

UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII
PROBATION OFFICE

January 11, 2016



S. MATA

Chief U.S. Probation Officer

JONATHAN K. SKEDELESKI

Deputy Chief U.S. Probation Officer

Room 2300
300 Ala Moana Boulevard
Honolulu, Hawaii 96850-0001
Tel: (808) 541-1283
Fax: (808) 541-1345

RE: 2016 OFF-SITE STAFF RETREAT FOR THE OFFICES OF
US PROBATION and PRETRIAL SERVICES,
DISTRICT OF HAWAII
April 3 - 4, 2016
REQUEST FOR QUOTATION NO. 2016-01

This is a Request for Quotation (RFQ) for meeting and lodging rooms for the 2016 Off-Site Staff Retreat for the offices of U.S. Probation and Pretrial Services, to be held on April 3 - 4, 2016.

The requirements for our Off-Site Staff Retreat are specified on the attached RFQ. Your quotation shall include a tentative hold on the lodging and meeting rooms for a 30-day period starting from the response due date of January 15, 2016. An on-site visit to your property may be scheduled to view your lodging and meeting facilities prior to a selection being made.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. All RFQs must be received in our office NO LATER THAN 4:30 P.M., FRIDAY, JANUARY 15, 2016, by email or fax at 541-1345.

Please call Denise Kawada, Procurement Specialist, at 541-1286 if you have any questions concerning this RFQ. Thank you in advance for your interest in hosting our function.

Sincerely,

FELIX MATA
Chief U.S. Probation Officer

FM/dk
Attachments

REQUEST FOR QUOTATION NO. 2016-01
2016 OFF-SITE STAFF RETREAT FOR THE
OFFICES OF U.S. PROBATION & PRETRIAL SERVICES
April 3 - 4, 2016

PROPERTY:

CONTACT:

SUBMITTED BY: _____
(SIGNATURE): _____

NAME/TITLE: _____

/__ / We do not wish to participate.

Comments: _____

PLEASE COMPLETE AND RETURN TO THE U.S. PROBATION OFFICE NO LATER THAN 4:30 pm, JANUARY 15, 2016, either by fax at 541-1345 or email at denise_kawada@hip.uscourts.gov

REQUIREMENTS:

Vendor's quotation shall tentatively place a hold on the lodging and meeting rooms as specified below and shall be effective through February 17, 2016. The information provided by the vendor will be incorporated in the agreement (sample attached).

A. ROOM RATE/RESERVATION FOR April 3, 2016 (SUNDAY)

We require no more than 55 sleeping rooms/night (check in on Sunday, April 3, 2016; check out on Monday, April 4, 2016) at the lowest single rate available for up to 55 employees (one night) and two large suites (for approximately 10 to 15 people per suite) for April 3, 2016. Please note that the U.S. Probation Office cannot guarantee a minimum number of reserved nights.

The lowest rate for a standard single/double occupancy guest room is \$ _____ plus \$ _____ tax. Maximum occupancy per room is _____ people. A charge of \$ _____ plus \$ _____ tax is added for each additional adult person occupying the room. Children 18 and under are free of charge. The lowest rate for a suite to hold approximately 10 to 15 people is \$ _____ x 2 suites = \$ _____. The hotel resort fee is \$ _____.

A rooming list will be completed by the U.S. Probation Office which will contain each guest's name, arrival/departure date, and bed size preferences, and any special needs. This list will be provided to the hotel by _____. Cut-off date in order to secure reservations and group rate: _____.

The hotel shall provide overnight parking at a rate of \$ _____ per day (including tax).

B. INDIVIDUAL CANCELLATION/EARLY DEPARTURE

Individual reservations will be made by the guests' credit card. Reservations must be cancelled _____ hours prior to the intended date of arrival to avoid cancellation charges (one night's room). The hotel will provide a cancellation number for each canceled reservation.

Guests will have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges.

C. GUEST CHECK-IN/CHECK OUT PROCEDURE

Rooms shall be available for check-in after _____. Check-out time is _____. If rooms are not available when guests arrive, the hotel shall store their luggage. The hotel shall also store luggage for guests who require delayed departure.

D. MEETING/BANQUET ARRANGEMENTS

Meeting Rooms/Audio Visual Equipment: The hotel shall provide the following meeting rooms on Sunday, April 3, 2016, from 8:00 a.m. to 6:00 p.m., and Monday, April 4, 2016, from 8:00 a.m. to 5:00 p.m. The large meeting room shall be equipped with a podium, microphone, tables and chairs arranged in a style conducive to a professional presentation.

The meeting room should be large enough to accommodate breakout group meetings in addition to providing a sense of privacy (i.e., sliding doors or some type of paneling that will eliminate or minimize the volume of ongoing discussions) and a lunch buffet for the entire staff.

How many groups can be accommodated? _____