

**UNITED STATES PROBATION & PRETRIAL SERVICES
FOR THE DISTRICT OF CONNECTICUT**

REQUEST FOR QUOTATION (RFQ)

RFQ #0205-2021-0002
April 5, 2021

The United States Probation & Pretrial Services for the District of Connecticut requests a quotation for a Staff Development Conference, **stated in a per person format**, for the following services to be provided over three days and two nights, Wednesday, September 15, 2021 to Friday, September 17, 2021 or in the alternative Monday, September 20, 2021 to Wednesday, September 22, 2021, for **60** persons.

1. *Lodging*

60 single-occupancy rooms with heat, air conditioning, bath and shower, for two consecutive nights and all other amenities normally included in a standard room at your facility. Check-in by 12:00 Noon on Day 1, and check out by 12:00 Noon on Day 3.

2. *Food*

Breakfast Buffet (required for 2nd and 3rd days): at least 3 different juices; two hot entrée-protein selections (no powdered eggs); one starch selection; assorted breads, muffins, pastries; yogurt, fresh fruit; butter, margarine and assorted jellies or jams, hot coffee, and hot tea.

Lunch (Buffet and/or plated-Days 1 and 2): at least 2 different entree choices; rolls and butter; salad; dessert, assorted beverages, water, soft drinks.

Dinner (plated-Days 1 and 2): at least 2 different entree choices; rolls and butter; salad; dessert; assorted beverages, water, soft drinks.

AM/PM Breaks: Required for 1st (pm only), 2nd (am and pm), and 3rd day (am only): Assortment of scones, muffins, cookies, brownies, etc.; assorted beverages, including coffee, water, soft drinks.

3. *Meeting Room*

A meeting room (with air conditioning and heating) configured to seat 60 people; a lectern with microphone. Room required for Day 1 for four hours. Room required for Day 2 for eight hours. Room required for Day 3 for four hours.

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4. *Other Costs*

All Gratuities, taxes, and other miscellaneous charges should be factored in the cost per person price.

5. *Awarding of Contract*

This contract will be awarded based on overall ability to meet the needs and expectations identified. It may or may not be awarded to the lowest technically acceptable bid.

Quote submission:

1. One signed copy of the vendor's response to this request for quote must be received by the U.S. Probation Office. Quotes may be faxed, mailed, e-mailed in a PDF format, or hand delivered to the below listed address by 5:00 p.m. on Monday, April 19, 2021.

Questions:

1. Questions regarding this RFQ should be addressed to:

January R. Welks
Senior U.S. Probation Officer
915 Lafayette Blvd., Room 200
Bridgeport, CT 06604
Phone: 203-579-5505
Fax: 203-579-5571
Email: january_welks@ctp.uscourts.gov

Conditions, Provisions, Clauses:

<http://www.uscourts.gov/procurement/clauses.htm>

HOTEL / VENUE CONTRACTS

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If a government purchase order is not sufficient for entering into this agreement, then judiciary procurement regulations require the following in any commercial use agreement:

- a. Credit application/Master account credit provisions are not applicable to the judiciary and must be deleted;
- b. Attorney fees included in the agreement cannot be accepted;
- c. Automatic renewals of agreement provisions that automatically renew the agreement from year-to-year;
- d. Payments in advance cannot be accepted as a provision;
- e. The Judiciary, as a federal entity, is immune from paying taxes and any requirement for such must be removed;
- f. Insurance provisions must be removed because the Judiciary is self-insured;
- g. Indemnification and/or Hold Harmless provisions must be replaced with the following:

“Notwithstanding any other term or provision of this agreement, the liability of the Judiciary with respect to any claim for personal injury, death, property loss or damage pursuant to this agreement, is limited by and subject to the procedures and terms of the Federal Tort Claims Act, the Anti-Deficiency Act and all other applicable federal laws and regulations.”

- h. Damage deposits provisions must be removed since the above paragraph will cover damages to the facility.

. The following provisions, if included, may require negotiation between the U.S. Probation Office and you for modification of said terms:

- 1) Governing Law
- 2) Interest
- 3) Cancellation Clauses
- 4) Subject to Change without Notice
- 5) Early Departure Fee
- 6) Food and Beverage Restrictions
- 7) Group Commitment Charges
- 8) Deposit