

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

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

Office of Court Administration
 25 Beaver Street, Room 840
 New York, NY 10004

Direct Inquiries to: **Floyd Stewart**
 Telephone No.: **(212) - 428 - 2519**
 Email: **fstewart@courts.state.ny.us**

Price to include delivery to (describe exact location and method of delivery)

Per attached RFB/RFP Specifications

Bid Number: RFB# OCA/HR-145	Commodity Group: CONFERENCE SERVICES
Issue Date: 06/30/2008	
Opening Date: 07/22/2008	Commodity Name: Non Judicial Seminars - 2008
Time: 3:00 PM	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p><u>UCS ATTACHMENTS I, III AND IV</u> ATTACHED & INCORPORATED HEREIN.</p>	<p>Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, 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 response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

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

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

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

RESPONSES 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 Email Address	

DOCUMENT ENCLOSURE CHECKLIST

___ Pricing sheet - the pricing sheet must be included in bidder's proposal. Failure to do so will 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 Form with original signature
- ___ Attachment I, p.3 - Non-Collusive Bidding Certificate
- ___ Attachment I, p.4 - Corporate Acknowledgment
- ___ Attachment III - Vendor Responsibility Questionnaire
 - paper questionnaire or
 - questionnaire file online via OSC VendRep System
- ___ Attachment IV - Procurement Lobbying Forms
 - Disclosure of Prior Non-Responsibility Determination (UCS 420)
 - Affirmation of Understanding and Agreement (UCS 421)
 - Termination Clause (UCS 423)
- ___ List of at least three (3) references (names, contacts, addresses, phone numbers, emails)
- ___ Menus and price lists
- ___ Original bid response + five (5) complete copies
- ___ 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.

Company Name: _____

Authorized Officer's Name and Title:

Signature: _____ Date: _____

*** GENERAL SPECIFICATIONS ***

I. The RFB/RFP Process

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 New York State Unified Court System (hereafter "UCS"), Office of Court Administration (hereafter "OCA") 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).

Bidders are invited to file the required Vendor Responsibility Questionnaire online via the New York State VendRep System or may choose to complete and submit a paper questionnaire. To enroll and use the New York State VendRep System, see the VendRep System Instructions available at www.osc.state.ny.us/vendrep or go directly to the VendRep System online at <https://portal.osc.state.ny.us>. For direct VendRep System user assistance, the OSC Help Desk may be reached at 866-370-4672 or 518-408-4672 or by email at helpdesk@osc.state.ny.us. Vendors opting to file a paper questionnaire can obtain the appropriate questionnaire from the VendRep website www.osc.state.ny.us/vendrep or may contact the Unified Court System or the Office of the State Comptroller for a copy of the paper form. 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. Bidders' authorized signature of the RFB/RFP Form will serve as confirmation that bidders have knowingly filed their questionnaire online.

Online RFB/RFP Package: Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS/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.

Questions:

Questions may be addressed **in writing only**, by email or by fax, to:

Floyd Stewart
Senior Court Analyst
Office of Court Administration
25 Beaver Street, Room 840
New York, NY 10004
Fax: (212) 428-2872 Email: FSTEWART@courts.state.ny.us

No questions will be accepted after 5:00 pm, on July 10, 2008. All questions will be individually answered in writing. In addition a Questions and Answers (Q & A) sheet with all questions received and their answers will be posted on the UCS website.

Important: All questions regarding this solicitation must be 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/OCA, 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.

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 and 4 of 10; Attachment III - Vendor Responsibility Questionnaire (checkmark the appropriate box for paper questionnaire or online submission, in Documents Enclosure Checklist); Attachment IV - Disclosure of Prior Non-Responsibility Determinations (UCS 420) Affirmation of Understanding and Agreement (UCS 421) and Termination Clause (UCS 423); and any other required documentation, brochures, samples, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

Binding Duration of Bid/Proposal on Bidders:

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

Packaging, Identifying and Delivering of Bids/Proposals:

Bidders may **not** submit their bid/proposal responses online.

All bid/proposal submissions must be securely contained in a sealed package or carton and **clearly labeled** in large block letters on two sides as follows:

Deliver immediately to Floyd Stewart, Room 840
Sealed bid - Do not open
OCA/HR-145 due 07/22/08 at 3:00 P. M.

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

Floyd Stewart
Senior Court Analyst
NYS Office of Court Administration
25 Beaver street, R-840
New York, NY 10004

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 the bid/proposal must be received by the above-named UCS/OCA designated person by July 22, 2008 no later than 3:00 P.M., or the bid will be declared a "late bid" and will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bid:

Bidders are requested to send a no-bid letter to UCS/OCA, attn: Floyd Stewart, 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: UCS/OCA/HR-145.

Rejected and Unacceptable Proposals:

The UCS/OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation. In addition, UCS/OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as 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; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

II. RFB # OCA/HR-145

Purpose and Scope:

The UCS/OCA, on behalf of its Human Resource Department, is soliciting sealed bids to establish a single purchase order for conference services in the White Plains/Tarrytown, NY, area to include lodging, catering, meeting space, and miscellaneous services for a two (2)-day Non-Judicial Seminar to be held November 5 - 7, 2008.

Quality of facility:

The facility's location, design, furnishings, features, organization of space, cleanliness and professionalism of staff must be appropriate for professionals at the top corporate executive level. Renovations/constructions will not be permitted during the Seminar.

Site Visits:

The UCS/OCA will conduct a site visit as part of its evaluation of bid responses to verify that bidders' hotels/facilities meet all the requirements stated in the general and detailed specifications. The UCS/OCA will also conduct one or more site visits to the awarded vendor between its selection of a facility and the beginning of the program to ensure that the quality of services and the physical condition of the hotel/facility are maintained.

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 at any time between the award of the purchase order and the beginning of the program.

Purchase Order(s):

UCS/OCA will issue a purchase order to the awarded contractor, subject to the Office of the State Comptroller's approval.

Estimated Quantities:

Any quantity specified in this RFB/RFP constitutes an estimate only and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied.

Rates and Charges:

Bidders shall quote their prices on a rate per unit basis, i.e. per room, per person, etc. Rates shall not exceed state rates for the geographic area. All rates quoted must include the service charge(s) if any. Bidders must specify which services are subject to service charge(s) and indicate the applicable percentage(s). All rates and charges must not include sales tax as the UCS/OCA is tax exempt. Bidders must include all charges for each required service and note any services that will be offered on a complimentary basis. Any charges not included in the bid response will not be compensable.

Menus and Price Lists:

Bidders must attach their official menus and price lists to the Bid Sheet. These menus and price lists must reflect same prices as those quoted. Discrepancies in prices between the different documents may disqualify bidder's response.

Method of Award:

The award for the Non-Judicial Seminar - 2008 will be made to a responsible bidder submitting the lowest dollar cost for the services specified in this solicitation. Lowest dollar cost shall be defined as the lowest "Total Cost of Seminar" quoted by bidders on the Bid Sheet. In case of the bidder's miscalculation, rate per unit will prevail.

Classification of a bidder as a "responsible" bidder shall be determined by the bidder's compliance with these specifications, performance history, and any other criteria necessary and reasonable to establish the bidder's responsibility.

Payments:

The awarded vendor must provide a master invoice for all charges. Payment will be made by direct invoice 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/OCA will not consider any bid responses that require advance payment or a deposit. In the event of late payment by UCS/OCA, vendor shall be entitled to interest as specified in Article XI-A of the State Finance Law.

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 the 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 the 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.

Compliance with Laws:

The awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations, including the fire, health and safety codes. The awarded vendor must be in full compliance with all public accommodations requirements of the American with Disabilities Act (ADA), as necessary to provide goods and services to individuals. This compliance requirement extends to the period prior to and during the provision of all services under the purchase order resulting from this solicitation.

Security:

The awarded vendor shall provide access to Unified Court System's Security Personnel before and during the program.

Termination Pursuant to Procurement Lobbying Act

UCS shall have the right to terminate the agreement between the awarded vendor and UCS upon thirty (30) days prior written notice in the event that it is found that Bidder's/Vendor's certification regarding Bidder's/Vendor's disclosure of prior determinations of non-responsibility, as required by the Procurement Lobbying Act (State Finance Law §139-k), was intentionally false or intentionally incomplete.

****** DETAILED SPECIFICATIONS ******

Location:

The hotel/conference facility must be located in the White Plains /Tarrytown, NY, area. It should be close to all major highways and accessible by a regional airport and public transportation service.

Lodging:

Bidder shall provide forty (40) rooms the evening of November 5, 2008 and four hundred (400) rooms the evening of November 6, 2008, for a total of approximately four hundred and forty (440) rooms, single or double occupancy. Bidder shall hold the guest room block exclusively for the Non-Judicial Seminar - 2008.

Catering:

Bidder shall provide an AM coffee break consisting of regular and decaf coffee, tea, fruit, bread/cake products, etc. and a PM coffee break consisting of regular and decaf coffee, tea, soda, fruit, cookies/brownies, snacks, etc., as well as continental breakfast, hot and cold buffet group luncheon and dinner, with a minimum of twenty five (25) kosher and vegetarian meals, for approximately four hundred (400) attendees each day. AM and PM coffee breaks, as well as lunch are required on November 6 and

7, breakfast is required on November 7 only and dinner is required on November 6 only. Bidder shall dedicate space exclusively for the use of PSC Judicial Symposium participants for all meals.

Meeting Space:

The meeting space must be available on November 6 and 7, 2008, with exclusive access restricted to the UCS judges, personnel and attendees only. Bidder must provide a large meeting room with sufficient space to comfortably hold approximately four hundred (400) people for a general session set classroom style. This large meeting room will be used exclusively for the general session. The general session meeting room should not be divided and used as breakout rooms due to the noise level and activity of displays being set up. Bidder must provide a minimum of six (6) additional and separate breakout rooms to hold the following number of attendees:

- one (1) breakout room to hold approximately one hundred and fifty (150) people
- one (1) breakout room to hold approximately seventy five (75) people
- three (3) breakout rooms to each hold approximately fifty (50) people and
- one (1) breakout room to hold approximately twenty five (25) people.

Bidder shall provide a meeting room to hold approximately one hundred and fifty (150) people for the night of November 6, 2008.

All function space must be set classroom/schoolroom style with enough space for a panel of four (4) to six (6) presenters, podium and audiovisual setups. Bidder shall provide separate space for lunch service and seating.

Bidder shall provide public space to install three (3) separate registration areas, each to be set up with approximately four (4) six foot (6 ft.) tables and chairs. The awarded vendor shall, upon request, provide a telephone installation in each registration area with outside service, as well as photocopy and fax (with both incoming and outgoing) capabilities.

Program Coordination:

Bidder shall designate one professional from the 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 Seminar.

Pre-Event Conference:

UCS/OCA personnel will meet with the selected vendor to finalize all arrangements.

Parking:

Bidder shall provide parking for all attendees, faculty, and staff.

Photocopying/Printing:

The UCS/OCA may request, that the selected vendor provide large volume photocopying/printing services at anytime (i.e. last minute, urgent or as needed requests).

Office Space:

Bidder shall provide an office accommodating ten (10) people for four (4) days beginning on Tuesday, November 4, 2008 and throughout the duration of the Seminar.

Storage:

Bidder shall provide UCS/OCA with the exclusive use of space for storing and sorting of seminar materials and audiovisual equipment, for one full day in advance of the program and for the duration of

the program. This storage space shall be in close proximity to the meeting rooms.

Audiovisual:

Bidder shall provide the standard audio visual equipment and services, including multiple screens, LCD projectors, overhead projectors, flip charts and pads, easels, extension cords and surge protectors, and table, stand up and lapel microphones with wireless connections. However, The UCS/OCA may provide its own audio visual equipment and services through a UCS contractor. Bidder shall waive any and all fees/charges for using A/V services other than those supplied by bidder.

Internet:

Internet access should be available throughout the conference facilities including guest rooms, registration areas and all meeting rooms.

Bid Sheet

All rates to be quoted on a rate per unit basis and to include any service charge. Percentage service charge to be indicated in the appropriate column. Rates are not to exceed state rates for the geographic area. UCS/OCA is tax exempt. If there is no charge for any specified items, bidder shall indicate N/C in the appropriate area.

	% service charge	Rate per room x	Total # rooms	=	Cost \$
Lodging					
(1 night 11/5/08 @ 40 rooms 1 night 11/6/08 @ 400 rooms)					
(Per night, per person; single or double occupancy)	_____	\$_____ x	440	=	\$_____

Catering	Rate per person	Total # people			
11/6 - 7/08: <u>2 days @ 400 ppl. ea.</u>					
AM Coffee Break	_____	\$_____ x	800	=	\$_____
PM Coffee Break	_____	\$_____ x	800	=	\$_____
Hot and Cold Buffet Lunch	_____	\$_____ x	800	=	\$_____

11/7:					
Hot					
Continental Breakfast	_____	\$_____ x	400	=	\$_____

11/6:					
Group Dinner:	_____	\$_____ x	400	=	\$_____

Meeting Space/ Room Rental	Rate/day/room x	Days	=	Cost
General Session:				
1 room - 400 ppl	\$_____	x 2	=	\$_____
Breakout Room:				
1 room -150 ppl	\$_____	x 2	=	\$_____
1 room - 75 ppl	\$_____	x 2	=	\$_____
3 rooms - 50 ppl each	\$_____	x 3 x 2	=	\$_____
1 room - 25 ppl	\$_____	x 2	=	\$_____
Meeting room - 150 ppl -night 11/6	\$_____		=	\$_____
Breakfast Area	\$_____	x 1	=	\$_____
Lunch Area	\$_____	x 2	=	\$_____
Dining Area	\$_____	x 1	=	\$_____

Bid Sheet

Parking _____ \$ _____/car
(Quote will not be computed in Total Cost)

Miscellaneous

	% service	charge	Rate/day	x	Days	=	Cost
Office		_____	\$ _____	x	4	=	\$ _____
Storage		_____	\$ _____	x	3	=	\$ _____
			Rate/phone/ day	x	Days	=	Cost
Telephone (one)		_____	\$ _____	x	2	=	\$ _____
			Rate/copy	x	Est. Volume (copies)	=	Cost
Photocopying/Printing		_____	\$ _____	x	1000	=	\$ _____
			Rate/fax	x	Est. Volume (faxes)	=	Cost
Faxes (incoming/outgoing)		_____	\$ _____	x	10	=	\$ _____
Internet						=	\$ _____

Other

(Identify any charges not listed above including any service charges)

Total Cost of Seminar \$ _____

Hotel/Conference Facility Name:

Authorized Officer's Name and Title:

Signature: _____ Date: _____