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DATE: August 16, 2007

TO: Prospective Bidders

FROM: Sue McKercher, Purchasing Agent
Division of Enterprise Services

RE: RFB 1593-DQA-SM
Conference, Meeting Rooms and Banquet Facilities
Response to Prospective Bidder Questions

This memo becomes part of and amends by inclusion to RFB 1593-DQA-SM. This memo serves as an addendum to the Request for Bid and the required response to questions posed in writing by prospective bidders regarding the State of Wisconsin Request for Bid (RFB) 1593-DQA-SM – Conference, Meeting Rooms and Banquet Facilities. Attached as an addendum are all of the questions with answers. The answers will become a part of the RFB.

The due date for bids to be submitted is Thursday, August 30, 2007, 11:00 AM CDT. The Notice of Intent to Award will be mailed on Friday, September 14. The Contract Award Date will be Friday, September 28, 2007. Please see Section 2 of the RFB for details on submitting bids. Thank you for your interest in the RFB.

RFB #1593-DQA-SM
ADDENDUM – ANSWERS TO QUESTIONS

Q1. Does the State of Wisconsin have flex dates open for bid in August 2009 or is the August 5th-6th firm?

A1. The award of a contract from this solicitation includes automatic renewal by mutual consent for up to two one-year renewal options. The dates for years 2009 and 2010 are somewhat flexible (within the first 3 weeks of August) and will be negotiated with the contractor selected in this solicitation. If mutual consent cannot be obtained, the accommodations needed may be re-bid for 2009 and 2010.

Q2. On page 17 it has the numbers “70” and “55” after the single room rate and double room rate. What do those numbers refer to?

A2. Page 17, Section 5.1.7 is removed from the bid. A revised Cost Bid Response Sheet is uploaded to Wisconsin Vendornet to be used for your bid response.

Q3. What other cities are you looking at?

A3. We are not specifying cities in this bid as we are interested in all Wisconsin facilities that meet the requirements and specifications of the bid. If, at some point after the 2008 conference it is determined that location is a factor in successful attendance of the conference, the State reserves the right to identify areas and/or cities that are most beneficial to conference attendance and may re-bid and opt not to renew.

Q4. I understand you need the following guest rooms:

40 – 80 Monday, August 4, 2008
425 – 500 Tuesday, August 5, 2008

With events going as late as 4:30 pm on Wednesday, won't you need some guest rooms that night too?

A4. No, this RFB does not include a reserved block of rooms for the last day of the conference (Wednesday, August 6, 2008). If a guest chooses to extend their stay through Wednesday, August 6, 2008 they may make those arrangements separate from the conference block.

Q5. May we also bid 2009 and 2010?

A5. See Answer to Question 1.

Q6. Is there any possibility of hosting this event the last week in August?

A6. No, the Division of Quality Assurance plans to hold the conference sometime during the first three weeks of August.

- Q7. This question concerns the schedule for Day 1, as listed on Page 8, under Point 4.2, as follows: The schedule lists the times for the breakouts on that day as 11:00 PM to 4:30 PM. Is this correct, or should the breakout times actually be 1:00 PM to 4:30 PM?**
- A7. The breakout times were set to allow time for set-up. The bid has been amended to show the time to be 7:30 AM to 4:30 AM rather than 11:00 AM to 4:30 PM. See Amendment I.

Attachment