



The Montgomery County Intermediate Unit will receive Request for Proposals on June 23, 2020 at 2:00 PM, for Family Learning Conference in June 2021 and 2023

**Montgomery County Intermediate Unit
2 West Lafayette Street
Norristown, Pa 19401**

The Request for Proposal form and all necessary information must be obtained by vendors from MCIU prior to the submission of the proposal and must be in accordance with the written request.

INFORMATION AND GENERAL CONDITIONS

The Montgomery County Intermediate Unit invites vendors to submit a Request for Proposals on the category noted above and the specific items detailed in the attached documents. General conditions are listed below.

1. Request for Proposals will be received by Mary King, Business Services Support Specialist, Montgomery County Intermediate Unit, either electronically at mking@mciu.org , or by mail at 2 West Lafayette Street, Norristown, PA 19401 on or before 2:00 PM, June 23, 2020.
2. All proposal responses must be submitted on the forms provided, with the price stated as requested. All requests must be signed by an authorized officer of the company.
3. The Montgomery County Intermediate Unit may reject any responses not prepared and submitted in accordance with the request hereof, and the Montgomery County Intermediate Unit can waive non-material defects in the request either before or after the stated submittal date.
4. Each vendor submitting a Request for Proposal must agree to enter into a contract and furnish any insurance certificates required by the Montgomery County Intermediate Unit at time of submission of the RFP, in accordance with the terms and the condition, specifications governing it.
5. By submitting your proposal, each vendor is responsible to make themselves familiar with the contract documents and he/she stipulates that he/she has read and is familiar with them and understands and agrees to them.
6. Each vendor submitting a Request for Proposal thereby agrees and guarantees that the various articles, supplies, equipment or materials, work or services offered will conform to the specifications in quality, kind and character, and that the final determination of whether they do meet specifications shall rest solely with the Montgomery County Intermediate Unit or their duly authorized representatives.
7. Each package must be plainly marked with the name of the contractor and the words "Family Learning Conference in June 2021 & 2023". If the package has more than one item, its contents shall be prominently indicated thereon.
8. In submitting a Proposal, the vendor agrees to abide by all applicable State and Federal regulations and guarantees that all items subject to OSHA requirements will not violate those requirements.
9. Prior to the opening of the Proposal, vendors will be given permission to withdraw any proposal after it has been received by the Montgomery County Intermediate Unit. No plea of mistake shall be made available to the bidder and no bid may be withdrawn before the expiration of the sixty (60) days from the date established for the opening of the bids. Vendors who violate this provision will be declared unsatisfactory for any future bidding.
10. It is agreed that the vendor will hold the price and permit Montgomery County Intermediate Unit to order increased quantities of the same item/services as the request for proposal over and above those specified at the price included in the proposal as long as it is done prior to the date specified on the proposal Form.

11. Before any award is made the owner may require satisfactory evidence to show that the vendor is fully prepared in every way to deliver and service the equipment promptly and that they have been regularly engaged in such business.

12. The Montgomery County Intermediate Unit reserves the right to reject any and all bids containing "escalator" clauses.

13. The Montgomery County Intermediate Unit reserves the right to accept or reject any portion of any Request for Proposal submitted and to waive any informality, and to make the award in the best interest of the Montgomery County Intermediate Unit.

14. A Purchase Order for goods or services will be supplied after the contract has been Board Approved.

15. All information from vendor, general conditions of the Request for Service and contract, the specifications for the articles, supplies, equipment and materials or a description of the services desired, or the specifications for the work required, and the drawings, plans and supplemental bulletins in connection therewith, as the case may be, the contractor's response thereon, and the contract to be executed by him/her, shall be collectively known and designed as the 'contract documents' and together shall form and govern the contract.

16. Each vendor submitting a proposal must declare that this proposal was made without any connection with any other person or entity making a proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by the district is directly or indirectly interested in the bid or in the services to which it relates, or in any portion of the profits therefrom, in the form attached.

17. EQUAL OPPORTUNITY EMPLOYER -The Montgomery County Intermediate Unit is an equal opportunity employment, educational, and service organization.

18. DISCRIMINATION -Bidder shall not discriminate against any employee, applicant for employment, independent contractor, or any other person because of race, color, religious creed, ancestry, national origin, age, or sex."

19. DEBARMENT AND SUSPENSION - The Montgomery County Intermediate Unit shall award contracts only to responsible contractors/vendors possessing the ability to perform successfully under the terms and conditions of the Request for Proposal. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

20. LICENSES, FEES, and TAXES: The vendor shall obtain and maintain all licenses and permits required by federal, state, and local laws.

21. SELECTION CRITERIA: The Montgomery County Intermediate Unit reserves the right to select the vendor that provides the best organization-wide solution, cost, and service capability.

22. FINAL DECISION: The winning Vendor will be notified no later than June 30, 2020.

STATEMENT OF WORK – Family Learning Conference in June 2021 and 2023

This is an invitation to submit a proposal lodging/guest rooms, exhibit space, food, beverage, and meeting rooms, for the PA Department of Education Family Learning Conference. Conference dates are June 25 to 27, 2021 and June 23 to 25, 2023.

SERVICES TO BE PROVIDED:

1. Premium Full-day Meeting Package – preferred.
2. Lodging Rooms – 35 to 40 guest rooms each on Friday and Saturday.
3. Fully ADA accessible
4. Lunch and Dinner to be provided on Saturday.
5. Reception Friday evening.
6. Office space for registration and conference materials.
7. Large meeting space on Friday evening and Saturday all day – to hold up to 150 people.
8. 3 to 4 breakout rooms for sessions.
9. 5 to 6 breakout rooms to be utilized as childcare space.
10. AV requirements consist of -
 - LCD projectors
 - Board system
 - Podium
 - Lav/hand mic
 - Screen
 - WIFI

SPECIAL REQUIREMENTS:

Contracted vendor must be located within a ten (10) mile radius, via Google Maps, of the Central PA Location – State College area. When funds (state and/or federal) are not appropriated or otherwise made available to support this training, the Commonwealth shall have the right to terminate the request of these services prior to awarding this bid.

CONTRACT AWARD:

Contract award will not be based upon the total cost. Award will be based not only on cost but also on quality of hotel rooms, quality of meeting rooms as well as food options available. The Pennsylvania Training and Technical Assistance Network reserves the right to visit with the potential vendors prior to contract award to assure the facilities meet the requirements of this invitation to bid.

CONTRACT LENGTH:

Request for proposal is for the June 2021 and June 2023 Family Learning Conferences. MCIU reserves the right to renew this contract for two additional years as well as add a June 2022 conference based upon mutual consent of the successful proposer and the MCIU. If both parties agree to extension a letter of intent to renew will be sent to vendor to secure additional year.



2 W. Lafayette Street

Norristown PA 19401

Proposal Form

Family Learning Conference

Company Name

Date

Address

Signature

Printed Name

Title

Telephone #

Email Address

Please attached detailed pricing list

NON-COLLUSION AFFIDAVIT

State of _____: Contract/Bid Title _____: County of _____:

I state that I am _____ of _____
(Title) (Name of my firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are not
(Name of my firm)
currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above representations
(Name of my firm)
are material and important, and will be relied on by the Montgomery County Joint Purchasing Consortium in awarding the contact(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Montgomery County Intermediate Unit of the true facts relating to the submission of bids for this contract.

Name _____ Company Position _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2020

Notary Public

My Commission Expires:

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§ 1611 et seq., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.