

**Request for Quotation**

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| **For:** | Conference, Banquet and Hotel Rental and Services Event Date: September 18-20, 2019 (setup 9/17/19 PM) |

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| **Event** | **Date** | **Time** |
| **Request for Quote Due Date** | September 16, 2019 | 9:00 AM |

Request For Quote Issued By:

State of New Jersey

New Jersey Judiciary

Administrative Office of the Courts

Trenton, NJ 08625

Date: September 13, 2019

# INFORMATION FOR BIDDERS

**NOTICE: *The Bidder is advised to thoroughly read all sections and follow all instructions contained in this Request for Quote (RFQ) before preparing and submitting its Quote.***

## 1.1 PURPOSE AND INTENT

This RFQ is issued by the New Jersey Judiciary (Judiciary), Administrative Office of the Courts (AOC). The purpose of this RFQ is to solicit quotes to acquire conference space and services for an event on September 18-20, 2019 for 90 attendees. Set-up for this event will occur on the evening of September 17, 2019. The bidder must be centrally located in NJ and able provide services as stated in the Scope of Work.

The State of NJ Standard Terms and Conditions (SSTC) will apply to all Contracts made with the State of New Jersey. These terms are in addition to the terms and conditions set forth in this RFQ and should be read in conjunction with them unless the RFQ specifically indicates otherwise.

### SUBMISSION OF QUOTES

In order to be considered for award, the Quote must be received by 9:00 AM on September 16, 2019 [AOCRFQ.Mailbox@njcourts.gov](mailto:AOCRFQ.Mailbox@njcourts.gov)

**QUOTES NOT RECEIVED PRIOR TO THE QUOTE DEADLINE SHALL BE REJECTED.**

# 2.0 DEFINITIONS

## 2.1 STANDARD DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

**Bidder** – An entity offering a Quote in response to the Using Agency’s RFQ.

**Breakout Room** – secondary conference room used for smaller group meetings to be used

concurrent with general assembly room.

**Event Organizers** – Denotes the staff with the New Jersey Judiciary responsible for putting this event together.

**General Assembly Room** – main conference room or area that will adequately fit requested

number of attendees and agreed-upon accommodations.

**May** **–** Denotes that which is permissible or recommended, not mandatory.

**Must –** Denotes that which is a mandatory requirement.

**Shall** – Denotes that which is a mandatory requirement.

**Should** – Denotes that which is permissible or recommended, not mandatory.

**State** – The State of New Jersey.

**State-Supplied Price Sheet** – The bidding document created by the State and attached to this RFQ on which the Bidder submits it proposal pricing.

**Vendor** – Awarded bidder.

**3.0 SCOPE OF WORK**

## 3.1 General Requirements

The categories of services encompassed by this Scope of Work is conference room or facility rentals (which may include food service); banquet room rental (which includes food service), and short-term rental of lodging or hotel rooms. While some events may require single-purpose use of a facility – i.e. facility rental solely for a conference, services may be combined for a single event when necessary.

The Judiciary reserves the right to negotiate and/or pursue lower rates for any conference, banquet or hotel facility.

**3.2 CONFERENCE, ROOM & BANQUET RENTALS**

The vendor shall provide the following:

1. Three private meeting spaces that can each accommodate 30 attendees in classroom.
2. One conference room to accommodate 10 persons.
3. Banquet space for dining for 90 attendees, shall be separate from meeting space.
4. Convenient space outside of meeting space to be used for registration.
5. Provide convenient location for continental breakfast, morning and afternoon break.

**3.2.1 ITEMS AND SERVICES**

The vendor shall provide all items and services to fulfill Judiciary’s needs including, but not limited to, the following:

1. Room setup;
2. All required furniture, including tables, chairs, podium, lectern, dais etc.
3. Tablecloths, napkins, plates, cutlery;
4. Table skirts; and
5. Any additional accessories required by the event-specific Scope of Work and price sheet.

**3.3 GENERAL FOOD REQUIREMENTS**

Food requirements are contingent upon the needs of the Judiciary as stated on the price sheet. The vendor shall provide alternative meal options that accommodate food allergies, vegetarians, vegans, and religious restrictions. Any food served shall be of excellent to superior quality, and an adequate number of staff shall be available to professionally and courteously provide food services.

The Judiciary shall confirm with the vendor the number of meals to be prepared, and payment shall not exceed that number of confirmations.

The following meal types are required for this specific event; bottled water is required with all meals.

a) Breakfast

a. Continental

b) Breaks: Morning

a. Beverages only (Refreshed once)

c) Lunch

a. Hot Buffet

d) Breaks: Afternoon

a. Light foods and beverages (Refreshed once)

**3.4 RENTAL OF EQUIPMENT/TECHNOLOGY FOR CONFERENCE USE**

The vendor shall provide state of the art audiovisual and teleconferencing equipment. The Judiciary serves the right to change audiovisual and teleconferencing equipment needs prior to event.

The vendor shall quote on state-supplied price sheet, which is all-inclusive equipment rental fees, staff technical support, and any associated costs, cables or materials and offer any quantity discounts of rental equipment.

Vendor shall provide wireless internet access at no charge for all attendees.

**3.5 PARKING**

The vendor shall make available adequate, convenient and secure parking for event attendees and overnight guests per itemized price sheet.

**3.6 LODGING/HOTEL ROOM RENTALS**

Vendor shall bill all room rental fees, except incidental charges, pursuant to Judiciary’s procedures. All responsibility for payment of incidental fees shall be incurred exclusively by the individual guest(s) assigned to the room.

The vendor shall provide overnight lodging accommodations per itemized price sheet.

a) Single-occupancy rooms shall include at least one (1) queen-size bed or larger.

**3.7 INCLUDED SERVICES**

The following services shall be offered by the Vendor at no cost to the Judiciary:

a) Conference Scheduling

b) Coordination Services

c) Wireless Internet Access

**3.8 SAFETY AND SECURITY**

A Security Plan must be in place that accounts for the protection and safety of guests, the physical facility, and/or infrastructure.

Vendor shall work with New Jersey State Police to ensure that the premises and surrounding parking area are secure and respond to all requests regarding security. New Jersey State Police, plain clothed, will be on site from Tuesday, September 17, 2019 through Friday, September 20, 2019.

The New Jersey State Police will be granted access to employee lists, etc. per their requests. The New Jersey State Police will be granted access to park marked/unmarked vehicles in the front parking/valet vestibule of the vendor.

The Vendor shall not post, advertise or in any other way indicate to anyone other than hotel staff that this program is being conducted, the nature of this program, the identity of the attendees including their title, and in no way publicize this program is being held at the facility.

# 4.0 QUOTE PREPARATION AND SUBMISSION

Failure to submit information/forms as indicated below may result in your quote being deemed non-responsive.

### 4.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH QUOTE

The Bidder must submit the following forms with their Quote.

• STATE OF NEW JERSEY STANDARD TERMS AND CONDITIONS

• OWNERSHIP DISCLOSURE FORM

• DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER

• DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

• MACBRIDE PRINCIPLES FORM

• EEO COMPLIANCE CERTIFICATE

• NJ BUSINESS REGISTRATION CERTIFICATE

• SOURCE DISCLOSURE FORM

• CERTIFICATE OF INSURANCE ACORD FORM

The required forms are located at: <https://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>

Bidders are under a continuing obligation to report updates to the information contained in its required forms.

**4.2. STATE-SUPPLIED PRICE SHEET**

The Bidder must submit its pricing using the State-Supplied Price Sheet accompanying this RFQ. DO NOT add or change the State’s requirements on the Price Sheet. However, the bidder may add notes on the Vendor notes column.

Bidder may provide package pricing (DMP) in place of individual meeting space and banquet charges, which may include Audio Visual equipment. Bidder must include description of what is included in the package pricing.

**5.0 QUOTE EVALUATION**

The Judiciary reserves the right to request all information which may facilitate the Judiciary’s ability to make a contract award, including any factors necessary to evaluate the quote.

The Judiciary will evaluate price and other factors to be in the Judiciary’s best interest.

The Judiciary will select a Vendor based on the following criteria:

a) Overall cost of room rental, equipment, and/or meals;

b) Quality of venue, accommodations, facilities, and proposed meals;

c) Facility’s location and accessibility to attendees;

d) Availability of adequate parking and ease of parking; and

e) Special requirements of the Agency, including but not limited to meeting the specific safety and security needs of the Using Agency.

**5.1 Quotation Discrepancies**

In evaluating quotations, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures

## 5.2 Negotiation and Best and Final Offer (BAFO)

After evaluating quotations, the Judiciary may enter into negotiations with one Bidder or multiple Bidders. The primary purpose of negotiations is to maximize the Judiciary’s ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one or multiple Bidders.

**6.0 CONTRACT ADMINISTRATION AND AWARD**

**6.1 STATE CONTRACT MANAGER**

The State Contract Manager (SCM) is the State employee responsible for the overall management and administration of the Contract.

The SCM for this project will be identified at the time of execution of Contract. At that time, the Contractor will be provided with the State Contract Manager’s name, department, division, agency, address, telephone number, fax phone number, and e-mail address.

**6.2 Final Contract Award**

Contract award shall be made with reasonable promptness by written notice to that responsible Bidder whose quotation, conforming to this RFQ, is most advantageous to the Judiciary, price and other factors considered. Any or all quotations may be rejected when the Judiciary determines that it is in the public interest to do so.