

Request for Quote:

Solicitation 140D0424Q0292 is hereby issued as a Request for Quote (RFQ).

This requirement is being issued by the Department of the Interior (DOI)/Interior Business Center (IBC), Acquisition Services Directorate (AQD). AQD will conduct this acquisition using FAR part 12, Acquisition of Commercial Products and Commercial Services, in conjunction with the procedures outlined in FAR subpart 13.5, Simplified Acquisition Procedures.

AQD has a requirement for lodging rooms and meeting space to facilitate a training seminar in Orlando, FL. The scope of this requirement is to provide adequate lodging rooms, training space, tables and charts, A/V support equipment, restrooms, and parking necessary to meet the requirements to hold a training seminar for 100 attendees.

This is 100% set aside for small businesses. The North American Industry Classification System (NAICS) code applicable to this requirement is 721110, Hotels and Motels.

The resulting contract will provide lodging (to be paid for separately with the Government Travel Card), conference space with audio visual equipment, and related conference support for the period of Sunday, April 14, 2024 – Thursday, April 18, 2024. Alternate suggestions must meet the requirements identified herein.

QUOTES ARE DUE FRIDAY, FEBRUARY 23, 2024 AT 10:00AM EST.

STATEMENT OF REQUIREMENT:

General Requirements:

- 1) Capacity for 100 participants
- 2) Date Availability: April 15 – 19, 2024
- 3) Close proximity to restaurants (within walking distance-no more than 5 min walk---.2 miles) or offer free shuttle to large restaurant area.
- 4) Free shuttle to and from the airport
- 5) No penalties included in resulting contract.
- 6) Free parking for participants

Lodging Room Requirements:

The following room blocks are anticipated (dates and number of guest rooms). Room rental cannot be guaranteed. The Government is requesting rooms be blocked and the Government be provided a code. Individual participants will be booking the rooms with their Government Travel card.

Sunday, April 14, 2024: 5 guest rooms
Monday, April 15, 2024: 55 guest rooms
Tuesday, April 16, 2024: 65 guest rooms
Wednesday, April 17, 2024: 65 guest rooms
Thursday, April 18, 2024: 65 guest rooms

Note: Most attendees will arrive on Monday and depart Friday.

Hotel must provide reservation code for room block with a reasonable cutoff date (1 week prior to event) and still allow reservations if rooms are available. The government plans on working with the potential awardee, based on the present solicitation, to refine the actual award to match real numbers closer to execution date.

Lodging rooms are on-site, in a single building and priced no higher than the published government per diem rates applicable to the location of the hotel. [FY 2024 Per Diem Rates for Florida | GSA](#)

- April Per Diem: \$140 per night as of September 2023

Lodging and taxes will be billed to the room, but no taxes are to be paid by participants. The U.S. Federal Government is tax exempt in the state of Florida.

Each room will be comprised of 1 queen or larger bed or 2 double or larger beds, private bath, TV, Climate controlled and Free Wi-Fi.

At least 2 ADA compliant guest rooms available in room block

Conference room requirements:

Conference space is required for Monday, Tuesday, Wednesday, and Thursday as detailed below:

- 1) 1 large General Session conference room
 - a) 100 people, round table set-up, seating 8-12 per table
 - b) Large enough to accommodate aisles and adequate spacing between tables to maneuver
 - c) Space needed: Set-Up Monday; Tuesday, Wednesday, Thursday
 - d) Podium
 - e) AV: 2 Large screens, projector, and mic
- 2) 2 breakout rooms
 - a) 15 people, crescent round table set-up, seating 8-12 per table.
 - b) Space needed Set-Up Monday; Tuesday, Wednesday
 - c) Podium
 - d) AV: 1 Large screen and projector
- 3) 1 breakout room
 - a) 30 people, crescent round table set-up, seating 8-12 per table.
 - b) Space needed Set-Up Monday; Tuesday, Wednesday
 - c) Podium
 - d) AV: 1 Large screen and projector
- 4) 1 board room
 - a) 12 people, U-Shape
 - b) Space needed Monday, Tuesday, Wednesday, Thursday
 - c) AV: 1 screen/TV and projector
- 5) Free Wi-Fi in meeting space
- 6) Breakout rooms and main conference area have “soundproofed” walls.
- 7) Lighting and environmental comforts (A/C and heat) are provided as needed.

- 8) Meeting rooms need to offer open and unobstructed space.
- 9) General Session and break out rooms need nearby electrical and data outlets.
- 10) Area for registration table close to conference rooms, which should also be contained in close proximity to the General Session room.
- 11) Hotel will provide some type of signage to direct conference participants where to go.
- 12) Hotel will provide easels, butcher block paper, markers for General Session Room, and Break Out rooms.
- 13) Access to meeting rooms starting at 6am and ending at 7pm. Meetings will start at 8am and end at 6pm.
- 14) If rooms are needed for another nightly event, then will need adequate storage for A/V equipment and other items in room. The government prefers exclusive use of the rooms to ensure that the rooms are secured at night but will work with venue to make sure that equipment is stored and secured.

Food and beverage Requirements:

- (1) Provide cold water (tap) and cups to participants while in general session and breakout sessions.
- (2) No additional food or beverage required

Audio Visual Support Requirements:

- 1) The venue must have the ability to provide audiovisual support. Personnel are needed to set up the site, be on-site throughout the event to trouble shoot the equipment and trouble shoot any problems that might arise during the conference, as well as take down the site after the conference.
- 2) At a minimum the following AV requirements are anticipated:
 - (a) General Session Room: 2 large screens, projector, mic
 - (b) Breakout Rooms: 1 large screen, projector
 - (c) Boardroom: 1 screen/tv and projector