

OCA-DPCS-033 Hotel Lodging for UCS January 2025 Seminar Request for Bid

Questions and Responses

The New York State Unified Court System (UCS) thanks the vendors that submitted the questions below concerning OCA-DPCS-033 Hotel Lodging for UCS January 2025 Seminar Request for Bid (RFB) issued on October 31, 2024.

Below are responses to the questions UCS received in connection with this RFB.

Question:

If we cannot offer the # of rooms you require, will you accept bids that are smaller blocks?

UCS Response:

The minimum block of rooms a bidder may propose for each night of the stay is fifty (50) guest rooms. The bidder must also be able to accommodate each guest for the entirety of their stay (the bidder may not propose different room availability for each day that would result in a guest not having a room).

For more details, please refer to Article IV, Pricing, Section A. Bid Submission:

Bidder must also indicate in the Exhibit A/Pricing Sheet the maximum number of rooms it can accommodate for each night throughout the duration of stay, using the following parameters:

- (1) The minimum block of rooms a bidder must accommodate for each night throughout the duration of stay is fifty (50) guest rooms.*
- (2) The maximum number of rooms a bidder may propose is seventy-five (75) guest rooms for the first night and one hundred fifty (150) guest rooms for the remaining nights of the stay.*
- (3) The bidder must be able to accommodate each guest for the entirety of their stay. Therefore, the bidder may not propose different room availability for each day that would result in a guest not having a room.*

Question:

We do not offer shuttle service. Will you consider hotels that do not provide shuttle service?

UCS Response:

Providing shuttle transportation for hotel guests on the UCS rooming list is a requirement under this RFB. To meet this requirement, a bidder has the option to subcontract these services to a subcontractor(s). See Article VIII of the RFB under "Subcontracting" for more details. If the bidder proposes to use one or more subcontractors, the specific subcontractors and the services proposed to be performed by such subcontractors must be listed in bidder's proposal. If a bidder that proposes to use one or more subcontractors is awarded the contract, the award will constitute the prior written approval of UCS to the subcontractors named in the bidder's proposal.

The awarded bidder will be the prime contractor and will be responsible for all services required by the RFB. The UCS will communicate only with awarded bidder and the awarded bidder will remain wholly liable for the performance by and payment to any such subcontractors, their employees, agents,

consultants or representatives. UCS may require subcontractors to provide evidence of insurance prior to UCS approval.

Question:

Are you still considering bids for partial room nights?

UCS Response:

UCS is requesting a minimum of fifty (50) guest rooms for each night of the stay, and a maximum of seventy-five (75) guest rooms for the first night and one hundred fifty (150) guest rooms for the remaining nights of the stay. The bidder must also be able to accommodate each guest for the entirety of their stay (the bidder may not propose different room availability for each day that would result in a guest not having a room). UCS reserves the right to award multiple contracts and split the award among multiple hotels in order to meet its lodging requirements. If the low bidder's proposal is unable to accommodate the entire estimated room block of up to one hundred fifty (150) rooms (seventy-five (75) rooms for the first night), UCS reserves the right to award a contract to the lowest dollar cost bidder and then, if necessary, the next lowest dollar cost bidder(s) until its lodging requirements are met.

For more details, please refer to:

Article III, Method of Award:

One or more contracts will be awarded to the lowest dollar cost, responsible bidder(s) determined to be in compliance with this RFB and specifications. Lowest dollar cost is defined as the lowest weighted average unit price per day, which must be inclusive of all costs associated with a single guest's: 1. overnight room; 2. parking; and 3. daily shuttle service, as indicated by bidders in Exhibit A/Pricing Sheet.

UCS reserves the right to award multiple contracts and split the award in the best interest of the state. If the low bidder's proposal is unable to accommodate the entire estimated room block of up to one hundred fifty (150) rooms (seventy-five (75) rooms for the first night), UCS reserves the right to award a contract to the lowest dollar cost bidder and then, if necessary, the next lowest dollar cost bidder(s) until its lodging requirements are met.

Article IV, Pricing, Section A. Bid Submission:

Bidder must also indicate in the Exhibit A/Pricing Sheet the maximum number of rooms it can accommodate for each night throughout the duration of stay, using the following parameters:

- (1) The minimum block of rooms a bidder must accommodate for each night throughout the duration of stay is fifty (50) guest rooms.*
- (2) The maximum number of rooms a bidder may propose is seventy-five (75) guest rooms for the first night and one hundred fifty (150) guest rooms for the remaining nights of the stay.*
- (3) The bidder must be able to accommodate each guest for the entirety of their stay. Therefore, the bidder may not propose different room availability for each day that would result in a guest not having a room.*

Article V, Scope of Work, Lodging Requirements, Section A. Dates:

Up to seventy-five (75) rooms are required for the night of January 5, 2025 and one hundred and fifty (150) rooms are required for the nights of January 6-9, 2025.

Question:

Can you please clarify for me what documents you need for us to submit this bid?

UCS Response:

Please refer to the Bidder's Response Document Enclosure Checklist (2 pages) on pages 1-2 of the RFB. Further details can be found in Article VI Bid Response Documents.

Question:

Will it be one trip in the AM and one trip in the PM on Mon/Tue/Wed/Thu and one trip Fri morning for 150ppl?

UCS Response:

Shuttle transportation is expected for up to 150 hotel guests on the UCS rooming list twice daily (a.m. and p.m.) on Monday, Tuesday, Wednesday, and Thursday (1/6/2025 – 1/9/2025) and only one a.m. trip on Friday (1/10/2025). The tentative schedule is for a morning drop-off at the NYS Judicial Institute and an evening pick-up and return to awarded hotel (no evening pickup on Friday, 1/10/2025). The exact schedule will be determined closer to the seminar start date.