

RFQ MM245820027

ATTACHMENT 1 (Specifications/Requirements)

Lodging Requirements

50 sleeping rooms on Friday night.

50 sleeping rooms on Saturday night.

3 sleeping rooms on Sunday night.

Preferred Dates: 7/26/2024 through 7/28/2024 (Provide pricing for alternate weekends in July/August if there is better pricing/availability)

Event Location: Cedar Falls, IA, Waterloo, IA or surrounding areas (within 15 miles)

1. Any miscellaneous room charges incurred including, but not limited to, rollaway beds and telephone calls are the responsibility of the attendee/occupant of the room.
2. Attendees will supply credit card information at time reservation is made. Cancellation of rooms will be the responsibility of the attendee.
3. Rooms must be cleaned each day unless otherwise specified by the event participants or staff.
4. Hotel must provide flat room rate for both single and double occupancy rooms; firm-fixed and all-inclusive of required lodging taxes and resort fees. Total cost shall include any applicable service charges, parking fees, etc.
5. **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 two (2) days prior to the event date without penalty.**
 - a. Amount of days can be “negotiated”.

Meeting Space Requirements

1. **Registration area:** One (1) registration/staff area set up in a foyer/lobby-type location near main event room. Registration/staff area from Friday, 7/26/24 through Sunday, 7/28/24. Provide two (2) 6-foot tables (or equivalent) and four (4) chairs.
2. **General Session Room:** One (1) General Session Room Friday, 7/26/24 10:00 a.m. – 11:00 p.m., Saturday, 7/27/24 7:00 a.m. – 11:00 p.m., Sunday 7/28/24 7:00 a.m. – 5:00 p.m. for 125 attendees with the following specifications:
 - a) Must be equipped with sound system w/microphones and screen for presentations.
Venue should provide extension cords and electrical outlets.

- b) Provide seating for 125 attendees at round tables(or equivalent) with table covers and centerpieces, placed in the center of general session for attendees.
 - c) Provide ten (10) 6-foot rectangular tables (or equivalent) with table covers along perimeter for Remembrance Tables.
 - d) Provide ten (10) 6-foot rectangular tables (or equivalent) arranged at one end for Resource tables
 - e) Provide minimum of two (2) waste cans for area
 - f) Provide small table or cart for projector
 - g) Provide small round table and chair with table cover for Fallen Comrade setting
3. **Breakout Rooms:** Provide minimum of (2) breakout room set up for Friday 7/28/24 10:00 a.m. – 11:00 p.m., Saturday 7/28/24 from 7:00 a.m. – 11:00 p.m., Sunday from 7:00 a.m. – 6 p.m. with the following specifications: set up to accommodate 25 people. If there is availability for (3) breakout rooms please provide (3).

Meal/Catering Requirements:

As this is a registration process event, the Iowa National Guard Warrior & Family Services Branch requests the flexibility to submit final meal counts fourteen (14 days) prior to the event date without penalty.

Dinner Requirement 7/26/24:

Dinner will be setup Friday, 7/26/24 at 6:00 p.m. 7:30 p.m. with the following specifications:

- QTY: up to **125** meals
- Hot Buffet-Style
- Meal must be served in the foyer/lobby area and set up to eat in the General Session room
- Two (2) serving lines must be established for more efficient meal distribution
- Dinner meal must 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 the following: water, coffee (reg & decaf), iced tea, lemonade.
- All -beverages must be available and replenished from 4:00 pm through 8:00 pm.

Breakfast Requirements 7/27/24:

Breakfast will be set up Saturday, 7/27/24 beginning at 7:30 a.m. 9:00 a.m. with the following specifications:

- QTY: up to **125** people
- Hot Buffet-Style
- Meal must be served in the foyer/lobby area and set up to eat in the General Session room
- Two (2) serving lines must be established for more efficient meal distribution
- At a minimum, breakfast 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)
 - Assorted beverage Selection to include the following: milk, coffee (reg & decaf), iced tea, fruit juice, water
- Coffee (reg & decaf), Iced Tea, Water must be replenished throughout the day

Lunch Requirements 7/27/24 (General Session):

Lunch will be setup Saturday, 7/27/24 at 12:00 a.m. – 1:30 p.m. with the following specifications:

- QTY: up to **135** meals
- Hot Buffet-Style
- Meal must be served in the foyer/lobby area and set up to eat in the General Session room.
- Two (2) serving lines must be established for more efficient meal distribution
- Lunch meal must 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 the following: water, coffee (reg/decaf), iced tea, lemonade
- Coffee (reg & decaf), Iced Tea, Water must be replenished throughout the day

Dinner Requirements 7/27/24:

Dinner will be setup Saturday, 7/27/24 at 5:30 p.m. – 7:00 p.m. with the following specifications:

- QTY: up to **125** meals
- Hot Buffet-Style
- Meal must be served in the foyer/lobby area and set up to eat in the General Session room
- Two (2) serving lines must be established for more efficient meal distribution
- Dinner meal must 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 following: water, coffee (reg/decaf), iced tea, lemonade
- Coffee (reg & decaf), Iced Tea, Water must be replenished throughout the day

Breakfast Requirements 7/28/24:

Breakfast will be set up Sunday, 7/28/24 beginning at 7:30 a.m. – 9:00 a.m. with the following specifications:

- QTY: up to **125** people
- Hot Buffet-Style Family
- Meal must be served in the foyer/lobby area and set up to eat in the General Session room
- Two (2) serving lines must be established for more efficient meal distribution
- At a minimum, breakfast 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)
 - Assorted beverage Selection to include the following: milk, coffee (reg & decaf), iced tea, fruit juice, water
- Coffee (reg & decaf), Iced Tea, Water must be replenished throughout the day