

BID BOARD NOTICE

PROCUREMENT ID NUMBER: PHPA-S1538

ISSUE DATE: May 7, 2014

TITLE: Maryland State WIC Program Annual Conference

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

On Thursday, April 30, 2015, the Maryland WIC Program would like to hold a WIC Conference within 5 miles of Baltimore Washington International Airport.

SCOPE OF WORK

The Maryland WIC Program seeks the services of a banquet and conference facility to accommodate a minimum of 350 and a maximum of 375 participants and guests at a one-day event titled *Maryland WIC Program Conference* on Thursday, April 30, 2015, within 5 miles of Baltimore Washington International Airport. **Bids are restricted to hotels and conference centers that have the facilities to host conferences.**

DESCRIPTION OF SERVICE

The contractor shall provide the following services:

1. Provide staffing support and facility space for the *Maryland WIC Program Conference*. The conference space shall consist of:
 - A main plenary room with classroom style seating, to include a stage and podium, which can accommodate a minimum of 350 and a maximum of 375 persons.
 - Vendor/exhibitor space near the main plenary room that will accommodate up to six (six foot) skirted facility-provided tables for displays.
 - Four (six foot) skirted facility-provided tables near the main plenary room for the conference registration.
 - A separate space near the main plenary room to serve boxed lunches that can accommodate a minimum of 350 and a maximum of 375 persons.
 - One private room that can be used by conference attendees to express breast milk. The room can not be a rest room. The room shall contain at least one chair, one table and an electric outlet and be in close proximity to a sink.

The event will run from 6:30 am until 5 pm on Thursday, April 30, 2015 . Contractor shall provide adequate staffing to ensure timely breakdown and set-up of the various rooms that will be used during the conference.

2. There is no cost to be incurred for parking to anyone wishing to attend the conference. The parking should be convenient and on-site, so that the attendees incur no parking costs or lengthy walks.

3. The contractor shall work with Maryland WIC Program staff to coordinate and serve a menu that meets the needs of attendees and is fiscally advantageous to the state. Meals will include a continental breakfast, a boxed lunch, and an afternoon break service.
4. The contractor shall provide audio-visual support consisting of: an LCD projector, 3 - 12' skirted screens, 6 microphones (2 Floor, 2 table, 1 wired podium, 1 lavalier,) and access to a technician for technical purposes at a reasonable cost not to exceed \$2,500. If such audio-visual accommodations are not possible, the contractor shall allow the Maryland State WIC Program to contract with a private vendor of its choosing.

MINIMUM REQUIREMENTS

The contractor shall meet the following minimum requirements:

Facility location is a primary consideration in making this award. Responding facilities should be located within 5 miles of the Baltimore Washington International Airport.

- A) Support a conference with a minimum of 350 and a maximum of 375 participants on Thursday, April 30, 2015 from 6:30 am until 5:00 pm. The conference space shall consist of:
 1. Main plenary room with:
 - a. Classroom style seating, which can accommodate a minimum of 350 and a maximum of 375 persons, to be used for the entirety of the day, 6:30 a.m. to 5:00 p.m. For the purpose of this solicitation for bids classroom style is defined as one six foot table for two individuals. In order to accommodate 375 persons the facility shall have a total of 188 six foot tables in the main plenary room.
 - b. A podium and stage with 2 skirted tables to be used for presentation and the speakers.
 2. Vendor/exhibitor space near the main plenary room that accommodates up to six (six foot) skirted facility-provided tables for displays.
 3. Four (six foot) skirted facility-provided tables near the main plenary room for the conference registration.
 4. A separate space near the main plenary room to serve boxed lunches that can accommodate a minimum of 350 and a maximum of 375 persons. There shall be a minimum of five serving stations for the boxed lunches that will have the same items for the conference attendees to serve themselves from both sides of each of the minimum of five stations.

There shall also be a minimum of three serving stations for the assorted teas, sodas, and bottled water that are separate from the serving stations listed above. Conference attendees must be able to serve themselves from both sides of each of these three stations.
 5. One private room that can be used by conference attendees to express breast milk. The room can not be a rest room. The room shall contain at least one chair, one table and an electric outlet and be in close proximity to a sink.
- B) Provide convenient access to parking at no cost to conference attendees or to the State.

- C) Provide a continental breakfast. The continental breakfast shall include healthy options such fresh fruit, assorted fresh baked muffins, bagels or the equivalent (no donuts), whipped butter, cream cheese, assorted jams and jellies; and freshly brewed regular and decaffeinated coffee, assorted teas, orange juice, and apple juice.
- D) Provide boxed lunches with a healthy entrée (such as a sandwich/wrap or salad, as well as a vegetarian option and gluten free option) for a minimum of 350 and a maximum of 375 conference attendees. The Maryland WIC Program retains the right to choose the lunch entrées that are most advantageous to the State.
- E) Provide one afternoon break to include beverage refreshments. Refreshments shall consist of: iced teas, bottled water, sodas, and ice.
- F) Provide audio visual support consisting of:
- LCD projectors
 - 3 - 12' skirted screens
 - 4 microphones (1 Floor, 2 table and 1 lavalier)
 - technician to be available as needed

If such audio visual accommodations are not possible, the contractor shall allow the Maryland WIC Program to contract with a private vendor of its choosing.

- G) Provide signage throughout the facility directing guests to the appropriate rooms.
- H) Work closely with Maryland WIC Program staff on revising or changing the schedule of events for the day. An accurate headcount for the event will be provided no less than four working days before the event.

CONTRACT TERM

The term of this contract shall be from April 1, 2015 through June 30, 2015.

BILLING

The Contractor shall submit an invoice to the Department upon satisfactory completion of the project. The invoice shall include an itemized list of the services rendered

AWARD

Awards will be made to the responsible Offeror whose proposal presents the most advantageous offer to the State based on facility availability, location and cost. Bids cannot exceed \$25,000.

TIE-BIDS

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

BID SUBMISSION INFORMATION

Interested parties should submit bids using the attached "Bid Page."

SUBMISSION DEADLINE

Original, hand-delivered, or mailed bids can be accepted and must be received by the **PROCUREMENT OFFICER NO LATER than 10:00 am on May 15, 2014** in order to be considered. We will not accept fax or e-mail bids.

Bidders who hand deliver bids are requested to please ask the building's security desk to telephone the **PROCUREMENT OFFICER**.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **PROCUREMENT OFFICER**. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered.

Questions regarding this solicitation should be directed to the **PROCUREMENT OFFICER**.

PROCUREMENT OFFICER:

Vern Shird, CPPB
Deputy Chief Operations Officer
Prevention and Health Promotion Administration
Department of Health & Mental Hygiene
201 West Preston Street Room 306
Baltimore, MD 21201
Phone: 410-767-5555
Email: vern.shird@maryland.gov

ISSUING OFFICE:

Gene Nadolny
Maryland WIC Program
201 West Preston Street, 1st Floor
Baltimore, MD 21201
Phone: 410-767-5239
Fax: 410-333-5243

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY
ENCOURAGED TO RESPOND TO THIS SOLICITATION**

BID PAGE

**Maryland WIC Program Conference
Procurement ID Number: PHPA-S1538**

A) **Vendor Name** _____
Address _____
Contact Name _____
Phone _____
Federal Identification Number _____
E-Mail _____

B) Submit a specific bid price for each item and a total price based on a guarantee of 350 participants and accommodations for up to 375 participants. Do not leave any blanks – if there is no charge for a particular line item, then enter \$0.

- 1) Price per person for room rental
Main plenary room, classroom or reception style seating \$ _____ x 375 = \$ _____
(Including stage and podium)
- 2) Space and tables for serving boxed lunches \$ _____ x 375 = \$ _____
- 3) Four skirted facility-provided registration tables \$ _____ x 4 = \$ _____
- 2) Six skirted facility-provided display tables \$ _____ x 6 = \$ _____
- 3) Price per person for continental breakfast \$ _____ x 375 = \$ _____
- 4) Price per person for boxed luncheon
(Menu: healthy options such as a sandwiches/wraps and
salads, as well as a vegetarian options and gluten free options) \$ _____ x 375 = \$ _____
- 5) Price per person for PM break to include beverages only \$ _____ x 375 = \$ _____
- 6) Audio Visual services consisting of:
 - a) LCD Projectors (1) \$ _____
 - b) 12' skirted screens (3) \$ _____
 - c) Microphones
 - Floor (2) \$ _____
 - Tabletop (2) \$ _____
 - Lavalier (1) \$ _____
 - Podium Microphone (1) \$ _____

TOTAL BID COST: \$ _____

TOTAL BID COST CANNOT EXCEED \$25,000.

C) Bids must be mailed or hand delivered to:

Vern Shird, CPPB
Deputy Chief Operations Officer
Prevention and Health Promotion Administration
Department of Health & Mental Hygiene
201 West Preston Street Room 306
Baltimore, MD 21201
Phone: 410-767-5555

Note: Bids must be received by 10:00 am on May 15, 2014.

D) Vendor Signature:

Signature

Date

Vendor signature and date certifies that bid submission is correct and that vendor agrees to perform all services stated in IFB PHPA-S1538.