Ohio | Opportunities for Ohioans with Disabilities

Mike DeWine
Governor
Kevin L. Miller
Director

Bureau of Services for the Visually Impaired
Bureau of Vocational Rehabilitation
Division of Disability Determination

September 16, 2022

Request for Quotation Number: OOD230004
Hotel Accommodations and Meeting Rooms

Consider this as the Opportunities for Ohioans with Disabilities (OOD), Business Enterprise Program (BEP), Request for Quotation (RFQ) for a supplier to provide Hotel Accommodations for Agency sponsored conference for the BEP staff and Business managers.

Specifications

OOD is looking for accommodations that meet the following requirements:

- Thursday, May 4, 2023

  Guest room accommodations for 50 reservations. Rooming list will be provided by close of business April 14, 2023, so unused rooms may be released.

- Friday, May 5, 2023

  One meeting room to accommodate 100 participants. Set-up classroom style with wide aisles and space between chairs for audience of varying degrees of visual acuity to navigate. There should be no more than two chairs at each table in order to provide spacing for service animals. Small notepads, pens, water pitchers and glasses on each table. One podium, two hand microphones, one lapel microphone, and speakers sufficient for the space will also be needed. Two registration tables are needed outside of the meeting room entrance.

  Two to three (dependent on size) additional breakout/exhibitor rooms near the main conference space. Each additional room needs set with tables, two chairs per table and walking space for safe navigation of participants. Final layout of all meeting spaces needs to be drafted and preapproved by the Business Enterprise Program point of contact.

  Guest room accommodations for 45 reservations. Rooming list will be provided by close of business April 14, 2023, so unused rooms may be released.

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- Saturday, May 6, 2023

  One meeting room accommodating 75 attendees, preferably the main room used the previous day. Classroom style set-up with water pitchers and glasses on each table. One head table to seat six participants.

  This meeting will be from 9:00 am to 12:00 pm.

Below is a list of requirements that will be evaluated to determine the best location for the conference. Please review the list and reply of which you can deliver or any remedy you have for those you cannot deliver.

1. Facilities must be ADA compliant.
2. Guest room occupancy for up to 50 conference participant reservations.
3. Accept government rate for room reservations at the current GSA CONUS rate at time of contract.
4. Direct billing to be paid via state purchase order. This direct bill will be sales tax exempt with tax ID number to be provided upon successful contract. Direct bill will include parking if applicable.
5. Easily accessible from public transportation/mainstream. Drop off at the hotel's front door preferable.
6. Hotel provided transportation to/from Greyhound station as needed. Walkable distance at minimum.
7. Outdoor area close to hotel entrances to relieve service animals. This area must be on or adjacent to hotel grounds and easily accessed by participants with low or no vision.
8. Conference room occupancy for up to 100 participants set-up classroom style with sufficient navigating space. This generally requires a room rated for approximately 200 participants set-up in classroom style with wide aisles and wider than normal row separation.
9. Two or three breakout/exhibitor rooms (size dependent) equipped with a table and two chairs for each exhibitor or auditorium style chairs for breakout
10. Each day be able to provide audio equipment as previously specified.

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11. In-house restaurant that can provide “lunch on your own” to our participants (potentially 100). Prefer hotel offering Braille menus or able to provide to us in advance in Microsoft Word format so we can have printed in Braille. At minimum, listing of eating establishments nearby and type of food offered.
12. Accessible public bathrooms with space for service animals. Must be in vicinity of meeting rooms.
13. Two (2) registration tables are needed outside of meeting room entrance.
14. Free WI-FI access.
15. Drapery, heavy tinting, or window blinds on exterior windows in main conference room. At minimum, hotel can erect temporary draping or install brown paper coverings for windows.
16. Each quote needs the check-in and check-out times listed.

Timeline

RFQ Issued: 09/16/2022

Deadline for Submitting: 09/26/2022 by 3:00 p.m.

Question Period: 09/16/2022 – 09/23/2022

Bid Review: 09/26/2022 – 09/30/2022

Estimated Contract Awarded: 10/7/2022

Contracting Details

Upon accepting the assignment, returning and first-time contractors can update or create an account on the Supplier Portal at www.supplier.obm.ohio.gov. The Supplier Portal is designed to provide secure and convenient access to transactions with the State of Ohio. Login with an OH_ID account username and password to create your account.

After account set-up is finished, additional information may be required to complete the process. For questions contact 877-644-6771.

Include the following required information with your quote submission:

1. Request for Quotation (RFQ) number: OOD230004.
2. Title or Description of Purchase, as described in this bid document.
3. Cost breakdown as described in this bid document.
4. State Term Schedule or Contract number, if applicable.
5. Quote date expiration (at least 60 days)

Additional Requirements:

This RFQ is not a contract. The successful bidder will be offered a contract including Terms and Conditions mandatory for state contracts, including but not limited to:

Affirmative Action

Before a contract can be awarded or renewed, for any amount in excess of $5,000.00, an Affirmative Action Program Verification Form must be submitted using the Ohio Business Gateway Electronic filing website:
https://ohiobusinssgateway.ohio.gov

Contractor must have an approved Affirmative Action plan recorded with the State of Ohio Department of Administrative Services,

Executive Order 2019-12D
Prohibition of The Expenditure of Public Funds for Offshore Services

Pursuant to Executive Order 2019-12D, no State Cabinet, Agency, Board, or Commission will enter into any contract to purchase services provided outside the United States or that allows State data to be sent, taken, accessed, tested, maintained, backed-up, stored, or made available remotely outside (located) of the United States. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in the Contract. Executive Order 2019-12D is available at the following website:

https://procure.ohio.gov/PDF/EO2019-12D/EO_2019-12D2_Offshore.pdf

The Contractor must complete the Contractor/Subcontractor Affirmation and Disclosure form affirming the Contractor understands and will meet the requirements of the above prohibition. During the performance of this Contract, the Contractor must not change the location(s) disclosed on the Affirmation and Disclosure Form, unless a duly signed waiver from the State has been attained to perform the services outside the United

States. The Contractor/Subcontractor Affirmation and Disclosure form is available at the following website:

https://procure.ohio.gov/PDF/EO2019-12D/02-Standard%20Affirmation%20and%20Disclosure%20Form.pdf

All contractors from whom the state or any of its political subdivisions make purchases shall have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons.

New Supplier

If you are a new Supplier, a Supplier Information Form must be completed and submitted to Ohio Shared Services. Instructions and form can be found at: www.supplier.obm.ohio.gov.

If you have not received any payment from any State of Ohio agency within the past two years, or if your business name or address has changed since the last payment, you will need to complete the IRS form W-9 and the supplier Information Form. If you have difficulty opening or printing the “pdf” file attached to this e-mail, you can find a blank form on the Ohio Office of Shared Services (OSS) website also: https://ohiosharedservices.ohio.gov.

A Sales and Use Tax Blanket Exemption is available upon request.

All quotes shall be emailed to my attention no later than 09/26/2022 by 3:00 p.m. All quotes must include the above Request for Quotation number in the email subject line and on the coversheet. daniel.cartwright@ood.ohio.gov

Offerors may make inquiries regarding this RFQ any time during the inquiry period listed in the Timeline. To make an inquiry, provide reference(s) to the RFQ (e.g. section number and/or item number, etc.). Unreferenced or incorrectly referenced questions will not be answered; Offerors must submit questions through Ohio Buys.

Offerors submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt of the inquiry. Offerors will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Questions must be received by OOD by 09/23/2022. OOD will respond to any or all questions exclusively through the above method; however, responses by OOD will not officially modify the RFP in any way unless a written addendum is issued by OOD.

OOD will not respond to any inquiries received after 09/23/2022.

Offerors are to base their RFQ responses, and the details and costs of their proposed projects, on the requirements and performance expectations established in this RFQ for the future Contract, not on details of any other potentially related Contract or project. If Offerors ask questions about existing or past contracts using the Internet Q&A process, OOD will use its discretion in deciding whether to provide answers as part of this RFQ process.

OOD is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions or deadlines.

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