



Office of the Clerk

UNITED STATES DISTRICT COURT
for the
MIDDLE DISTRICT OF PENNSYLVANIA
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Maria E. Elkins
Clerk of Court

REQUEST FOR QUOTATION Hotel Accommodations, Conference Space, and Hotel Services

This is a request for quotation from the United States District Court for the Middle District of Pennsylvania for Hotel Accommodations, Conference Space and Hotel Services for a Bench/Bar Conference in Skytop, Pennsylvania. This announcement/solicitation is offered unrestricted and constitutes the only bid document that will be issued. The Period of Performance for this requirement is September 22 – 23, 2016. Proposals are due by 2/17/2016 at 10:00 a.m.

The hotel must accommodate approximately 150 individual sleeping rooms for September 22, 2016, and must provide all requirements specified for conference needs in Parts A, B and C below.

A separate solicitation document will not be issued. A response to requirements listed below shall be submitted on letterhead and must address all requirements listed in a separate technical proposal. A package price must include a breakdown of each cost. Descriptive literature shall also be provided to include sleeping rooms, meeting room space, diagrams and square footage, and menus.

The hotel facility is to be located in Skytop, Pennsylvania and must accommodate attendees with the following needs:

Part A: Hotel Lodging

9/22/16 (approx. 150) sleeping rooms. Rooms must be individual/private sleeping rooms {king/queen} with toilet facilities. Early check-in on 9/22/16 is requested. Late check out on 9/23/16 is requested. Option for additional day before or after conference at same rate, less refreshment break pricing (billed to guest).

Part B: Meeting Space/AV (Court may supply some automation or A/V equipment)

- (1) Small meeting room near general conference space, large enough for small group meeting of 10 persons plus storage for conference materials. Room must be available preconference starting at 9:00 a.m. on 9/22/16 and accessible through the conclusion of conference, approximately 4:00 p.m. on 9/23/16.
- (2) General Session Room: room large enough to accommodate 150 pp classroom style, panel table on riser with sanding lectern, microphone, sound system and seating for four (4), {need price option for 2 large projection screens, data projector and internet access}. Room is to be set/available at 1:30 p.m. on 9/22/16 and through conclusion of conference, approximately 4:00 p.m. on 9/23/15. Official conference meetings will run from 3:00 p.m. to 5:00 p.m. on 9/22/16 and 9:00 a.m. – 12:30 p.m. on 9/23/16.
- (3) Separate Dining/Ballroom: room large enough to accommodate 150 pp rounds with 8-10 per table, for group dinner on 9/22/16.
- (4) Interior area for 150 person group reception on 9/22/16.
- (5) Optional outdoor patio area for reception.
- (6) Easel stands, flip charts and markers, pens and tablets 9/22/16 – 9/23/16.
- (7) Registration area on 9/22/16 – 9/23/16 with skirted tables and 4 chairs.

Part C: Meals and Refreshments (approx. 150 guests) (Please provide menus and prices)

- (1) Afternoon meeting refreshment break 9/22/16
- (2) Optional Hors d'oeuvres at reception on 9/22/16.
- (3) Dinner (served) on 9/22/16. Option for three entrée choices and vegetarian (counts to be provided in advance)
- (4) Breakfast on 9/23/16 in main dining room (7:00 a.m. – 9:00 a.m.)
- (5) Morning meeting refreshment break 9/23/16.
- (6) Lunch on 9/23/16 in main dining room (12:00 p.m.)

Part D: Recreational Activities

- (1) Provide cost list of optional recreational activities available for guests at personal expense.

Submit all written price, descriptive literature, technical proposals, and hotel contract to: Clerk's Office, U.S. District Court, P.O. Box 1148, Scranton, PA 18501 ATTN: Contracting Officer Cathy Dolinish (570) 207-5680 FAX (570) 207-5689 or, email Clerk of Court: maria_elkins@pamd.uscourts.gov . Closing date: 2/17/16, 10:00am.