

Request for Quote Leadership Team Meeting

The U.S. Probation and Pretrial Services Office seek a venue that can provide hotel and meeting rooms, parking and meals. The event will take place May 9 - 12.

Quotes shall be provided based upon the following criteria:

Lodging is required for 23 guests May 9-10.

Lodging is required for 5 guests for one additional night, May 12.

Lunch and dinner shall be provided on May 9 for 23 guests.

Breakfast, lunch, and dinner shall be provided May 10 - 11 for 23 guests.

Breakfast and lunch shall be provided on May 12 for 5 guests.

All meals may be served buffet style.

The dinner meals may be served banquet or buffet style.

A large room that can accommodate 30 persons is required.

Standard hotel amenities e.g., laundry service, fitness center, Wi-Fi internet service shall be available.

A commercial agreement will be initiated between The U.S. Probation and Pretrial Services office and the contractor.

All quotes should be received no later than March 8, 2016, at 5:00 pm. Quotes may be emailed, mailed or hand carried to the listed addresses.

Government Contact is:

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