

INFORMAL REQUEST FOR QUOTE (RFQ)
IOWA DEPARTMENT OF PUBLIC DEFENSE
STATE FISCAL OFFICE; BLDG 3465 (W41), CAMP DODGE
7105 NW 70TH AVE, JOHNSTON IA 50131-1824

TITLE OF RFQ: Iowa Military Survivor Weekend Retreat Conference Venue
RFQ #: RFQ C185820110
Issue Date: 2/22/2018
Questions Due: 3/01/2018 by 3 P.M. – All questions must be in writing
Bids Due: NO LATER THAN 3 P.M. ON MARCH 6, 2018

STATE ISSUING OFFICER: Jocelyn Brincks, Purchasing Agent 3
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1. **PURPOSE AND BACKGROUND.** The Iowa Department of Public Defense (Agency) is seeking a service provider (Contractor) to provide hotel accommodations, food and conference facilities for the Iowa Military Survivor Weekend Retreat on June 8-10, 2018 to accommodate up to 160 conference guests.

The Iowa Military Survivor Weekend Retreat is organized and hosted by Iowa's Survivor Outreach Services (SOS) Coordinators. The purpose is to provide an opportunity for Survivor Families (family members of Iowa's fallen military) to come together each year. Survivors participate in sessions with a keynote speaker, breakout groups of various topics, and receive VA, DEERS and other benefits/entitlements updates. Service Providers and other Resources set-up tables offering individualized support and the opportunity to network amongst the Survivor community.

2. **LOCATION.** Venue must be within Des Moines, Iowa or the surrounding metro area.
3. **TERM OF CONTRACT.** Event is scheduled for June 8-10, 2018.
4. **SCOPE OF WORK.**
- a. **LODGING.**
- i. **Friday, June 8, 2018** - 40 sleeping rooms
 - ii. **Saturday, June 9, 2018** - 50 sleeping rooms
 - iii. **Lodging Requirements:**
 1. Any miscellaneous room charges incurred, including, but not limited to, roll away beds and telephone calls, are the responsibility of the attendee/occupant of the room.
 2. Rooms must be cleaned each day unless otherwise specified by the event participants or staff.
 3. Hotel must provide flat room rate for both single and double occupancy rooms; firm-fixed and all-inclusive of required lodging taxes and service fees. Total cost shall include any applicable service charges, parking fees, etc.
 4. **As this will be a registration process event, the Iowa National Guard Warrior & Family Services Branch requests the flexibility to release all unused sleeping rooms three (3) days prior to the event date without penalty.**
 5. Breakfast vouchers must be available for all attendees with room reservations on Friday night, allowing them to eat breakfast at the hotel restaurant on 6/9/2018.

b. MEETING SPACE.

i. Registration Area

1. One (1) registration area set up in a foyer/lobby-type location
2. Date / Time needed:
 - A. June 8, 2018 – all day
 - B. June 9, 2018 – all day
3. Specifications:
 - A. Two (2) 6 foot tables and four (4) chairs

ii. General Session Room

1. One (1) General Session Room (space for 160 people)
2. Date / Time needed:
 - A. June 8, 2018 – 12:00 p.m.-11:00 p.m.
 - B. June 9, 2018 – 7:00 a.m.-11:00 p.m.
 - C. June 10, 2018 – 7:00 a.m.-3:00 p.m.
3. Specifications:
 - A. Equipped with sound system and screen for presentations
 - B. Extension cords and electrical outlets must be available in room
 - C. Small table or cart for projector (Agency to provide projector)
 - D. Round tables with seating for 160 – Hotel to provide table covers and center pieces
 - E. Twelve (12) 6-foot rectangular tables with table covers along perimeter of room for Remembrance Tables
 - F. Twelve (12) 6-foot rectangular tables along perimeter of room for Resource Tables
 - G. Provide two (2) waste cans for the room
 - H. Small round table with table cover for Fallen Comrade place setting

iii. Breakout Rooms

1. Three (3) breakout rooms
2. Date / Time needed: June 9, 2018 – 8:00 a.m.-11:00 p.m.
3. Specifications:
 - A. Each room shall be set with round tables with covers to accommodate seating for 30 people

c. CATERING. The price of meals must not exceed the government per-diem rate for meals (see item 4.a.iii.5. above).

i. June 8, 2010

1. Meet & Greet Snack
 - A. Time: 4:00 p.m.-6:00 p.m.
 - B. Quantity: 30 people
 - C. Location: General Session Room
 - D. At a minimum, snacks and beverages must include the following:
 - Water
 - Lemonade
 - Coffee
 - Two (2) Finger style snacks

ii. June 9, 2010

1. Morning Snack
 - A. Time: 7:30 a.m.-after 10:00 a.m.
 - B. Quantity: 100 people
 - C. Location: General Session Room
 - D. At a minimum, snacks must consist of the following:
 - Six (6) item snack selection
 - Two (2) beverage selections from the following choices: soda (regular/diet), iced tea, fruit juice, water
 - Coffee (regular and decaf)

- **Beverages must be replenished throughout the day**
- E. **Snack items must remain until after 10:00 a.m.**

2. Lunch

- A. Time: 12:00 p.m.-after 1:00 p.m.
- B. Quantity: 125 people
- C. Location: General Session Room
- D. Hot buffet-style lunch
- E. Two (2) serving lines must be established for more efficient meal distribution
- F. Meal to consist of the following:
 - Meat Selection
 - Vegetarian Option
 - Vegetable Selection
 - Pasta or Potato Selection
 - Salad (with assorted dressings and appropriate condiments)
 - Bread Selection
 - Dessert Selection
 - Assorted beverage selection to include one (1) choice of the following: water, soda (regular/diet), juice, coffee (reg/decaf), iced tea
 - **Beverages must be replenished throughout the afternoon**

3. Dinner

- A. Time: 5:30 p.m.-after 6:30 p.m.
- B. Quantity: 150 people
- C. Location: General Session Room
- D. Hot buffet-style family dinner
- E. Two (2) serving lines must be established for more efficient meal distribution
- F. Meal to consist of the following:
 - Meat Selection
 - Vegetarian Option
 - Vegetable Selection
 - Pasta or Potato Selection
 - Salad (with assorted dressings and appropriate condiments)
 - Bread Selection
 - Dessert Selection
 - Assorted beverage selection to include one (1) choice of the following: water, soda (regular/diet), juice, coffee (reg/decaf), iced tea
 - **Beverages must be replenished throughout the evening**

iii. **June 10, 2010**

1. Brunch

- A. Time: 10:00 a.m.-after 12:00 p.m.
- B. Quantity: 150 people
- C. Location: General Session Room
- D. At a minimum, brunch meal must consist of the following:
 - One (1) Meat Selection
 - One (1) Egg Selection
 - One (1) Starch Selection (Chef's Choice)
 - One (1) Bread Selection (with butter)
 - One (1) Fruit Selection (Chef's Choice)
 - Two (2) Beverage Selections from the following choices: milk, soda (regular/diet), iced tea, fruit juice, water
 - Coffee (reg/decaf)
- E. **Brunch items must remain until after 12:00 p.m.**

5. CONTRACTUAL TERMS AND CONDITIONS.

The General Terms and Conditions will be incorporated into the Contract and can be found here: <https://dpd.iowa.gov/sco/doc/terms/050116%20terms%20services.pdf>

By submitting a Bid, Contractor acknowledges its acceptance of the terms and conditions of the RFQ and the General Terms and Conditions without change. No Contractor shall acquire any legal or equitable rights regarding the Contract unless and until the Contract has been fully executed by the successful Contractor and the Agency.

6. INSURANCE. \$1,000,000 General Liability minimum coverage is required of the Contractor upon award of the Contract.

7. EVALUATION AND SELECTION. Bids will be evaluated and ***the contract awarded to the responsible Contractor submitting the lowest priced Bid.*** The selection will be subject to the final approval of the Agency. If there is a tie for lowest priced Bid and only one of the Contractors is an Iowa business, the Iowa business shall be given preference over the out-of-state Contractors.

8. FORM AND CONTENT OF BIDS. Failure to adhere to the Bid format may result in rejection of the Bid. Bid Packets shall include the following:

a. Completed **Attachment 1 – Bid Form** and any Supporting Documentation (e.g. photos of conference space with room size information, details of sleeping room amenities, etc.)

i. The Bid Form shall be completed and submitted, and will be considered Contractor's complete cost proposal. Additional documents with pricing details are acceptable and may be submitted as supporting documentation. Contractor's Bid shall include all costs associated with performing the services described in the Scope of Work section of this RFQ.

ii. Pricing shall be all-inclusive, total cost in U.S. Dollars, to provide the requested services. All pricing based on Net 60 Days Payment Terms. All fees expected for payment are to be included in this Bid. All purchases are tax exempt unless otherwise required by law.

b. Bids must be delivered via email.

1. Attach all bid documents to an email addressed to the **State Issuing Officer** listed on this RFQ.

2. Subject line of the email shall be: RFQ C185820110 – Iowa Military Survivor Weekend Retreat – (Vendor's Name)

The Agency must receive the Bid at the Issuing Officer's address / email address **prior to the date/time listed in the header on page 1 of this RFQ.** Late bids will not be accepted. It is the Contractor's responsibility to ensure that the Bid is received prior to the deadline. The Agency shall not be responsible for misdirected packages or technical issues (for electronically submitted Bids).

9. MISCELLANEOUS.

a. Contractors are invited to submit written questions and requests for clarifications regarding the RFQ to the **State Issuing Officer** listed on this RFQ. The questions or requests for clarifications must be in writing (i.e. via email) and received by the deadline listed in the header on page 1 of this RFQ.

b. Site visits are not required for this RFQ.

c. The costs of preparation and delivery of the Bid(s) are solely the responsibility of the Contractor.

d. All Bids become the property of the State and shall not be returned to the Contractor.

e. The Agency does not guarantee any minimum level of purchases under the Contract.

f. The Agency reserves the right to reject any & all Bids.

ATTACHMENT 1 – BID FORM
RFQ C185820110 – IOWA MILITARY SURVIVOR WEEKEND RETREAT

IMPORTANT: Quotes must be submitted on this form. You may also submit an attachment to this form describing your Proposal, if necessary.

CONTRACTOR INFORMATION	
Company Legal Name	
Company d/b/a if applicable	
Address	
Email	
Phone / Fax	
Federal Tax ID Number	
CONTACT INFORMATION FOR INDIVIDUAL SUBMITTING BID	
Name	
Email	
Phone / Fax	

BID DETAILS	
Description of Service	Price (in US Dollars)
Lodging	
<i>Flat room rate for both single and double occupancy rooms; firm-fixed and all-inclusive of required lodging taxes and service fees. Total cost shall include any applicable service charges, parking fees, etc.</i>	
Hotel room rate – Friday, June 8, 2018	\$
Hotel room rate – Saturday, June 9, 2018	\$
Check-in time on Friday, June 8, 2018	
Check-in time on Saturday, June 9, 2018	
Check-out time on Sunday, June 10, 2018	
Date unused rooms will be released without penalty <i>Requesting ability to release rooms 3 days prior to event without penalty</i>	/ /
Meeting Space	
Registration Area	\$
General Session Room	\$
Breakout Session Rooms (total for all 3 rooms)	\$
Equipment Costs	\$
Catering / Meals	
Breakfast voucher for use on 6/9/2018 – cost per person	\$
Meet & Greet Snack – cost per person	\$
Morning Snack – cost per person	\$
Lunch – cost per person	\$
Dinner – cost per person	\$
Brunch – cost per person	\$
List any additional charges below:	
Discount(s) Available (e.g. 2% discount net 10)	