



UNITED STATES DISTRICT COURT CENTRAL DISTRICT OF CALIFORNIA

RE: **REQUEST for QUOTATION**
RFQ NO. USDC25-SUSPOCONF

July 23, 2025

To Whom It May Concern:

The United States District Court, Central District of California Probation and Pretrial Services Office, is seeking proposals from hotels and resorts for our 2025 SUSPO Conference.

This is a request for **Open Market Pricing**.

Counties Being Considered: Ventura.

Property must have a rating of 4 STARS or better from TripAdvisor.com, AAA, or Hotels.com.

Quotes must be emailed to veronica_lujan@cacd.uscourts.gov by 4:00pm, on Friday, August 1, 2025 local time. Submit a technical proposal describing your approach and project management in accordance with the attached statement of work. **Use the attached quote sheet for a price quotation, broken down by task, with any supporting documentation for the price attached.** Site surveys may be conducted prior to award to ensure facility meets event requirements.

A **fixed price award** from this RFQ will be made based on **lowest priced, technically acceptable** offer.

Questions concerning this RFQ should be addressed to Veronica Lujan, Contracting Officer, via email, veronica_lujan@cacd.uscourts.gov.

Sincerely,

Veronica Lujan
Contracting Officer

Attachments:

1. Statement of Work (SOW)
2. RFQ Worksheet
3. Terms and Conditions

WESTERN DIVISION
350 W. 1st Street
Los Angeles, CA 90012

SOUTHERN DIVISION
411 West Fourth Street, Ste 1053
Santa Ana, CA 92701

EASTERN DIVISION
3470 Twelfth Street, Ste 134
Riverside, CA 92501

United States District Court, Central District of California
2025 TRAINING CONFERENCE INFORMATION SHEET

General Information Estimated Requirements:

Important Note: All quantities are an estimate only and not a guarantee of requirements. Actual numbers may vary, depending on event participation.

- Meeting Dates: September 16, 2025, through September 18, 2025.
- Attendance: 42
- Total Room Night Estimates: 84

Dates:	Mon.	Tues.	Wed	Thur.	Fri.	Sat.	Sun.
Est.# of Rooms	12	42	42	N/A	N/A	N/A	N/A

Meeting Room Estimated Requirements:

- **Tuesday:**
 - Space for registration/reception near main meeting room (2 tables)
- **Wednesday:**
 - 1 Ballroom for main session/greeting, morning/afternoon breaks – up to 42 people
Set Up: Banquet Style, Refreshment break setup must be outside of main ballroom. 2 + rectangular tables up front on the side, with tablecloth and skirts.
 - Space for registration/reception near main meeting room (2 tables)

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- **Thursday:**

- 1 Ballroom for main session/greeting, morning/afternoon breaks – up to 42 people
Set Up: Banquet Style, Refreshment break setup must be outside of main ballroom. 2 + rectangular tables up front on the side, with tablecloth and skirts.

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Food and Beverage Estimated Requirements:

- Length of Conference:
 - o Water Stations
 - At all times during conference hours
 - In common areas or in meeting/classrooms
 - Continental breakfast, AM / PM breaks; Selections to be varied each day
- **Tuesday:**
 - o Registration/ Arrival - 42 people
 - o Cookies/brownies
 - o Lemonade, iced tea, ice water
- **Wednesday:**
 - o Continental Breakfast – Buffet type including fresh fruit, hot, cold, and vegan selections. Assorted juices, coffee, decaf, tea (Coffee station to be refreshed at morning break, lunch, afternoon break – 42 people)
 - o Morning Break - 42 people
 - o Refreshment Break Selection: light snack assortment
 - o Water, coffee (regular & decaffeinated), hot tea station refreshed
 - o Coffee station refreshed- 42 people.
 - o Afternoon Break - 42 people
 - o Refreshment Break Selection – light snack assortment, assorted soft drinks
 - o Water, coffee (regular & decaffeinated), hot tea station refreshed
- **Thursday:**
 - o Continental Breakfast – Buffet type including fresh fruit, hot, cold, and vegan selections. Assorted juices, coffee, decaf, tea (Coffee station to be refreshed at morning break, lunch, afternoon break – 42 people)
 - o Morning Break - 42 people
 - o Refreshment Break Selection: light snack assortment
 - o Water, coffee (regular & decaffeinated), hot tea station refreshed

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Audio Visual Rental and Exhibit Estimated Requirements:

- 2 Wi-Fi connections.

- **Tuesday:**
2 A/C extension cord for the two registration tables.

- **Wednesday:**
 - • Main Ballroom (morning General Session):
 - o 2 wireless handheld microphones
 - o 1 wireless lapel microphone
 - o 1 Projector
 - o 1 projection screen (7.5ft x 10ft)
 - o 1 support package for client's projector 8ft includes A/C Ext Cord, Multistrip, Table, VGA Cable, Technical Assistance if required
 - o Riser, podium and pipe and drape
 - o Flipchart with stand and markers as needed

- **Thursday:**
 - o Main Ballroom (morning General Session):
 - o 2 wireless handheld microphone
 - o 1 wireless lapel microphone
 - o 1 Projector
 - o 1 projection screens (7.5ft x 10ft)
 - o 1 support package for client's projector 8ft includes A/C Ext Cord, Multistrip, Table, VGA Cable, Technical Assistance if required
 - o Riser, podium and pipe and drape
 - o Flipchart with stand and markers as needed.

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- Main ballroom - Provide California and United States flags on stands for the entire event period.

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Additional Requirements:

- Property must have a rating of **4 STARS** or better from TripAdvisor.com, AAA, or Hotels.com.
- Hotel must have contiguous meeting space, with minimum outside passage and primarily connected corridors to main hotel and guest rooms.
- Hotel meeting space must be separate from the public space.
- Hotel must be set back from main streets or highways.
- Hotel must have a restaurant with seating for up to 75 people within the premises.
- Hotel must provide complimentary or reduced rate self-parking, with in/out privileges. To accommodate a minimum of 42
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- vehicles for this conference.
- Hotel must accommodate early check-out, without additional fees.
- Hotel must provide a check-in time no later than 2:00 pm.
- Hotel must provide late check-out on Thursday up to 1:00 pm.
- Preferred in-room safe and refrigerator.
- Hotel must be able to separate agency conference charges from individual room charges.
 - o All charges for hotel room nights, parking, conference meeting room setup, A/V, breakfast & lunch buffets, AM / PM refreshment breaks, are to be direct billed to United States District Court, Central District of California
 - o **All other incidental expenses will be charged to individual attendees.**
- Hotel must be family friendly.
- Hotel must have onsite business center.
- **Hotel must be willing to negotiate terms and conditions to meet Federal Judiciary standards and incorporate the Judiciary's Terms and Conditions into their standard Terms and Conditions (see attached terms and conditions).**
- Complimentary or reduced resort fee.
- Complimentary or reduced rate in-room internet access (cable and/or Wi-Fi).
- Complimentary or reduced rate onsite fitness center.
- Adjoining rooms connected by a door (to accommodate families with children who may be under aged).
- Available complimentary roll-out beds upon request.
- Hotel must be able to provide a room reservation web-link to the Conference Coordinator.
 - o The link will be imbedded on our Conference Registration website to allow guests to directly reserve rooms with the hotel.
 - o Agency staff personal credit card information will not be required during the registration process in the web-link.

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Requested Room Rate Range:

- Hotel must be able to provide all rooms at the government rate.
- Federal Government per diem rate based on location. Please refer to www.gsa.gov.

Deposit:

- The judiciary restricts commercial advance payments to a "reasonable" deposit for Audio/Visual Services, Food and Training Space. A reasonable deposit is no more than 15% of the total estimated costs. The judiciary is prohibited from deposits or advance payment for hotel guest rooms.

United States District Court, Central District of California

2025 SUSPO TRAINING CONFERENCE

RFQ PRICING WORKSHEET

US Government is Tax Exempt, TIN No. 53-0197981F

Vendor Information

Date _____

Hotel _____
 Mailing Address _____
 Remittance (Payment) Address _____
 Point of Contact _____
 Telephone & Fax _____
 Email _____
 Federal Tax ID, DUNS Number, and a copy of the W-9 Form. _____

	Estimated					
Requirements	Unit Cost	x	Quantities	=	Sub-Total	Total

Please note: Meeting Room, A/V categories below, it is per week. USDC will need 2 weeks of each category.

Room Rates

Room Rate - Monday	x	12	=	_
Room Rate - Tuesday	x	42	=	_____
Room Rate - Wednesday	x	42	=	_____

Sub-Total:	_____
Sales Tax:	Exempt
Occupancy Tax:	Exempt

Food & Beverage

Tuesday - Registration/Arrival	x	42	=	_____
Wednesday -Breakfast	x	42	=	_____
Wednesday - Morning Break	x	42	=	_____
Wednesday- Lunch	x	42	=	_____
Wednesday - Afternoon Break	x	42	=	_____
Thursday- Breakfast	x	42	=	_____
Thursday - Morning Break	x	42	=	_____

Service Fees/Gratuity of: _____% (If any)	Sub-Total:	_____
	Service Fee:	_____
	Tax:	Exempt

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Meeting Room & AV Rental

Tuesday

Wednesday

Thursday

Sub-Total: _____

Service Fees/Gratuity of: _____% (If any)

Service Fee: _____

Tax: _____ Exempt

Parking Charges (If not complimentary)

Monday	-	x	<u>12</u>	_____
Tuesday	-	x	<u>42</u>	_____
Wednesday	-	x	<u>42</u>	_____
Thursday		X	<u>42</u>	

Sub-Total: _____

Grand Total:

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses for
Open Market Orders

Purchase Order No.: _____

1) Provision B-5, Solicitation Provisions Incorporated by Reference (MAR2025)

This solicitation incorporates one or more solicitation provision by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the same offeror ad submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provisions by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at the address:

<http://wvw.uscourts.gov/procurement/clauses.htm>

2) Clause B-5, Clauses Incorporated by Reference (MAR2025)

This Procurement incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address:

<http://www.uscourts.gov/procurement/clauses.htm>

3) The following clauses are included by reference:

Clause 3-3 - Provisions, Clauses, Terms and Conditions - Small Purchase (JUN 2024)

<http://www.uscourts.gov/procurement/clauses.htm>

4) Provision B-1, Solicitation Provisions Incorporated by Reference

Solicitation Provisions Incorporated by Reference (MAR2025)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

5) Credit Application/Master Account:

Application for master account cannot be completed. There will be no need for master account. Each individual guest will be paying for their room.

Individuals are responsible for payment of room and incidental charges upon departure unless otherwise specified. The hotel shall invoice the Judiciary for all other charges including meeting spaces, food and beverage, and audio-visual charges. The hotel shall reference the purchase order number on the face of its invoice.

Credit provisions are not applicable to the judiciary.

6) Attorney Fees:

Attorney fees are not applicable to the judiciary.

- 7) Insurance:
- The judiciary is self-insured.
- 8) Payments in Advance /Deposit:
- Clause 2-115, Terms for Commercial Advance Payment of Purchases (APR 2013) Clause 2-125, Security for Advance Payment (APR 2013)
<http://www.uscourts.gov/procurement/cluscs.htm>
- 9) Arbitration Clause:
- Arbitration is not applicable to the judiciary.
- 10) Damage Deposits:
- See No. 11, Indemnification and/or Hold Harmless:
- 11) Indemnification and/or Hold Harmless:
- Clause 7-25, Indemnification (AUG 2004)
- “Notwithstanding any other term or provision of this agreement, the judiciary’s liability related to any claim for personal injury, death, property loss, or damage under this agreement, is limited by and subject to the procedures and terms of the Federal Tort Claims Act, the Anti-deficiency Act, and all other applicable federal laws and regulations.”
- 12) Jurisdiction:
- Federal law applies. Obligations to and rights of the United States under its contracts are governed exclusively by federal law.
- 13) Cancellation:
- "Cancellation or reduction" refers to either a complete cancellation of the block of rooms or a reduction of more than 20% of the original room block. No penalty will apply to a cancellation or reduction when the judiciary gives written notice of such cancellation or reduction, via email, facsimile, or hard copy, at least 60 days prior to the date of the event, or if the event is cancelled as a result of catastrophic events (i.e., airport closure, major snowstorm, hurricane, tornado, flood, etc.).
- In the event of a cancellation or reduction less than 60 days before the date of the event, the contractor agrees to make every effort to resell the cancelled room block. In the event the contractor is unable to resell all the cancelled or reduced products or services, the judiciary will be responsible for such amounts that reflect the actual losses sustained by the contractor.
- 14) Provision 3-5 Taxpayer Identification (APR 2011)
- (a) Definitions.
- "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 770 l(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to finish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 770l(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer identification Number (TIN): _____

☐ TIN has been applied for.

☐ TIN is not required, because:

☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal government.

(e) Type of organization:

☐ sole proprietorship ;

☐ partnership;

☐ corporate entity (not tax-exempt);

☐ corporate entity (tax-exempt);

☐ government entity (Federal, State, or local); ☐ foreign government;

☐ international organization per-26 CFR 1.6049-4;

☐ other _____

(f) Contractor represents.

The offeror represents as part of its offer that it is ☐, is not ☐, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

☐ woman Owned Business

☐ Minority Owned Business (if selected, then one sub-type is required)

☐ Black American

☐ Hispanic American

☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)

☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U. S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

☐ Individual/concern, other than one of the preceding.