



Office of the Clerk

UNITED STATES DISTRICT COURT

for the

MIDDLE DISTRICT OF PENNSYLVANIA

William J. Nealon Federal Bldg. & U.S. Courthouse

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**Peter J. Welsh**  
Acting Clerk of Court

November 21, 2017

Dear Group Sales Manager:

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 an Employee Training Conference in State College, Pennsylvania. This announcement/solicitation is solicited unrestricted and constitutes the only bid document that will be issued. The award is based on the lowest price, technically acceptable offer. The Period of Performance for this requirement is September 9-12, 2018. Proposals are due by December 4, 2017 at 10:00 am. Applicable Judiciary Terms and Conditions do apply. (See attached). [Note: Main Employee Conference is 9/10 – 9/11/2018. Pre- and Post-conference optional training/meetings on 9/9/18 and 9/12/18].

The hotel must accommodate approximately 180-230 individual sleeping rooms to include 13 suites for September 10, 2018, and must provide all requirements specified for conferences needs in Parts A, B and C below. Note: All sleeping rooms must be located on one commercial property. For matters of security, we would require the facility to have all guestrooms enclosed in the building. No guestrooms should have entrances that are open to the exterior of the building, nor be surrounded by a common balcony or patio. The facility must provide lodging and subsistence not to exceed the Government per diem rates of \$102 lodging plus \$59 subsistence/M&IE for overnight stays and not to exceed \$59 subsistence/M&IE for day rates. All food (dinner, lunch, breakfast, meeting breaks/snacks, etc.) and gratuity shall be included (federal tax exempt). Meeting space and A/V requirements are billed separately.

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. 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 State College, Pennsylvania and must accommodate attendees with the following needs:

**Part A: Hotel Lodging**

09/09/2018 (5-15) sleeping rooms (Pre-Conference Meeting)

09/10/2018 (180-230) sleeping rooms to include 13 suites (Conference Participants)

09/11/2018 (5-15) sleeping rooms (**Optional** Conference Committee Meeting – Billing and BOJ Meeting)

All rooms must be individual/private sleeping rooms with toilet facilities. Early check-in on 9/9/18 and 9/10/18 requested. Late check-out on 9/11/18 also requested.

**Part B: Meeting Space/AV**

- (1) Small meeting/storage room (8-10 persons) plus storage for conference materials. Room must be available at 1:00 pm on 9/9/2018 through conclusion of conference at approximately 4:00 pm on 9/11/2018.
- (2) General Session Room: room large enough to accommodate 230 people, classroom style, with panel table with standing lectern, microphone, sound system and seating for four (4) – and Wi-Fi access. Must be available both days of the conference – 9/10/18 and 9/11/18.
- (3) Dining/Ballroom: room large enough to accommodate 230 people with 8-10 people per round table for group dinner on 9/10/18.
- (4) Large meeting room and outdoor patio/yard area for cocktail hour, hors d'oeuvres, group lunch and team building events.
- (5) Breakout rooms:
  - a. 9/10/18 – Large General Session Room up to 230
  - b. 9/11/18 – Six (6) Conference Rooms, including one large general session room. Anticipate lectern, microphone, state of the art Audio/Visual package, Wi-Fi access. Rooms may be needed from 8:00 am through conclusion of conference at approximately 4:00 pm.
  - c. 9/12/18 – Optional - Board Room for up to 16 people (Executive BOJ Meeting)
- (6) Stadium/Theater Room: large group of 230 person for presentations on 9/10/18, 9/11/18 or both.
- (7) Easel stands, flip charts, markers and pens, pens and tablets 09/10/18 – 09/12/18
- (8) Registration area on 9/10/18 – 9/11/18 with skirted tables and 3-4 chairs

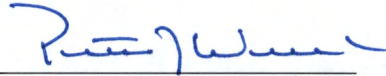
**Part C: Meals and Refreshments (approx. 180-230 guests) (please provide menus and prices)**

- (1) Light refreshment meeting breaks: 2:00pm check-in snack on 9/10/18, 9:00 am & 11:00am break on 9/11/18
- (2) Hors d'oeuvres before dinner on 9/10/18
- (3) Full dinner (served) on 9/10/18
- (4) Evening snack break on 9/10/18
- (5) Breakfast Buffet on 9/11/18 (8:00am-9:00am)
- (6) Lunch Buffet on 9/11/18

Note: For those lodging pre (9/9/18) and/or post (9/11/18) conference - dinner, lunch and breakfast should be included for each 24 hour period package rate. Meals can be offered at the facility's designated time/location.

Submit all price, descriptive literature, technical proposals, and hotel contract to [cathy\\_dolinish@pamd.uscourts.gov](mailto:cathy_dolinish@pamd.uscourts.gov) for distribution to the contracting officer personnel. Closing date for receipt of proposals is Monday December 4, 2017, 10:00 am.

Sincerely,



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Peter J. Welsh, Acting Clerk