

**UNITED STATES PROBATION OFFICE  
FOR THE DISTRICT OF CONNECTICUT**

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**REQUEST FOR QUOTATION (RFQ)**

RFQ #16-2543-0002  
April 23, 2016

The United States Probation Office for the District of Connecticut requests a quotation, **stated in a per person format**, for the following services to be provided over three days and two nights, Wednesday to Friday, September 21-23, 2016 for 55 persons.

1. *Lodging*

55 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 2<sup>nd</sup> and 3<sup>rd</sup> 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, iced tea.

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

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

3. *Meeting Room*

A meeting room (with air conditioning and heating) configured to seat 55 people; 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.

4. *Other Costs*

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

5. *Dates*

If a Wednesday to Friday stay is not available, please provide quote for available 2-night, 3-day time segment for Tuesday to Thursday, September 20-22, 2016.

6. *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 April 27, 2016.

Questions:

1. Questions regarding this RFQ should be addressed to:

Sandra L. Hunt  
Supervising U.S. Probation Officer  
915 Lafayette Blvd., Room 200  
Bridgeport, CT 06604  
Phone: 203-773-2522  
Fax: 203-579-5571  
Email: [sandra\\_hunt@ctp.uscourts.gov](mailto:sandra_hunt@ctp.uscourts.gov)

Conditions, Provisions, Clauses:

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

## HOTEL / VENUE CONTRACTS

RFQ #  
April 23, 2016

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