, tea and water service to be provided during meeting sessions outside the meeting rooms. Please specify on Price List if this beverage service is complementary or if there is a charge. All meals should come within the Federal GSA per diem allocations by locations. State College has a total daily per diem rate of $59.00. All catering will be on the Master Bill detailed in Section H.

The OAG’s needs may vary. Arrangements will be made one (1) week prior to the scheduled session to finalize meal selections required and provide confirmation of quantities. Due to budgetary constraints, the OAG reserves the right to reduce the anticipated meal and break needs to reduce costs.

June 25, 2018:

* Served or Buffet Dinner (1 meat and 1 vegetarian selection)
* Continuous afternoon Beverage Service

June 26, 2018:

* Served or Buffet Breakfast
* Served or Buffet Lunch (1 meat and 1 vegetarian selection)
* Served or Buffet Dinner (1 meat and 1 vegetarian selection) Cash bar to be available.
* Continuous all day Beverage Service

June 27, 2018:

* Served or Buffet Breakfast
* Boxed Lunch (to-go)
* Continuous morning Beverage Service

**E. LOCATION**

The prospective hotel/convention center shall be located within a five mile radius of the intersection of College Avenue and Atherton Street, State College, PA.

**F. SITE VISIT**

The OAG reserves the right to conduct a site visit prior to awarding contract to ensure proposed facility can meet the specifications.

**G. POINT OF CONTACT**

The bidder shall have the contractor administrator on-site for the entire period of each session. Please provide the name(s) of the contractor administrator(s) who will:

* be the sole point of contact for the facility; and
* be on-site during the sessions and employed by the facility.

**H. BILLING**

The vendor would be required to maintain a “Master Bill” to include a master room listing, detailed breakdown of any and all other fees associated with this contract. No alcoholic beverages can be billed to this Master Contract. Individuals requesting the alcoholic beverages would be solely responsible for payment of the alcohol and any taxes and gratuities associated with that purchase. No room service charges can be billed on the Master Bill.

All items on this contract with the exception of Room Block B would be included and billed on the Master Bill.

**I. ENDORSEMENTS**

The awarded contractor shall not advertise or publicize in any way a written or verbal endorsement that their services are being used by the OAG without the written approval of the OAG.

**J. SENSITIVE INFORMATION/NEWS RELEASES**

Except as enumerated below, the awarded contractor shall not:

* 1. Publish or otherwise disclose, except to the OAG and except matters of public record, any information or data obtained during the course of performance under the service purchase document, except with the consent of the OAG.
	2. Release news relating to the performance of this service purchase document unless prior approved by the OAG. The OAG reserves the sole right to issue news releases regarding any incidents that may occur during the service purchase document term.

**K.** **CONFIDENTIALITY**

The awarded contractor shall be bound to confidentiality of any information its employees may become aware of during the course of performance of contracted tasks. Consistent and/or uncorrected breaches of confidentiality may constitute grounds for cancellation of the service purchase document.

**L. TAXES**

The Commonwealth of Pennsylvania is tax exempt and may only be billed for room rate plus state hotel occupancy tax.

**M. STANDARD CONTRACT TERMS AND CONDITIONS.**

The vendor is hereby agreeing to the attached Commonwealth Terms and Conditions by participating in the Invitation to Bid.

**N. CONTRACTOR COMPLIANCE**

1. Contractor shall certify that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government.
2. Non-Compliance of any provision of this Contract will be cause for the termination of the Contract at the discretion of the OAG.