

REQUEST FOR QUOTATION

****THIS IS NOT AN ORDER****

Return Quotes To:

The University of Tennessee
Purchasing Department
5723 Middlebrook Pike
Knoxville, TN 37921

Vendor Address

Bidder # D99999
University of T
PARENT RFQ
UT TN

Information

Date: 05/27/2010
RFQ No: 6000038505
Collective No: 10034897
Return Quote By: 06/10/2010 3:00 PM ET
Promised Ship Date: (Furnish) _____
Payment Terms: (Furnish) _____
FOB UT Dest Unless Otherwise Specified Below

Buyer: Lisa Pate
Phone: 865-974-3101
Fax: 865-974-2973

Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
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NOTE: Any potential bidder not otherwise notified by the University for this requirement must register at:
<http://purchasing.tennessee.edu> Scroll to "Bid & Proposal Advertisements" under Quick Links, and follow the instructions. Failure to do so will result in rejection of your bid.

00001	1 LOT	MARCON 2011 Conference as follows:	_____	_____
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Expected attendance: 200 - 250 attendees.

The general format of the conference is as follows:

Monday and Tuesday (Days 1 and 2) - three (3) or four (4) Workshops and a separate certification exam, followed by registration in the afternoon and a reception in the evening of Day 2

Wednesday and Thursday (Days 3 and 4) - start with a plenary session for 200, followed by breaking into 3 - 4 separate and parallel sections of presentations with classroom seating for 75 in each, plus two (2) Workshops, and a banquet Wednesday night

Friday (Day 5) - three (3) or four (4) Workshops

February 28 - March 4, 2011 is preferred.

Do you have availability on these dates:

Yes _____ No _____

2nd option: February 14-18, 2011

Do you have availability on these dates:

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	Yes _____	No _____			

There is the need for an Exhibition space for up to 20 10' x 8' booths with setup on the afternoon of Day 2 and tear down on the afternoon of Day 4. The Exhibition space must be adequate in size to accommodate refreshments and receptions for 250 as well as the booths.

Option to reserve an option on an additional meeting room for fifty (50) people on Day 2 as a possible preliminary RMC meeting/event. Please confirm that that date and space is also available.

Yes _____ No _____

Approximate Requirements for MARCON 2011 Conference Facilities**Dates:**

Monday, February 28 (or Feb. 14), 2011 from 7:00 AM - 9:00 PM
Tuesday, March 1 (or Feb. 15), 2011 from 7:00 AM - 9:00 PM
Wednesday, March 2 (or Feb. 16), 2011 from 7:00 AM - 9:00 PM
Thursday, March 3 (or Feb. 17), 2011 from 7:00 AM - 9:00 PM
Friday, March 4 (or Feb. 18), 2011 from 7:00 AM - 5:00 PM

Conference Facilities Set-up and Schedule:**Each Day**

- * All Day (24 Hours) Locked Storage Room for Conference Materials
- * All Day (24 Hours) Speaker Ready Room (also serve as small meeting room)

Monday

- * 7:00 AM-8:00 PM Registration area (tables and chairs) - 4
- * 7:00 AM-8:00 AM Continental Breakfast - 50
- * 7:30 AM-4:30 PM Workshop 1 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 2 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 3 (classroom) - 20

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	* 7:30 AM-4:30 PM		Workshop 4 (classroom) - 20		
	* 12:00 N-1:00 PM		Lunch - 50		
	* 1:30 PM-4:30 PM		Certification Exam (classroom) - 6		
	* 5:00 PM-7:00 PM		Reception - 50		

Tuesday

- * 7:00 AM-8:00 PM Registration area (tables and chairs) - 4
- * 7:00 AM-8:00 AM Continental Breakfast - 50
- * 7:30 AM-4:30 PM Workshop 1 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 2 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 3 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 4 (classroom) - 20
- * 12:00 N-1:00 PM Lunch - 50
- * 1:30 PM-4:30 PM Certification Exam (classroom) - 6
- * 1:30 PM-4:00 PM Exhibit Area Set Up - 20
- * 4:00 PM-6:00 PM Reception in Exhibit Area (finger food) - 150

Wednesday

- * 7:00 AM-8:00 PM Registration area (tables and chairs) - 4
- * 7:00 AM-8:00 AM Continental Breakfast - 100
- * 8:00 AM-5:00 PM Workshop 1 (classroom) - 20
- * 8:00 AM-5:00 PM Workshop 2 (classroom) - 20
- * 8:00 AM-9:30 AM Plenary Session (classroom or theatre) - 200
- * 9:30 AM-5:00 PM Breakout Session 1 (classroom) - 75
- * 9:30 AM-5:00 PM Breakout Session 2 (classroom) - 75
- * 9:30 AM-5:00 PM Breakout Session 3 (classroom) - 75
- * 12:15 PM-1:30 PM Lunch in Exhibit Area - 125
- * 7:00 AM-7:00 PM Exhibit Area Open at Various Times
- * 5:00 PM-7:00 PM Reception in Exhibit Area (finger food) - 125
- * 7:00 PM-9:00 PM Banquet - 125

Thursday

- * 7:00 AM-8:00 PM Registration area (tables and chairs) - 4

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Item	Quantity	UM	Material/Description	Price Per Unit	Net Amount
	* 7:00 AM-8:00 AM		Continental Breakfast - 100		
	* 8:00 AM-5:00 PM		Workshop 1 (classroom) - 20		
	* 8:00 AM-5:00 PM		Workshop 2 (classroom) - 20		
	* 8:00 AM-9:30 AM		Plenary Session (classroom or theatre) - 200		
	* 9:30 AM-5:00 PM		Breakout Session 1 (classroom) - 75		
	* 9:30 AM-5:00 PM		Breakout Session 2 (classroom) - 75		
	* 9:30 AM-5:00 PM		Breakout Session 3 (classroom) - 75		
	* 12:15 PM-1:30 PM		Lunch in Exhibit Area - 125		
	* 7:00 AM-1:00 PM		Exhibit Area Open at Various Times		
	* 1:00 PM-4:00 PM		Exhibit Area Tear Down		

Friday

- * 7:00 AM-8:00 PM Registration area (tables and chairs) - 4
- * 7:00 AM-8:00 AM Continental Breakfast - 40
- * 7:30 AM-4:30 PM Workshop 1 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 2 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 3 (classroom) - 20
- * 7:30 AM-4:30 PM Workshop 4 (classroom) - 20
- * 12:00 N-1:00 PM Lunch - 40

Total cost for meeting space: \$ _____

Service charge for meeting space (if applicable): _____%

Exhibit Area

Exhibit Area to be in close proximity to Plenary Session and Breakout Sessions

Space to be adequate for twenty (20) 10' x 8' booths

Each booth to contain one six-foot draped table, two chairs, and a waste paper basket

Option on providing pipe and drape for booths

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Storage to be provided for incoming exhibitor booth materials

Breaks and Receptions to be served in Exhibit Area

Breakfasts and Lunches to be served in or near Exhibit Area

Must have free wireless internet capability in all workshop, plenary, and breakout rooms

Must have free wireless internet capability throughout exhibit area for "Cyber Café"

Option to bring our own A/V person and equipment

Total cost for exhibit space: \$ _____

Approximate Catering Needs:**Day 1**

continental breakfast
mid-morning coffee and soft drinks
lunch
mid-afternoon soft drinks

Total - Day 1: \$ _____

Day 2

continental breakfast
mid-morning coffee and soft drinks
lunch
mid-afternoon soft drinks
"light" reception

Total - Day 2: \$ _____

Day 3

continental breakfast
mid-morning coffee and soft drinks

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lunch
mid-afternoon soft drinks
"heavy" reception and/or dinner

Total - Day 3: \$ _____

Day 4
continental breakfast
mid-morning coffee and soft drinks
lunch
mid-afternoon soft drinks
light reception

Total - Day 4: \$ _____

Day 5
continental breakfast
mid-morning coffee and soft drinks
lunch
mid-afternoon soft drinks

Total - Day 5: \$ _____

Please include service charge (if applicable) in total cost per day.

Approximate Sleeping Room Block Projections:

Day 0 7
Day 1 23
Day 2 40
Day 3 40
Day 4 25
Day 5 5

Total 140 room-nights

\$ _____/cost per room per night

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Hotel will provide UTRMC a _____/room-night commission on sleeping rooms (applied to other costs)

Hotel to provide a discounted sleeping room rate of \$ _____ and hold the room block until _____

Hotel to extend discount three days before and after actual stay and count toward room block.

Hotel to provide a standard government rate for all appropriate registrants.

Hotel to provide _____ complimentary rooms for _____ nights each.

Hotel to provide additional complimentary rooms, based on overall usage at 1 room/_____ booked nights.

Hotel to provide review meetings to allow RMC to adjust numbers at 120, 90, 60, and 30 days out.

Can you meet the above requirements? Yes _____ No _____

If no, please list exceptions:

Parking charges:

\$ _____/self parking per day

\$ _____/valet parking per day

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Would your facility accept a purchase order in lieu of a contract?

Yes _____ No _____

Manufacturer _____ # _____

Warranty _____

GENERAL BID CONDITIONS: All University of Tennessee general bid conditions apply to this bid. To view these conditions, which include protest procedures, please visit website http://purchasing.tennessee.edu/General_Bid_Conditions.htm. If for some reason you are unable to access this website you may telephone (865) 974-3311 for a hard copy of these conditions.

SPECIAL BID CONDITIONS**SBC-1 CONFLICT OF CONDITIONS**

In the event that there are any conflicts between the General Bid Conditions and these Special Bid Conditions the Special Bid Conditions shall take precedence.

SBC-2 OR EQUAL

The items on this request for quotations shall be as specified or equal. When the specifications specify a product by name of a manufacturer or Vendor, or whenever the terms similar to and equal to, or approved equal are used, the term(s) named are intended to set the standard for such material(s) or article(s). The burden of proof shall rest solely with the supplier to prove that the proposed substitute(s) are equal to the material(s) or article(s) specified. The University shall be the sole judge as to whether the item(s) submitted is equal to those specified.

SBC-3 SEALED BID

The envelope in which quotations will be submitted should be identified by placing the required information on the outside of the envelope as follows: It is imperative that your name and address appear in the upper left corner of the envelope and that the collective number, due date and time of opening appear in the lower left corner. Bid openings shall be public, on the date and at the time specified on the bid form. All sealed bids must be received in the purchasing department on or before the date and hour specified for bid opening. Sealed bids that miss the deadline will be rejected and returned unopened or kept on file in the purchasing department. No qualifying letters or statements from vendors will be considered a

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			justification for accepting late bids.		

SBC-4 BID IN ACCORDANCE WITH SPECIFICATIONS

Bidders are cautioned that unless otherwise stipulated in their bids, it will be assumed that they are bidding in strict accordance with the specifications and will be required to strictly comply therewith. Any deviations whatsoever from the specifications must be fully set forth and itemized in detail in a letter accompanying the bid. Generalized statements submitted with your bid in order to avoid complying with this requirement in full detail will not be accepted.

SBC-5 INTERPRETATIONS & ADDENDA

Any questions concerning conditions and specifications should be directed to the Purchasing Department in writing no later than five (5) days prior to the bid opening. Inquiries must reference the date of bid opening and RFQ Number.

SBC-6 COMPREHENSIVE GENERAL LIABILITY INS.

Bidders are required to maintain comprehensive general liability insurance including product liability coverage in the amount of at least \$1,000,000.00 per occurrence. Any purchase order(s) issued by the University are contingent on the maintenance of current liability coverage as described above.

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IF THE BIDDER TAKES EXCEPTION TO ANYTHING IN THE SPECIFICATIONS OR TERMS AND CONDITIONS. THE EXCEPTION MUST BE LISTED BELOW. IF NECESSARY YOU MAY SUPPLEMENT YOUR COMMENTS WITH AN ATTACHMENT LISTING YOUR EXCEPTIONS. IF NO EXCEPTIONS ARE TAKEN WRITE 'NONE' IN THE AREA FURNISHED BELOW. IF NO COMMENTS ARE FURNISHED IT WILL BE ASSUMED THAT NO EXCEPTIONS ARE BEING TAKEN.

CERTIFICATION: MY COMPANY IS CLASSIFIED AS A:

NOTE: It will be assumed that business category is large if no response is furnished.

LARGE BUSINESS _____ SMALL BUSINESS _____ WOMAN OWNED _____

PLEASE INDICATE BELOW ONLY IF YOUR FIRM IS AT LEAST 51 PERCENT OWNED BY A MEMBER(S) OF THE FOLLOWING GROUPS:

BLACK AMERICAN _____ HISPANIC AMERICAN _____ ASIAN PACIFIC AMERICAN _____ NATIVE AMERICAN _____ ASIAN INDIAN AMERICAN _____

IT IS UNDERSTOOD AND AGREED THAT THIS BID, WHEN CERTIFIED BY AN AUTHORIZED SIGNATURE, SHALL CONSTITUTE AN OFFER WHICH WHEN ACCEPTED IN WRITING BY THE UNIVERSITY'S PURCHASING DEPARTMENT AND SUBJECT TO THE TERMS AND CONDITIONS OF SUCH ACCEPTANCE, WILL CONSTITUTE A VALID AND BINDING CONTRACT BETWEEN THE UNIVERSITY OF TENNESSEE AND THE BIDDER/CONTRACTOR SUBMITTING SUCH OFFERING.

WE OFFER TO SELL TO YOU THE ABOVE MATERIAL(S) OR SERVICES AT THE PRICE AND TERMS SPECIFIED HEREON AND IN ACCORDANCE WITH THE UNIVERSITY'S GENERAL AND ANY SPECIAL BID CONDITIONS FURNISHED AND INCORPORATED INTO THIS DOCUMENT. ALL EXCEPTIONS, ALTERNATIVE MATERIALS, OR SPECIFICATIONS IF ANY HAVE BEEN CLEARLY INDICATED. IF YOU HAVE ANY QUESTIONS ABOUT THIS REQUEST FOR QUOTATION, CONTACT THE BUYER AT THE ADDRESS OR TELEPHONE NUMBER SHOWN ABOVE.

WHEN OFFERING A 'NO BID', PLEASE INDICATE YOUR REASON(S) BELOW AND RETURN THIS INFORMATION WITH YOUR RESPONSE.

_____ DO NOT HANDLE THIS TYPE EQUIPMENT _____ CANNOT MEET SPECIFICATIONS
_____ CANNOT MEET REQUIRED DELIVERY _____ MATERIALS NOT AVAILABLE
_____ OTHER (SPECIFY) _____

IN COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER 878, PUBLIC ACTS OF 2006, THE CONTRACTOR HEREBY ATTESTS THAT THE CONTRACTOR SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT AND SHALL NOT KNOWINGLY UTILIZE THE SERVICES OF ANY SUBCONTRACTOR WHO WILL UTILIZE THE SERVICES OF AN ILLEGAL IMMIGRANT IN THE PERFORMANCE OF THIS CONTRACT.

ALL FIRMS WISHING TO DO BUSINESS WITH THE UNIVERSITY MUST LIST THEIR FEDERAL TAX ID NO. OR SOCIAL SECURITY NO. (IF INDIVIDUAL) IN THE SPACE PROVIDED:
TAX ID OR SSN: _____

(Signature)

(Date)

(Printed Name and Company Name)

(Title)

(Telephone #. Toll free if available)

(FAX #)

(E-Mail Address)

(WEB Site Address)