

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

(This is not an order)
**BID MUST BE MADE ON THIS SHEET
OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
Contract & Procurement Unit
25 Beaver Street, R-840
New York, NY 10004

(Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
E-mail: mceppi@nycourts.gov

Price to include delivery to (describe exact location and method of delivery) All prices to be net and inclusive of all services specified herein unless otherwise specified.

Bid Number: OCA/AS-208A	Commodity Group:
Opening Date: 02/06/2015 Time: 3:00 pm Issue Date: 01/15/2015	Commodity Name: State Courts' Response to Human Trafficking 2015 Summit

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
UCS ATTACHMENT I, III, and IV ATTACHED & INCORPORATED HEREIN.	ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail:	

TABLE OF CONTENTS

DOCUMENT ENCLOSURE CHECKLIST

I. DETAILED SPECIFICATIONS

- Purpose and Scope
- Term of Award
- Quality of Facility
- Site Visits
- Right of Cancellation
- Purchase Order/Agreement
- Rates and Charges
- Menus and Price Lists
- Method of Award
- Payments
- Questions
- Packaging, Identifying and Delivering of Bids/Proposals
- No-Bids

II. TECHNICAL SPECIFICATIONS

- Location
- Summary of Services Required
- Lodging
- Catering
- Meeting Space
- Program Coordination
- Pre-Event Meeting
- Printing
- Office Space
- Storage
- Audio-visual
- Room Overflow
- Security

III. The RFB/RFP PROCESS: GENERAL SPECIFICATIONS

Note to Bidders

1. Attachment I – Standard Request for Bid Clauses & Forms and Attachment IV – Procurement Lobbying Law required forms
2. Attachment III – Vendor Responsibility Questionnaire
3. New York State Vendor File Registration

Online RFB/RFP Package: Disclaimer

Bid Response/Proposal: Original and Copies

Binding Nature of Bid/Proposals on Bidders

Estimated Quantities

Compliance with Laws

Independent Contractor Status

Rejected and Unacceptable Bids/Proposals

Responsible Bidder

Clarification/Correction of Bids/Proposals

Indemnity

Insurance Requirements

Confidential/Proprietary Information

Termination

Implied Requirements

Silence of the Specifications

BID RESPONSE FORM (2 pages)

DOCUMENT ENCLOSURE CHECKLIST

___ Bid Response Form **must be fully executed and included** in bidder's proposal. Failure to do so will immediately disqualify bidder's response.

The following documents must be fully executed and included in bidder's proposal. Failure to do so may disqualify bidder's response:

- ___ UCS Request for Bid/Proposal Form with original signature
- ___ Attachment I - Standard Request for Bid Clauses & Forms
 - p.3 - Non-Collusive Bidding Certificate
 - p.4 - Corporate Acknowledgment
- ___ Attachment II - Not Applicable
- ___ Attachment III - Vendor Responsibility Questionnaire
 - questionnaire filed online via OSC VendRep System and certified within 6 months of the bid opening due date, or
 - paper questionnaire
- ___ Attachment IV - Procurement Lobbying forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ___ Certificates of NYS Worker's Compensation and NYS Disability Benefits Insurance, or Certificate of Attestation of Exemption. Please see paragraph "Insurance Requirements" for a list of accepted forms.
- ___ Copies of bidder's certificate(s) of insurance or other adequate proof evidencing the insurance coverages required by the bid specifications
- ___ Menus and Price Lists
- ___ Original bid response + three (3) complete copies
- ___ If bidder decides not to submit a proposal, it shall send a "No-Bid" letter to OCA.
- ___ Signed Documents Enclosure Checklist

To be complete, a bidder's bid response must include ALL the above documents. All documents requiring an original signature must bear the BLUE INK signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to all required documents.

I. DETAILED SPECIFICATIONS

Purpose and Scope

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA") is soliciting sealed bids to provide hotel accommodations and conference services for attendees at a two (2) -day seminar to be held on October 8th and 9th, 2015 in Manhattan, New York City. The conference services solicited include lodging starting the night before the first day of the seminar, catering, providing meeting space and audio-visual services.

Term of Award

Wednesday, October 7 to Friday, October 9, 2015

Quality of Facility

The facility's location, design, furnishings, features, organization of space, cleanliness and professionalism of staff must be of the quality appropriate for professionals at the top corporate executive level.

Site Visits

The UCS/OCA may conduct a site visit as part of its evaluation of bid responses to verify that bidder's hotel/facility meets all the requirements stated in the general and detailed specifications.

The UCS/OCA may also conduct one or more site visits to the awarded vendor(s) between the award of the purchase order(s) and the beginning of the program to ensure that the quality of services and the physical condition of the hotel/facility shall be the same or better at the time of performance as at the date of award.

Right of Cancellation

The UCS/OCA reserves the right not to hold the program at the awarded vendor's hotel/facility if UCS/OCA determines that the quality of facility has deteriorated between the award of the purchase order and the beginning of the program.

Purchase Order/Agreement

The purchase order/agreement issued to the awarded vendor is subject to the approval of the NYS Office of the Comptroller.

Rates and Charges

Bidder must bid on all services required in these RFB specifications. **All rates are to be quoted on a per unit basis and include any service charge.** Bidder may quote for single or double occupancy guest rooms or for both; however the rate for a single occupancy room and a double occupancy room must be the same. Bidder shall quote one rate per meal, and one rate per meeting room per day or half a day, as applicable. Please see Bid Response Form. Rates must be net of taxes as the UCS is tax exempt. If there is no charge for any specified items, bidder shall indicate "no charge" or "N/C". The rates that bidder provides on the bid response form must include all charges associated with the applicable service. No additional charges will be permitted.

Menus and Price Lists

Bidder must attach to the Bid Response Form their official menus and price lists reflecting the same rates/prices as those quoted on the Bid Response Form to the extent that bidder is not extending to the UCS a discount off these prices.

Method of Award

A single purchase order will be issued to the lowest dollar cost, responsible bidder. Lowest dollar cost is defined as the lowest "Total Cost of Seminar" quoted by bidder on the Bid Response Form. In case of bidder's mathematical error, unit price will prevail. Classification of a bidder as "responsible" bidder shall be determined by the bidder's compliance with these specifications, past performance history, and any other criteria necessary and reasonable to establish the bidder's responsibility (see also III. General Specifications, paragraph "Responsible Bidder.")

Payments

The awarded vendor must provide a master bill for all charges. Payment will be made by direct bill with payment due thirty (30) business days, not including legal holidays, from receipt of invoice. No payment or deposit of any kind will be made in advance of the event. UCS will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

Questions

Any and all questions bidders may have in connection with this solicitation are to be directed by email only to:

Marie-Claude Ceppi
mceppi@nycourts.gov

Please indicate in "Subject" field: RFB# OCA/AS-208A Question(s)
The deadline to submit questions is Tuesday, January 27, 2015 before 5:00 pm. No questions will be entertained after this deadline. A written Questions & Answers (Q&A) listing all questions received and their answers will be posted on the UCS website at www.nycourts.gov/admin/bids in the Addenda column for the appropriate solicitation and mailed to the bidders list promptly after this deadline.

IMPORTANT: All questions regarding this solicitation must be in writing and directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV), will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Packaging, Identifying and Delivering of Bids/Proposals

Bids/Proposals must be **clearly addressed and submitted** to:

Marie-Claude Ceppi
NYS Office of Court Administration
25 Beaver Street, R-850
New York, NY 10004

All envelopes/cartons must also be labeled with the following information on two sides:

"Deliver immediately to Marie-Claude Ceppi R-850"
"Sealed bid - Do not open"
"RFB# OCA/AS-208A due Friday, February 6, 2015, at 3:00 p.m."

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that bids/proposals must be received by the above-named OCA-designated person on February 6, 2015, at 3:00 pm at the latest or bids will be declared a "late bid" and they will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bids

Bidders are requested to send a no-bid letter to OCA, Attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: RFB# OCA/AS-208A.

II. TECHNICAL SPECIFICATIONS

Location

The hotel facility must be located in Manhattan, New York City, South of 87th Street.

Summary of services required

	10/7	10/8	10/9
Lodging - rooms	225	225	NO
Breakfast - ppl	no	250	250
Lunch - ppl	no	250	No
AM coffee break - ppl	no	250	250
PM coffee break - ppl	no	250	No
One large meeting/meals room (300 ppl)	no	1 full day	1 am only
Five break-out rooms (50 ppl each)	no	1 full day	1 am only
Office (1)	Yes	Yes	Yes am only
Storage	Yes	Yes	Yes am only
Photocopying	Yes	Yes	Yes am only
Printing	Yes	Yes	Yes am only
Audio-visual equipment and services	No	Yes	Yes am only
Free internet/wifi	Yes	Yes	Yes

Lodging

Single/double occupancy rooms are required on the following dates:

October 7, 2015 225 rooms
 October 8, 2015 225 rooms

Bidder shall hold the guest room block exclusively for the UCS Judicial Seminar up to any agreed-upon reservation cut-off date. Internet access must be available in all guest rooms at no charge. If the bidder cannot accommodate 100% of the estimated number of guests specified in this RFB, or if the actual number of overnight guests exceeds the estimated number of guests specified in this RFB and bidder cannot provide lodging for the additional overnight guests, bidder shall explain how it will deal with the overflow of guests. See paragraph “Room Overflow.”

Catering

Bidder shall serve full breakfast, morning and afternoon coffee breaks and lunch. Breakfast and lunch must offer a choice of hot and cold buffet or plated lunch/dinner, as well as vegetarian and kosher dishes, and include beverages and desserts. The morning coffee break, each day, will consist of assorted breakfast breads, sliced fruit, coffee, tea, and brewed decaf coffee. An afternoon break will also be served on October 8th only and will consist of hot and cold beverages as well as an assortment of cookies and fruit.

Meeting Space

The meeting space must be available on October 8th and 9th, with exclusive access to the UCS judges, personnel, and invited guests.

- a) Bidder shall provide one large meeting room/ballroom ("Large Meeting Room") with sufficient space to comfortably hold three hundred (300) people for a general session and two hundred and fifty (250) to three hundred (300) people for breakfast and lunch. For the general session, the Large Meeting Room shall be set in crescent (3/4) rounds or 3/4 rectangular pods and it shall provide space for a dais and a performance area. AV equipment and services shall be provided during the general session as well as during lunch.
- b) A public space outside the Large Meeting Room must be available for a registration set up of six (6) six-foot (6 ft.) tables and ten (10) chairs; this table set-up must be available throughout the program and one hour before the program begins and one half hour after the end of the program each day.
- c) Bidder shall also provide five (5) separate breakout rooms holding a minimum of fifty (50) people each during all times that the program is in session and, in addition, for one hour before the program begins and one half hour after the end of the program each day. No separate registration table set-ups are needed outside the break-out rooms.
- d) All meeting spaces will be set in crescent (3/4) rounds or 3/4 rectangular pods with enough space for a panel of six (6) to ten (10) presenters. There will also be audio-visual setups including flipcharts and tables in the back of the room(s) to display seminar materials.
- e) Walls and folding dividers between meeting rooms shall provide sound suppression.
- f) Free internet access must be available at registration and in all meeting rooms.

Program Coordination

Bidder shall designate one professional from the hotel's convention services department to handle and oversee all aspects of the program. Bidder shall provide radio contact with the convention services department professional or designee at all times during the program. Bidder shall provide a banquet order to confirm arrangements two weeks in advance of the seminars.

Pre-Event Meeting

A pre-event meeting will be held prior to the seminar (date TBD) and must include the heads of all appropriate hotel departments that would be involved in the program.

Printing

Bidder shall provide large volume printing services on an emergency basis. Bidder shall quote its printing rate on a per copy basis.

Office Space

Bidder shall provide the UCS/OCA with an office of sufficient size to accommodate twenty (20) people from 10/7 to 10/9, for the duration of the program.

Storage

Bidder shall provide the UCS/OCA with the exclusive use of space for storing and sorting of seminar materials one full day in advance of the program, that is on 10/7, and on 10/8 and 10/9, 2015, for the duration of the program. This storage space shall be at least 100 square feet.

Audio-visual

Bidder shall provide audio-visual equipment and services for 1.5 days as follows:

- A projection package for each meeting room
- Facility sound system, mixers, sound patches, and technicians to cover all meeting rooms
- A total of thirty-six (36) wireless lavalier mics to be used across all meeting rooms (Up to thirty (30) of which will be dedicated to the large room during plenaries and shared across rooms during breakout sessions)
- A total of twelve (12) handheld wireless mics to be used across all meeting rooms (Up to six (6) of which will be dedicated to the large room during plenaries and shared across rooms during breakout sessions)
- A podium with mic for each meeting room, six (6) total
- Flip charts with easels in each meeting room

- Additionally, bidder shall provide audio-visual services at lunch during the first meeting day.

Bidder and the audio-visual provider shall allow the UCS to move the microphones from meeting room to meeting room as needed.

Room Overflow

Bidder shall provide all of the meeting space at bidder's hotel. If the bidder cannot accommodate 100% of the estimated number of guests specified in this RFB, or if the actual number of overnight guests exceeds the estimated number of guests specified in this RFB and bidder cannot provide lodging for the additional overnight guests, bidder shall explain how it will deal with the overflow of guests.

Any overflow hotel shall be subject to the prior written approval of UCS. The overflow facility shall be within the bid zone as defined in paragraph "Location." Any rooms at an overflow hotel shall be at the same terms and conditions, including pricing, as bid on the RFB's pricing sheets.

Security

Awarded vendor shall provide access to UCS security personnel before and during the program.

III. The RFB/RFP PROCESS: GENERAL SPECIFICATIONS

Note to Bidders

1. Attachment I - Standard Request for Bid Clauses & Forms and Attachment IV - Procurement Lobbying Law required forms

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, and Attachment IV - Disclosure of Prior Non-Responsibility Determination (UCS 420) as well as Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423) pursuant to the Procurement Lobbying Act, which must be downloaded or printed from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part of this solicitation.

2. Attachment III - Vendor Responsibility Questionnaire

The NYS Unified Court System (UCS) is required to conduct a review of a prospective contractor to provide reasonable assurances that the vendor is responsible. The required Vendor Responsibility Questionnaire is designed to provide information to assist UCS in assessing a

vendor's responsibility prior to entering into a contract with the vendor. Vendor responsibility is determined by a review of each prospective contractor's legal authority to do business in New York State, business integrity, financial and organizational resources, and performance history (including references).

The UCS recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. However, vendors may choose to complete a paper questionnaire and submit it with their proposal.

Online Questionnaire: To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. Vendors must provide their New York State Vendor Identification Number when enrolling (see paragraph headed 'New York State Vendor File Registration' for instructions on obtaining a Vendor Identification Number.) For VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Bidders who file the Vendor Responsibility Questionnaire online via the OSC VendRep System are requested to checkmark the appropriate box on the Document Enclosure Checklist. Please note that online submissions must be certified and dated/updated not more than six (6) months prior to the bid opening date of this RFB/RFP. Bidders' authorized signature of the RFB/RFP form will serve as confirmation that bidders have knowingly filed their questionnaire online if the paper questionnaire is not included with the bidder's submission.

Paper Questionnaire: Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the UCS or the Office of the State Comptroller's Help Desk for a copy of the paper form.

3. New York State Vendor File Registration

Prior to being awarded a contract pursuant to this solicitation, the bidder(s) must be registered in the New York State Vendor File (Vendor File) administered by the OSC. This is a central registry for all vendors who do business with New York State agencies and the registration must be initiated by a State agency. Following the initial registration, a unique New York State ten-digit vendor identification number (Vendor ID) will be assigned to vendors for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage certain vendor information in one central location for all transactions related to the State of New York.

If the bidder is already registered in the Vendor File, the vendor must enter the vendor's ten-digit Vendor ID on the first page of this bid document.

If the bidder is not currently registered in the Vendor File, upon award of a contract the Bidder must complete the OSC Substitute W-9 Form (http://www.osc.state.ny.us/vendors/forms/ac3237_fe.pdf) and submit the form to UCS. **The UCS will initiate the vendor registration process** for the awarded contractor. Once the process is initiated, awarded contractor will receive an e-mail identifying their unique ten-digit Vendor ID and instructions on how to enroll in the online Vendor Self-Service application. For more information on the Vendor File please visit the following website:
http://www.osc.state.ny.us/vendor_management/.

Online RFB/RFP Package : Disclaimer

Bidders accessing any UCS/OCA solicitations and related documents from the New York State UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Bid Response/Proposal: Original and Copies

Bidders shall submit all the following required **original RFB/RFP documents**: Bid/Proposal; Executed RFB/RFP Form; Attachment I - pages 3, 4, of 10; Attachment III - Vendor Responsibility Questionnaire (questionnaire may be filed electronically with OSC); Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420, Affirmation of Understanding and Agreement UCS 421as well as Termination Clause UCS 423; proof of Workers' Compensation and Disability Benefits insurance coverage (See "Insurance Requirements"); and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist. Complete the paperwork on the forms provided with this solicitation unless otherwise requested. Do not retype or amend any portion of this solicitation. Failure to provide all original documents and the requested number of copies may result in disqualification of a bidder's response.

Binding Nature of Bid/Proposal on Bidders

All bids/proposals shall remain binding on bidders until such time as OCA provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Estimated Quantities

Any quantities specified in this solicitation constitute estimates only, and accordingly no commitment or guarantee to reach any specified volume of business is made or implied.

Compliance with Laws

Awarded contractor(s) must comply with all applicable federal, state and local laws, rules and regulations, including but not limited to, fire, health and safety codes, prior to and during the provision of all services under the contract resulting from this RFB/RFP.

Independent Contractor Status

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and Workers' Compensation insurance of the awarded contractor or any of its employees or subcontractors.

Rejected and Unacceptable Bids/Proposals

UCS reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or performance of any contract; or who have previously defaulted on any contractual obligations, (as contracting party, surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York, who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts, whose proposal is incomplete or otherwise non-responsive in any material respect, or who are found to be non-responsible based on any of the criteria specified in the section headed 'Responsible Bidder'.

UCS also reserves the right to reject any bidder: (i) whose facilities and/or resources are, in the opinion of OCA, inadequate, too remote from the UCS locations to render services in a timely manner in accordance with all requirements of this solicitation; (ii) who does not provide references in accordance with the bid specifications, or whose references report significant failure to comply with specifications; or (iii) who are otherwise, in the opinion of OCA, unable to meet specifications.

Responsible Bidder

A bidder shall be defined as "responsible" in accordance with, but not limited to, references, past performance history, financial stability, the criteria set forth in paragraph 2 of the General

Specifications (Attachment III-Vendor Responsibility Questionnaire), and the criteria set forth in the paragraph headed "Rejected and Unacceptable Bids/Proposals" as well as any other criteria necessary and reasonable to establish the bidder's responsibility.

Clarification/Correction of Bids/Proposals

In addition to any rights articulated elsewhere in this solicitation, UCS reserves the right to require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of a bidder's proposal and/or to determine a bidder's compliance with the requirements of this solicitation. This clarifying information, if required in writing by UCS, must be submitted by the bidder, in accordance with formats as prescribed by UCS at the time said information is requested and, if received by the due date set forth in UCS's request for clarification, shall be included as a formal part of the bidder's proposal. Clarifying information, if any, whether provided orally, visually or in writing will be considered in the evaluation process. Failure to provide required information by its associated due date may result in rejection of the bidder's proposal. Nothing in the foregoing shall mean or imply that it is obligatory upon UCS to seek or allow clarifications or corrections as provided for herein.

Indemnity

Awarded contractor shall indemnify, defend and hold harmless UCS, its officers and employees from and against any and all claims, causes of action, damages, costs, liabilities and expenses of any kind (including reasonable attorney's fees and the cost of legal defense) which UCS may incur by reason of: (i) awarded contractor's breach of any term, provision, covenant, representation or warranty contained in the contract awarded as a result of this bid; (ii) any act, omission, negligence or intentional misconduct of awarded contractor or its employees, subcontractors, agents, volunteers or of other persons under its direction and control; (iii) awarded contractor's performance or failure to perform under the contract; and (iv) enforcement by UCS of the awarded contract or any provisions thereof.

Insurance Requirements

Awarded contractor shall be required to maintain during the term of the contract, including any renewal terms, at their own cost and expense:

1. Workers' compensation and disability benefit insurance coverage as required under NYS law. **Each vendor must provide with its proposal proof of such workers' compensation and disability benefits insurance coverage or, if it is legally exempt from such coverage, proof of exemption.** Vendor must obtain the appropriate Workers Compensation Board forms from its insurance carrier or licensed agent, or must follow the procedures set forth by the Workers' Compensation Board for obtaining an exemption from coverage. See Workers' Compensation Board website at <http://www.wcb.ny.gov> under "Forms" for a manual listing required forms and procedures. Any questions regarding workers' compensation coverage requirements or

debarments should be directed to:

Workers' Compensation Board
 Bureau of Compliance
 (518) 462-8882
 (866) 298-7830

Only the following forms will be accepted:

Proof of Workers' Compensation Coverage

- **Form C-105.2** - Certificate of Workers' Compensation Insurance issued by private insurance carriers; or
- **Form U-26.3** issued by the State Insurance Fund; or
- **Form SI-12** - Certificate of Workers' Compensation Self-Insurance; or
- **Form GSI-105.2** - Certificate of Participation in Workers' Compensation Group Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

Proof of Disability Benefits Coverage

- **Form DB-120.1** - Certificate of Disability Benefits Insurance, or
- **Form DB-155** - Certificate of Disability Benefits Self-Insurance; or
- **Form CE-200** - Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage.

On forms that have a space for a certificate holder to be listed, the carrier must enter:

NYS Unified Court System
 Office of Court Administration
 25 Beaver Street, Room 850
 New York, NY 10004

The insurance carrier will notify the certificate holder if a policy is canceled.

Please note: An ACORD Certificate of Insurance is not acceptable proof of NYS workers' compensation or disability benefits insurance coverage.

For additional information regarding worker's compensation and disability benefits requirements, please refer to the New York State Workers' Compensation Board website at: <http://www.wcb.ny.gov> under "Employers/Businesses."

2. Commercial General Liability Insurance (bodily injury and property damage on an occurrence basis), contractual and products/completed operations liability coverage, and auto liability with minimum limits as follows:

Bodily Injury and Property Damage	\$1 million, per occurrence, \$2million, aggregate
Personal Injury and Advertising:	\$1 million aggregate
Contractual and Products/Completed Operations	\$2 million aggregate

Auto Liability, Combined single limits	\$1 million
---	-------------

Commercial General Liability insurance coverage shall be obtained from commercial insurance carriers licensed to do business in the State of New York.

Confidential/Proprietary Information:

If applicable, bidders should specifically identify those portions of the proposal deemed to contain confidential or proprietary information or trade secrets, and must provide justification why such material, upon request, should not be disclosed to parties other than UCS. Bidders are advised that any material deemed confidential by bidder may still be subject to disclosure in connection with any governmental or judicial proceeding or inquiry or as may be required by applicable law, including but not limited to Article 6 of the New York Public Officers Law (Freedom of Information Law). Such confidential/proprietary information must be easily separable from the non-confidential sections of the proposal.

Termination

Early termination of the contract for cause may result in, among other consequences, all remedies available to UCS and New York State, the awarded contractor both being declared non-responsible by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller's guidelines on vendor responsibility and in the contractor's removal from the UCS/OCA's bidders list for future solicitations.

Implied Requirements

Products and services that are not specifically requested in this solicitation, but which are necessary to provide the functional capabilities proposed by the bidder, shall be included in the offer except as specified herein.

Silence of the Specifications

The apparent silence of the specifications contained as part of this package as to any detail or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

BID RESPONSE FORM

All rates must be quoted on a per unit basis and they must include any service charge. UCS is tax exempt. When bidder does not charge for any specified item, it shall indicate "N/C" or "No charge" on the appropriate line. The UCS will not pay for any charges that are not included in bidder's rate. Unit price will prevail.

	Unit rate		Cost
Lodging:			
Single/double occupancy			
10/7	\$ _____	x 225 rooms	= \$ _____
10/8	\$ _____	x 225 rooms	= \$ _____

Catering			
Full breakfast			
10/8	\$ _____	x 250 ppl	= \$ _____
10/9	\$ _____	x 250 ppl	= \$ _____
AM coffee break			
10/8	\$ _____	x 250 ppl	= \$ _____
10/9	\$ _____	x 250 ppl	= \$ _____
PM coffee break			
10/8	\$ _____	x 250 ppl	= \$ _____
Hot and cold buffet lunch			
10/8 Regular	\$ _____	x 200 ppl	= \$ _____
Kosher	\$ _____	x 25 ppl	= \$ _____
Vegetarian/gluten free	\$ _____	x 25 ppl	= \$ _____

BID RESPONSE FORM

Meeting Space/Room Rental	Rate per day	x	Days	=	Cost
One (1) Large Meeting Room	\$ _____	x	1.5	=	\$ _____
Five (5) breakout rooms	\$ _____	x	1.5	=	\$ _____
One (1) office	\$ _____	x	3	=	\$ _____

Audio-visual Equipment and Services:

6 podiums with mics per day	\$ _____	x	1.5	=	\$ _____
6 projection packages per day	\$ _____	x	1.5	=	\$ _____
6 standard wireless mic system per day	\$ _____	x	1.5	=	\$ _____
12 handheld mics per day	\$ _____	x	1.5	=	\$ _____
36 wireless lavalier mics per day	\$ _____	x	1.5	=	\$ _____
Sound system, patches, and mixers	\$ _____	x	1.5	=	\$ _____
Technician(s)	\$ _____	x	1.5	=	\$ _____

Miscellaneous

Storage	\$ _____	x	3	=	\$ _____
Photocopying	\$ _____/copy	X	1,000	=	\$ _____
Printing	\$ _____/copy	X	1,000	=	\$ _____

Total Cost of Seminar: \$ _____

Hotel/Conference Facility Name : _____

Authorized Officer's Name and Title: _____

Signature : _____ Date: _____

THIS PAGE IS INTENTIONALLY BLANK