

Question 1. Is there an opportunity to bid on just overflow for guest rooms?

Answer 1. No. The designated hotel, if needed, will be responsible to organize the overflow accommodation.

Question 2. The reference in the RFP for Conference Services –are you looking for the designated hotel to provide those services directly or would the RFP permit the use of a third party to provide such services on behalf of the hotel? I do note in the RFP that there would be one designated vendor for all services and billing.

Answer 2. We do not want a “broker” or third party to provide the services on behalf of a hotel. We want to deal directly and only with the hotel we will award to for all services and billing.

Question 3. Is it preferred to have one hotel to provide all accommodation for all requested dates?

Answer 3. Yes, but we allow the designated hotel to organize for an overflow hotel which would be a subcontractor of the designated hotel.

Question 4. Can you share if applicable the name of the hotel that was used the previous time for the seminars?

Answer 4: Hilton Westchester

Question 5. Would you consider using the hotel again or are you looking for an alternate hotel?

Answer 5. We will evaluate all bid responses submitted, including that of the Hilton if they bid, according to our Method of Award as specified in the RFB.

Question 6. I would like to confirm that on the Quotes/Bids for the Food and Beverage, and Audio Visual, should I include the Service charge in the price to make it inclusive, or should I keep it separate?

Answer 6. All rates must include the service charge. Please see paragraph Rates and Charges, p. 9: “All prices must include any service and administrative charges.” And, “The rates that bidder provides on the Exhibit A/Pricing Sheet must include all charges associated with the applicable service. No additional charges will be permitted.” Also, on Exhibit A/Pricing Sheet: “All rates must include any service charge.”

Question 7. I am located in CT. Is does specify in the scope that it is for Westchester County, NY. I am inquiring to see if bids from outside of Westchester county NY (outside of NY actually) can be considered. If so, I would like to submit a bid. Can you please advise at your earliest convenience?

Answer 7. Hotel and conference facilities must be located in Westchester County, NY. Your bid response would not qualify.