

Event Summary - Pop Youth Services Conference 2024 (Pop YS Con 2024)

Type	Request for Bids	Number	005-RFB-0368-2023
Stage Title	-	Organization	DASlowa
Currency	US Dollar	Event Status	Pending
Department	Administrative Services	Exported on	3/6/2023
Exported by	Julie Janssen	Estimated Value	-
Payment Terms	0% 0, Net 60		

Bid and Evaluation

Respond by Proxy	Disallow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No	Confidential Pricing	No

Visibility and Communication

Visible to Public Yes


Enter a short description for this public event

The State Library of Iowa is hosting the Pop Youth Services Conference (Pop YS Con) for librarians , for two consecutive days between April 8 - 12, 2024 for approximately 280 participants.

Commodity Codes

Commodity Code	Description
97130	Hotel and Motel Accommodations, Including Lodges, Resorts, Bed/Breakfast Inns, etc., Rental or Lease
91523	Conference Coordinating and Planning Services
97165	Room Rental or Lease for Conferences, Seminars, etc.

Event Dates

Time Zone	CDT/CST - Central Standard Time (US/Central)
Released	-
Open	3/8/2023 10:00 AM CST
Close	4/5/2023 2:00 PM CDT
Sealed Until	4/5/2023 2:00 PM
	 Show Sealed Bid Open Date to Vendor
Q&A Close	3/22/2023 12:00 AM CDT

Event Users

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Stakeholders*There is no user added to group*

Description

The purpose of this Request for Bids (RFB) is to solicit bids from qualified providers to provide a hotel and conference venue in Central Iowa (Metro Des Moines or within 40 miles) for this event described further in this RFB to the The State Library of Iowa and any Participating Agencies. The State Library of Iowa intends to award a contract beginning and ending on the dates listed in the solicitation, and The State Library of Iowa may extend the contract(s) for up to the number of annual extensions identified in the solicitation at the sole discretion of The State Library of Iowa. Any contract(s) resulting from the RFB shall not be an exclusive contract.

This RFB is designed to provide Bidders with the information necessary for the preparation of competitive Bids. The RFB process is for The State Library of Iowa's and Participating Agencies' benefit and is intended to provide The State Library of Iowa with competitive information to assist in the selection process. It is not intended to be comprehensive. Each Bidder is responsible for determining all factors necessary for the submission of a comprehensive Bid.

It is advised to "Save Progress" often and especially after uploading documents.

NOTE: Anytime the Bidder opens their bid after the initial submission, they MUST certify and resubmit. No information will be lost from the initial submission.

NOTE: Bidder must approve and resubmit their bid after an amendment has been posted by the Issuing Officer. If the bid was submitted before the amendment, all information will be saved. The Bidder only needs to read and acknowledge the amendment.

Instructions for Amendments: Answer the newly posted question in the Questions Section, and CERTIFY and SUBMIT your bid again (if previously submitted).

The term of the contract will begin upon award and end on April 13, 2024. The Agency shall have the sole option to renew the contract upon the same or more favorable terms and conditions for up to 5 annual extensions. The resulting contract will be available to the all State Agencies.

The State Library of Iowa is hosting the Pop Youth Services Conference (Pop YS Con) for librarians that serve library patrons from ages 0-18, for two consecutive days between April 8 - 12, 2024 for approximately 280 participants. The State Library of Iowa is seeking eligible Bidders to provide a hotel and conference venue in Central Iowa (Metro Des Moines or within 40 miles) for this event. The number of attendees is an estimate only. The State does not guarantee a minimum number of lodging rooms or meals. The State Library of Iowa plans to host this event once every two years.

The contract prices shall not be adjusted if the number of participants falls below the estimate. The State reserves the right to award this event to a facility that is clean, well maintained, provides adequate space, and is located in the State of Iowa.

Optional Bidder Conference - The State will hold an optional Bidder conference in conjunction with this RFB on March 14, 2023 2:30 PM CT by Google Meet <https://meet.google.com/iuf-yppv-zzq?authuser=0&hs=122>.

(US) +1 754-217-7760 PIN: 728 981 418#

Stage Description

No description available.

1 ★ **Instructions To Vendor :**

Bidder shall read and make certifications of the their Bid.

Certification

Bidder certifies that they have read and agree to the terms.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder certifies that the contents of this Bid submitted are true and accurate. Bidder also certifies that Bidder has not knowingly made any false statements in its Bid.

Certification of Independence

I certify that I am a representative of Bidder expressly authorized to make the following certifications on behalf of Bidder. By submitting a Bid in response to the RFB, I certify on behalf of the Bidder the following:

1. The Bid has been developed independently, without consultation, communication or agreement with any employee or consultant to the Agency or with any person serving as a member of the evaluation committee.
2. The Bid has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the Bid has not been and will not be knowingly disclosed, directly or indirectly prior to Agency's issuance of the Notice of Intent to Award the contract.
4. No attempt has been made or will be made by Bidder to induce any other Bidder to submit or not to submit a Bid for the purpose of restricting competition.
5. No relationship exists or will exist during the contract period between Bidder and the Agency or any other State agency that interferes with fair competition or constitutes a conflict of interest.

Certification Regarding Debarment

I certify that, to the best of my knowledge, neither Bidder nor any of its principals: (a) are presently or have been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or State Agency; (b) have within a five year period preceding this Bid been convicted of, or had a civil judgment rendered against them for commission of fraud, a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of antitrust statutes; commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or criminally or civilly charged by a government entity (federal, state, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this Bid had one or more public transactions (federal, state, or local) terminated for cause.

This certification is a material representation of fact upon which the Agency has relied upon when this transaction was entered into. If it is later determined that Bidder knowingly rendered an erroneous certification, in addition to other remedies available, the Agency may pursue available remedies including suspension, debarment, or termination of the contract.

Certification Regarding Registration, Collection, and Remission of Sales and Use Tax

Pursuant to *Iowa Code sections 423.2(10) and 423.5(8) (2013)* a retailer in Iowa or a retailer maintaining a business in Iowa that enters into a contract with a state agency must register, collect, and remit Iowa sales tax and Iowa use tax levied under *Iowa Code chapter 423* on all sales of tangible personal property and enumerated services. The Act also requires Bidders to certify their compliance with sales tax registration, collection, and remission requirements and provides potential consequences if the certification is false or fraudulent.

By submitting a Bid in response to the (RFB), the Bidder certifies the following:

- Bidder is registered with the Iowa Department of Revenue, collects, and remits Iowa sales and use taxes as required by *Iowa Code chapter 423*; **OR**
- Bidder is not a "retailer" or a "retailer maintaining a place of business in this state" as those terms are defined in *Iowa Code subsections 423.1(47) and (48)*.

Bidder also acknowledges that the Agency may declare the Bidder's Bid or resulting contract void if the above certification is false. The Bidder also understands that fraudulent certification may result in the Agency or its representative filing for damages for breach of contract in addition to other remedies available to Agency.

2 ★ **Instructions To Vendor :**

Bidder shall read and authorize to release information for their Bid.

Certification

Bidder certifies that they have read and agree to the Authorization to Release Information.

Vendor Must Also Upload a File:

No

Prerequisite Content:

Bidder hereby authorizes the Iowa Department of Administrative Services ("Agency") or a member of the Evaluation Committee to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Bids (RFB).

The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the State or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.

The Bidder hereby releases, acquits and forever discharges the State of Iowa, the Agency, their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the Agency or the Evaluation Committee in the evaluation and selection of a successful Bidder in response to the RFB.

The Bidder authorizes representatives of the Agency to contact any and all of the persons, entities, and references which are, directly or indirectly, listed, submitted, or referenced in the Respondent's Bid submitted in response to RFB.

The Bidder further authorizes any and all persons, and entities to provide information, data, and opinions with regard to its performance under any contract, agreement, or other business arrangement, its ability to perform, business reputation, and any other matter pertinent to the evaluation of the Bidder's Bid. The Bidder hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the Bidder that it may have or ever claim to have relating to information, data, opinions, and references supplied to the Agency in the evaluation and selection of a successful Bidder in response to RFB.

Buyer Attachments

Exceptions Form RFB.docx

Exceptions Form RFB.docx

../Attachments/Exceptions Form
RFB.docx

005-RFB-0368-2023 Pricing Sheet.xlsx

005-RFB-0368-2023 Pricing
Sheet.xlsx

../Attachments/005-RFB-0368-2023
Pricing Sheet.xlsx

Page1

Group 1: Form of Bid

- 1.1 Bidder must provide the name and contact information (telephone number, email address) for their contact for questions regarding this solicitation. ★

Bidder must provide the name and contact information (telephone number, email address) their Main Event Coordinator for the resulting Contract.

Text (Multi-Line)
- 1.2 Enter the Bidder's Remit to Address including the State or Foreign Country of Residence. ★

Text (Single Line)
- 1.3 Bidder shall enter the Resident Preference given by the State or Foreign Country of the Bidder's residence. Enter the resident preference in the text box or indicate "no preference". ★

Text (Single Line)
- 1.4 Enter the number of years the Bidder has been in business in the text box. ★

Numeric Text Box
- 1.5 Enter the number of years of experience the Bidder has with providing hotel and conference venue and catering services. ★

Text (Single Line)
- 1.6 Describe the level of technical experience in providing the hotel and conference venue and catering services Sought by the solicitation. Enter the information in the the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box. ★

Text (Multi-Line)
- 1.7 List all hotel and conference venue and catering services similar to those sought by this solicitation that the Bidder has provided to business or government entities. Fill out the text box or upload a document to the Vendor Attachments Section and enter "see attached" in the text box. ★

Text (Multi-Line)
- 1.8 The Bidder shall provide references from three (3) previous customers or clients knowledgeable of the Bidder's performance in providing hotel and conference venue and catering services similar to the hotel and conference venue and catering services described in this solicitation. Enter a contact person, telephone number and email address for each reference. Fill out the text box. If the Bidder wants to upload reference letters to the Vendor Attachments Section, enter "see attached" in the text box. ★

Text (Multi-Line)
- 1.9 Bidder shall read, fill-out and upload the Terminations, Litigation and Debarment document. ★

File Upload

Terminations, Litigation and Debarment Document -
- 1.10 Is the Bidder requesting confidential treatment of specific information? ★

Yes/No
- 1.11 A Bidder requesting confidential treatment of specific information shall fully complete the form attached. In the Items Section, mark each good or service upon which the Bidder believes confidential information appears. ★

File Upload

Form 22 - ../Attachments/QuestionAttachments/Form 22 -11.22.pdf
- 1.12 The State of Iowa requires shipping to be FOB Destination, Freight Prepaid. Does the Bidder agree to the terms? ★

Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms
Bidder agrees but will submit exceptions

Group 2: Terms and Conditions

- 2.1** Bidder shall read the RFB Definitions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT agree to the Definitions
Bidder agrees but will submit exceptions
Definitions - ../Attachments/QuestionAttachments/Definitions 11.22.pdf
- 2.2** Bidder shall read the Administrative Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions
Bidder agrees and will submit exceptions
Administrative Terms - ../Attachments/QuestionAttachments/Administrative Terms 11.22.pdf
- 2.3** Bidder shall read the Contract Terms & Conditions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder does NOT accept the Terms & Conditions
Bidder agrees and will submit exceptions
Contract Terms & Conditions - ../Attachments/QuestionAttachments/Contract Terms and Conditions
- 2.4** Bidder shall read the Specification Terms and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder agrees but will submit exceptions
Bidder does NOT accept the Terms
Specifications - ../Attachments/QuestionAttachments/Specifications 11.22.pdf
- 2.5** Bidder shall read the Terms and Conditions for SERVICES and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder agrees but will submit exceptions
Bidder does NOT accept the Terms
Terms and Conditions for SERVICES - ../Attachments/QuestionAttachments/SERVICES Terms and
- 2.6** Bidder shall read the Federal Terms and Conditions and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder agrees but will submit exceptions
Bidder does NOT accept the Terms & Conditions
Federal Terms and Conditions - ../Attachments/QuestionAttachments/FEDERAL Terms and
- 2.7** Bidder shall read the Insurance Requirements and enter a response. ★
Dropdown List (Pick One)
Bidder agrees
Bidder agrees but will submit exceptions
Bidder does NOT accept the Insurance requirements
Insurance Requirements - ../Attachments/QuestionAttachments/Insurance Requirements RFB.pdf
- 2.8** The Bidder hereby explicitly authorizes the Agency to conduct criminal history and/or other background investigation(s) of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the resulting Contract. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees

The Bidder does NOT except the Terms

Bidder agrees but will submit exceptions

- 2.9 Public Entities (Political Subdivisions) - The resulting Contract will be made available to Political Entities, i.e. cities, counties, and schools. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT accept the Terms & Conditions

Bidder agrees but will submit exceptions

- 2.10 Quarterly Sales Report - The Bidder shall provide a detailed quarterly report in Microsoft Excel on ALL sales made under the resulting Contract via e-mail to the Iowa Department of Administrative Services. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT except the Terms

Bidder agrees but will submit exceptions

- 2.11 Administrative Fee - In addition to the approved discounts or prices specified in the solicitation herein, the Bidder shall pay to the Agency a 1.00% Administrative Fee on all sales made against the resulting Contract. The fee shall be paid quarterly to the Iowa Department of Administrative Services. Bidder shall enter a response. ★

Dropdown List (Pick One)

Bidder agrees

Bidder agrees but will submit exceptions

Bidder does NOT accept the Terms

Group 3: Payment Terms

- 3.1 Payment Terms - Per Iowa Code § 8A.514 the State of Iowa is allowed sixty (60) days to pay an invoice submitted by a Bidder. Does the Bidder agree to the terms? ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT except the Terms

Bidder agrees but will submit exceptions

- 3.2 What discount will the Bidder give for payment in 15 days? Enter the discount in the text box. If none, enter zero. ★

Numeric Text Box

- 3.3 What discount will the Bidder give for payment in 30 days? Enter the discount in the text box. If none, enter zero. ★

Numeric Text Box

- 3.4 Terms of Pcard Acceptance - The State of Iowa prefers to pay Bidders using its Purchasing Card Program (Pcard) whenever possible. Bidders accepting Pcard payments shall comply with the Terms of Pcard Acceptance. ★

Dropdown List (Pick One)

Bidder agrees

Bidder does NOT Except the Terms

Bidder agrees but will submit exceptions

P-Card Acceptance - ../Attachments/QuestionAttachments/Terms of Pcard Acceptance 11.22.pdf

Group 4: Bidder Conference

- 4.1 Optional Bidder Conference - The State will hold an optional Bidder conference in conjunction with this RFB on March 14, 2023 2:30 PM CT by Google Meet <https://meet.google.com/iuf-ypnv-zzq?authuser=0&hs=122>. (US) +1 754-217-7760 | PIN: 728 981 418# ★

Bidder has read this Question.

Yes/No

Group 5: Bidder Specifications

- 5.1 Bidder must provide an ADA compliance statement to ensure their hotel and meeting facilities, its guest rooms and common areas will be in compliance with the public accommodation requirements as required by Title III of the Americans with Disabilities Act (ADA) and the regulation promulgated thereunder. Elevators must be located in all main areas if there is more than one floor being used for the conference or lodging and they must be accessible for wheelchairs and other ADA equipment requirements. At no time can a freight elevator be utilized as the main elevator for individuals with disabilities. ★
- Yes/No
- 5.2 The State reserves the right to inspect the facility prior to award, and at the State's sole discretion, the responder may be rejected for issues including, but not limited to: odors in the facilities, damaged furniture, stained carpeting, dirty linens, mold, damaged facilities or fixtures, unsanitary conditions, facility renovation, or lack of dedicated space such that conference activities could be disrupted. The State reserves the right to request the facility's most recent health inspection report. ★
- Yes/No
- 5.3 Bidder must be able to provide all items detailed on the Pricing Sheet for conference participants, or submit a Bid Response that includes subcontracting for these services. The lodging facility, conference facility, and parking must be within a 5 miles of each other or the Bidder must be able to provide shuttle services to and from the sites. ★
- Yes/No
- 5.4 The Bidder must provide ample room for attendees to park. The State prefers that the Bidder provide parking onsite either free of charge or provide parking vouchers. If the Bidder does charge for parking, the cost, per vehicle, per day, must be included on the Pricing Sheet. If main parking is in a ramp, clearance must allow a minimum height of 7 feet. ★
- Yes/No
- 5.5 Bidder must be code compliant according to US Fire Administration Code on Hotel and Motel Safety law. Note the following code that shall be followed: The Hotel and Motel Fire Safety Act of 1990 (PL101-391). PL101-391 is applicable to all places of public accommodation and requires that such properties are equipped with: Hard-wired, single-station smoke detectors in each guestroom in accordance with the National Fire Protection Association (NFPA) standard 72; an automatic sprinkler system, with a sprinkler head in each guest room in compliance with NFPA standards 13 or 13R. ★
- Yes/No
- 5.6 Bidder must have received the Human Trafficking Prevention Training Certification pursuant to Iowa Code 80.45A. Bidder must provide documentation of their certification with Bid Response. Certifications can be found here: <https://stopthiowa.org/certified-locations>. ★
- Yes/No
- 5.7 The State does not preclude joint ventures among groups of Bidder when responding to the solicitation. However, one Bidder must submit a response on behalf of all the others in the group. The Bidder that submits the response will be considered legally responsible for the response (and the Contract, if awarded). Where prompted in the solicitation, provide the company names of all of those with whom you are entering into a joint venture. ★
- 5.7 The State will not enter into separate Contracts for this service. The State reserves the right to accept or reject any facility that wishes to partner with another facility or conference center for the services being requested in this Solicitation. It shall be the responsibility of the Contract Vendor responding to this Solicitation to coordinate all phases of the lodging/meals/meeting rooms being requested, (e.g., obtain the services, reserve the required space, and provide pricing for all services being requested). ★
- Yes/No
- 5.8 The State must not be responsible for any alcohol-related charges. The sale and service of alcoholic beverages is regulated by the State of Iowa Alcoholic Beverages Division. As a licensee, the Bidder must be responsible for the administration of these regulations and as duly licensed by the State. Consumption of alcoholic beverages is restricted to persons of legal age as determined by the State and the Hotel reserves the right to challenge the age and/or identification of any individual. The Bidder and/or subcontractors reserve the right to refuse service of alcoholic beverages to any individual deemed to be intoxicated. ★
- Yes/No

5.9 The State of Iowa is Tax Exempt per Section 423.3(31) 2018 Iowa Code. ★
Yes/No

Group 6: Lodging Requirements

6.1 Bidder must provide a block of approximately 75 rooms for Pop YS Con 2024 participants wishing to stay overnight for the event. ★
•Number of Nights: 2
•Single Occupancy: 20
•Double Occupancy: 55
Yes/No

6.2 Final confirmation of rooms must be given to the Agency 30 Calendar days prior to the conference date. ★
Yes/No

6.3 Bidder must provide written notification to the Agency 7 calendar days prior to releasing the room block. ★
Yes/No

6.4 After providing written notice and the expiration of the final room confirmation deadline, Bidder may release the rooms and will no longer be responsible to hold the block of rooms. ★
Yes/No

6.5 If rooms are not available for the required check-in time, a secure room to store luggage until the rooms are ready is required. ★
Yes/No

6.6 Bidder must provide a secure room for conference attendees to store luggage in between check-out and the end of the conference activities. ★
Yes/No

6.7 Bidder must guarantee ADA compliant rooms in the reserved room block. Bidder must provide ADA compliant rooms that provide mobility accessibility, visual accessibility, or hearing accessibility if requested. ★
Yes/No

Group 7: Event Venue Requirements

7.1 Bidder must provide 1 large group room (Ballroom or Conference Room) to be used for general sessions with capacity for 280 participants. This room must have a banquet seating style. This room must not be used for breaks or breakout sessions. This room must be private. ★
AV requirements for general session room:
•1 Stage
•1 Table on Stage
•1 Lapel Microphone
•Extra Microphones available upon request
•1 Podium
•1 or more Wireless Projectors
•1 or more Large Screens
•Wi-Fi and Password available for presenter
•1 Laptop or PC for presenter use
Yes/No

7.2 Bidder must provide 5 additional rooms for 5 breakout sessions each day with capacity for approximately 55 participants each. These rooms must not be used for meals. They can be used for breaks. Breakout session meeting rooms must be within a close proximity of each other and have limited sound transfer to adjacent rooms when microphones are in use. ★
AV requirements for breakout session rooms:
•1 Microphone
•Extra Microphones available upon request
•1 Podium
•1 table in front for presenter use
•1 Wireless Projector
•1 Large Screen
•Wi-Fi and Password available for presenter
•1 Laptop or PC for presenter use

Yes/No

- 7.3 Bidder must provide 1 large group room or space with capacity for 20-25 vendor exhibits. This room must be semi-private and must provide wireless internet for Pop YS Con 2024 Vendors. This room must have the ability to be secured at night after the event. ★

Yes/No

- 7.4 Bidder must provide 1 large group room for a registration area. This room must be semi-private, must provide wireless internet access for Agency staff. ★

Yes/No

- 7.5 Bidder must make the conference space available to the conference organizers no later than 6:30 AM CT the first day of the event, to bring materials and set up before the start of the conference. ★

Yes/No

- 7.6 Meeting Rooms must be located in a private or semi-private area. Bidders must indicate which rooms, if any, are not fully private. The State must have sole discretion to determine whether the privacy of rooms is acceptable. ★

Yes/No

- 7.7 Bidder must provide required audio-visual equipment and on-site technical support during entire event. ★

Yes/No

- 7.8 The Bidder must set up all equipment. While the equipment is not in use by the Agency, including during breaks, meals, and overnight, the Bidder must be solely responsible for the care, custody, and control of all AV equipment. ★

Yes/No

- 7.9 The meeting rooms must be checked by the Bidder no later than 30 minutes prior to the onset of each day's activity during the Pop YS Con 2024 to ensure that all audio visual equipment has been tested and is fully functional. On-Site technical support must be available for troubleshooting throughout the duration of the conference. ★

Yes/No

- 7.10 Bidder must provide their price list for all audio visual equipment with the Pricing Sheet. Each item should be individually identified and priced. ★

Yes/No

- 7.11 Bidder must provide additional/optional outlets, power cords and power strips for conference attendees during event. ★

Yes/No

- 7.12 Bidder must provide access to a business center on facility premises for conference attendees with usage of fax, a computer with printer, and copying equipment. ★

Yes/No

- 7.13 A secured storage area near the registration area may be provided, the Bidder may either provide the Agency a key to the secured room or provide access to a Bidder staff person who has access to the secured room. ★

Yes/No

Group 8: Catering Requirements

- 8.1 The Bidder must provide the State with meals and snack breaks listed below: ★
- Breakfast for 280 on Day One Large Group Room - Banquet – Buffet
 - Lunch for 280 on Day One Large Group Room - Banquet – Buffet
 - Afternoon Break for 280 on Day One - Breakout Session Room/Reception Area
 - Breakfast for 280 on Day Two Large Group Room - Banquet – Buffet
 - Lunch for 280 on Day Two Large Group Room - Banquet – Buffet
 - Afternoon Break for 280 on Day Two - Breakout Session Room/Reception Area
 - All Day Beverage Service for 2 Days for 280 - All Rooms/Reception Area

Yes/No

8.2 If Bidder does not provide catering services, Bidder must allow for an outside Vendor to be used. ★

Yes/No

8.3 All food and drink examples provided detail minimum standards with regard to substance and menu offerings and must be better defined after the Contract is awarded. By submitting a response, the Bidder agrees to meet or exceed the menu examples and standards detailed herein. The Agency must have the sole discretion to determine if a menu offered meets or exceeds the examples provided herein. ★

Yes/No

8.4 All entrees must be labeled, and any foods containing peanuts, tree nuts, or other common food allergens must be clearly labeled. ★

Yes/No

8.5 A low-fat and low-cholesterol and a vegetarian option must be included with all meals. The Bidder may require reasonable special food requests (e.g., diabetic, gluten free, or dairy free) to be submitted no later than one week prior to the conference. The Bidder must contact the Agency contact to initiate this process. ★

Yes/No

8.6 All meals that are set as a buffet style must include the option of people revisiting the line multiple times at no additional cost or head count. ★

Yes/No

8.7 Bidder may provide the option of an on-site restaurant open during the Pop YS Con 2024. ★

Text (Multi-Line)

Group 9: Cancellation Policy

9.1 Bidder must complete the Pricing Sheet - Cancellation Policy, in United States currency dollar amounts, any charges that could be applied if the conference is cancelled for any reason other than non-appropriation or pandemic reasons. Please note: This amount must be taken into consideration for the award. If no charge is indicated below, the State will determine that the Bidder will not charge the cancellation fee. ★

Yes/No

Service Line Items

Group S1: Bid Specifications. Bidder must satisfy all the specifications to be deemed a Responsible Bidder

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Service Delivery
S1.1	Bidder must complete the Pricing Sheet attached and upload completed document with bid Response.	1	-	-	-	-

Price Components

Name	Applicable To	Adjustment Type	Restricted to Item Groups
Percentage Off	Both	Fee (%)	

Vendors

IEC Hotel Corporation

Progress Invitation Unaccepted

holly.turner@hilton.com

Comcast Spectator

Progress Invitation Unaccepted

sean_coit@comcastspectacor.com

Prairie Meadows

Progress Invitation Unaccepted

Jamey.Johnston@prairiemedows.com

West Des Moines Marriott

Progress Invitation Unaccepted

aleib@kinseth.com

Hilton Garden Inn Johnston

Progress Invitation Unaccepted

mweber@ohospitality.com

Stoney Creek

Progress Invitation Unaccepted

shelley.smith@stoneycreekhoteis.com

Gateway Conference Center

Progress Invitation Unaccepted

JonB@gatewayames.com

Airport Holiday Inn

Progress Invitation Unaccepted

barbreynolds@holidaydsm.com

Des Moines Downtown Marriott

Progress Invitation Unaccepted

Randy.David@marriott.com

Iowa Event Center

Progress Invitation Unaccepted

morgan.tjarks@oakviewgroup.com

Great Plains Lodging VI, LLC (Hilton Garden Inn WDM)

Progress

Event Not Viewed

fay.sullivan2@hilton.com
