University of Iowa Purchasing

Bid Information Contact Information Ship to Information

Bid Owner Matthew Hills Purchasing Agent Address 202 PCO Address

Email matthew-hills@uiowa.edu 125 S. Dubuque St.

Phone (319) 384-3342 Iowa City, IA 52242

Fax (319) 335-2443 Contact Matt Hills Contact

Department Purchasing Department

Bid Number 15427 Building Building

Title Local Hotel Contract Rates Floor/Room Floor/Room

Bid Type RFP- Sealed Telephone 319 (384) 3342 Telephone

Issue Date 11/25/2014 Fax Fax

Close Date 12/12/2014 03:52:28 PM (CT) Email matthew-hills@uiowa.edu Email

**Supplier Information Supplier Notes**

Company Name:

Contact Name:

Address:

Telephone:

Fax:

Email:

By submitting your response, you certify that you are authorized to represent and bind your company.

Signature: Date:

**Bid Notes**

The University of Iowa is soliciting contracted discount rates from qualified Suppliers for lodging for University of Iowa or Big 10 guests and affiliated business travelers. Bid specifications will not be mailed or faxed. Bid requirements must be viewed and responses must be submitted electronically through eBid, the University's online bid system. Suppliers must register or already be registered in Ebid in order to view the full bid and respond. If you are not already a registered supplier go to

http://www.uiowa.edu/~purchase/purchase/eBidLogin.htm and click the New Supplier/Vendor Registration link to register. If already registered log in at the above URL to view the bid and respond.

**Bid Activities**

**Bid Messages**

**Bid Attachments**

The following attachments are associated with this opportunity and will need to be retrieved separately

**# Filename Description**

Header U of I Letter of Intent.doc Example Individual Stay Contract Template

Header HotelAmenitiesForm.docx Hotel Amenities Form

Header SafetySecurityForm.docx Hotel Safety/Seccurity Form

**Bid Attachments Requested**

The following attachments are requested with this opportunity

**Bid Attributes**

Please review the following and respond where necessary

**# Name**

**1 SUPPLIER INSTRUCTIONS**

**Note**

Prior to entering line item prices, please review and respond, as required, to the Attributes listed below. Attributes 2 through 98 refer to General Terms and Conditions. The remaining Attributes are specific to this Request for Proposal. This RFP contains multiple pages. You can move from page to page by clicking on the right side of the gray bars that appear at the bottom of the Attributes and Line Item sections. Bids MUST be submitted electronically through the eBid system. Bids submitted by any other means will not be accepted.

**2 Introduction**

**Note**

The University of Iowa (hereafter, The University/University) located in Iowa City, Iowa, desires to obtain written proposals from qualified Suppliers to provide lodging for University of Iowa or Big Ten guests and affiliated business travelers. The data, specifications and administrative requirements outlined herein are intended to serve only as a general guideline for each proposal. Each Supplier is expected to submit a fully detailed proposal that adequately describes the advantages and benefits

which The University of Iowa would realize by acceptance of its proposal.

**3 LOCAL HOTEL CONTRACT PRICING**

**Note**

The University of Iowa solicits proposals for local hotel contract pricing to include University and Big Ten guests,

as well as affiliated business travelers.

**Response**

(No Response Required)

**4 Background Information**

**Note**

The University of Iowa is a broad-based public university of international stature. The University has 30,000 students

and is recognized for its academic achievement; leadership in research; and its teaching hospital, The University of Iowa Hospitals and Clinics. The University has an overall budget of $2.2 billion and employs approximately 14,000 full-time faculty and staff. The University of Iowa Hospitals and Clinics serves as the teaching hospital and comprehensive medical center for

the State of Iowa. As part of its mission, UI Hospitals and Clinics, in conjunction with UI Carver College of Medicine

and other health science colleges at The University of Iowa, provides world-class family-centered health care,

extensive medical research, and comprehensive teaching programs for many health care professions. The hospital

employs more than 1,400 physicians and dentists, and more than 1,500 professional nurses. More than 4,500

additional staff members support all aspects of patient care services. The hospital provides 680 inpatient beds

and more than 850,000 patient visits take place in the clinics every year. UI Hospitals and Clinics is consistently

ranked by U.S. News & World Report magazine as one of the nation's best hospitals, with many of its clinical

specialties ranked among the top twenty-five in the country.

**5 Definitions**

**Note**

THE UNIVERSITY/UNIVERSITY: Indicates The University of Iowa, Iowa City, Iowa (all terms Synonymous. MAY:

Indicates something that is not mandatory but permissible/desirable. POINT OF CONTACT: The

Supplier's representative available for all questions pertaining to the response for this Request for Proposal.

RFP: Request for Proposal. SHALL/MUST: Indicates mandatory requirement. Failure to meet these mandatory

requirements may result in rejection of your proposal as non-responsive. SHOULD: Indicates something that is

recommended but not mandatory. If the Supplier fails to provide recommended information, The University may, at

its sole option, ask the Supplier to provide the information or evaluate the proposal without the information.

SUPPLIER/SUCCESSFUL RESPONDENT: Proposer submitting a response to the Request for Proposal.

INDEPENDENT PURCHASING AUTHORITY (IPA): means the State of Iowa entities or agencies, such as the

Board of Regents, Regent institutions, Department of Administrative Services, the Department of the Blind, the

Iowa Lottery Authority, the Iowa Telecommunications and Technology Commission, and the Department of

Transportation, that have separate and distinct purchasing authority, including the authority to contract autonomously

under the Iowa Code or another provision of law. POLITICAL SUBDIVISION: is any county, city, school

district, or any combination thereof.

**6 University Rights/Obligations**

**Note**

The University of Iowa reserves the right to accept or reject any or all proposals, waive irregularities, to accept

any part of a proposal, to withhold the award, and to make no award as is deemed to be in the best interests of the

University.

**7 University Rights/Obligations**

**Note**

The University will not pay for any information requested herein, nor is it liable for any costs incurred by the Supplier

in responding to this request. All proposals submitted become the property of The University and will not be

returned to the Supplier.

**8 ARRA Funds**

**Note**

This contract may involve funding under the American Recovery & Reinvestment Act of 2009 (“Recovery Act”).

Vendor agrees to (1) comply with all terms and conditions of the Recovery Act (including but not limited to “Buy

American”, “Wage Rate Requirements” and “Disclosure of Fraud or Misconduct”) and (2) provide promptly upon

request to the University, the data elements which are required to be reported under Section 1512 of the

Recovery Act and the Federal Funding Accountability and Transparency Act (“FFATA”). Please contact the

Purchasing Agent to verify if this purchase involves such funding. For details of Recovery Act and FFATA see

www.recovery.gov.

**9 \*\*\*General Terms\*\*\*** (No Response Required)

**10 Availability of Contract to Other Entities**

**Note**

All other agencies of the State of Iowa, Independent Purchasing Authorities and all political subdivisions of the

State of Iowa may make purchases pursuant to the Base Contract and/or Ancillary Contracts. A Buyer may include

additional contractual requirements and the Supplier agrees to be bound by the additional requirements if it accepts the Purchase Instrument.

**11 Supplier/Proposal Obligations**

**Note**

The successful Supplier must be licensed to do business in the State of Iowa and comply with provisions of Chapter

490 of the Iowa Code.

**12 Supplier/Proposal Obligations**

**Note**

The proposal constitutes an offer by the Supplier which shall remain open and irrevocable for a period of sixty (60)

calendar days from the proposal due date.

**13 Supplier/Proposal Obligations**

**Note**

The Supplier consents to the University contacting and obtaining any information relevant to this Request for Proposal from the references identified by the Supplier in its proposal or other sources deemed appropriate by the University.

**14 Supplier/Proposal Obligations**

**Note**

Failure to supply information requested may be cause for rejection of the proposal as non-compliant.

**15 Supplier/Proposal Obligations**

**Note**

Determination of compliance and responsiveness to the requirements of the RFP will be made after a thorough and careful review of the proposals. Public review of the submitted proposals will not be possible until an award has been made and the University has removed any trade secret, confidential or proprietary information, if any, from the proposals.

**16 Supplier/Proposal Obligations**

**Note**

The contents of the proposal and any clarification thereto submitted by the successful Supplier shall become a part of the contractual obligation incorporated by reference into the ensuing agreement, unless modified by mutual agreement, in writing.

**17 Supplier/Proposal Obligations**

**Note**

Any and all interpretations, corrections, revisions and amendments shall be issued by the University’s Purchasing Department to all holders of proposal documents in the form of written addenda.

**18 Supplier/Proposal Obligations**

**Note**

Withdrawn proposals may be re-submitted up to the time and date designated for the receipt of proposals provided that they are fully in conformance with the proposal instructions and conditions.

**19 Formation of the Agreement**

**Note**

At its option, the University may take either of the following actions to form an agreement between the University and the selected Supplier: Accept a proposal as submitted by issuing a written notice to the selected Supplier which refers to this Request for Proposal and accepts the proposal received in response to it, or, Enter into negotiations with one or more Supplier(s) in an effort to reach a mutually satisfactory written agreement that will be based on this Request for Proposal, the proposal submitted by the Supplier and the associated negotiations.

**20 Termination – Non-appropriation of Fund**

**Note**

Notwithstanding any other provisions, if funds anticipated for the continued fulfillment of the resulting agreement are at any time not forthcoming or insufficient, either through the failure of the Iowa Legislature or the Federal government to provide funds or alteration of the program under which funds were provided, then the University shall have the right to terminate the agreement without penalty by giving not less than thirty (30) days written notice documenting lack of funding.

**21 Assignment**

**Note**

Any contractual agreement resulting from this Request for Proposal may not be assigned or transferred by the Supplier without prior written consent of the University and the bonding company if appropriate.

**22 Indemnification**

**Note**

To the fullest extent allowed by law, Supplier agrees to indemnify and hold harmless the University, the State of Iowa, and the Board of Regents, State of Iowa and their agents and employees from and against all claims or losses including reasonable attorneys’ fees, arising out of or resulting from the negligence or omissions of the Supplier, its partners, directors, officers, employees, licensees, subcontractors or agents, in the provision of products and services under this contract.

**23 Code of Fair Practice**

**Note**

The Supplier shall not discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, sex, age, physical or mental disability. The Supplier shall take affirmative action to ensure that applicants are employed and that the employees are treated during employment without regard to their race, creed, color, religion, national origin, sex, age, physical or mental disability except where it relates to a bona fide occupational qualification.

**24 Qualifications of Bidder**

**Note**

The University of Iowa may make such investigations as deemed necessary to determine the ability of the Supplier to provide and perform the specified service stated herein.

**25 Qualifications of Bidder**

**Note**

The Supplier shall keep informed of, and shall provide all permits and comply with all applicable laws, ordinances, rules, regulations and orders of the state and federal government, or public bodies having jurisdiction affecting this proposal and the service referenced herein.

**26 Laws**

**Note**

Terms and provisions of this proposal and any agreement resulting from this proposal shall be construed in accordance with the laws of the State of Iowa, and any and all litigation or actions commenced in connection with this proposal or agreement resulting from this proposal shall be instituted in the appropriate courts of the State of Iowa.

**27 Iowa Preference Law**

**Note**

Preference shall be given to purchasing products produced within the State of Iowa, when they are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of other states, according to Iowa Code §§73.1. Preference shall be given to purchasing from Iowa based businesses if the offers submitted are comparable in price to those submitted by other suppliers and meet the required specifications, according to Iowa Code §§73.1.

**28 Gratuities**

**Note**

The laws of the State of Iowa provide that it is a criminal offense to offer, promise or give anything of value or benefit to a state employee with the intent to influence that employee’s acts, opinion, judgment, or exercise of discretion with respect to that employee’s duties. Evidence of violation of this statute will be turned over to the proper prosecuting attorney.

**29 Remedies upon Default**

**Note**

In any case where the Supplier has failed to deliver services or has delivered non-conforming services, the University shall provide a 10 day right to cure notice. The University may, within its sole discretion, accept or reject any or all proposed cure actions. If after reasonable notice the Supplier continues to be in default, the University may, within its sole discretion, terminate the Agreement without any further obligation and procure substitute services from another source and charge the difference between the contracted price and the market price to the defaulting Supplier.

**30 \*\*\*Insurance\*\*\* (No Response Required)**

31 Exceptions to Contract Documents The Supplier shall clearly state in the submitted proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

any exceptions to, or deviations from the specific RFP

Instructions, Specifications, Form of Proposal, Evaluation

Criteria, and/or any exceptions to these Terms and

Conditions. Such exceptions or deviations will be

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considered in evaluating the proposals.

32 Insurance Requirements Without limiting any liabilities or any other obligations of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

the Supplier, Supplier shall provide certificates of

insurance documenting the minimum insurance coverage

requirements listed below unless otherwise agreed to in

writing. Coverage may be by Supplier’s self-insurance plan

or with outside insurance providers, all subject to

University approval. Such insurance coverage must be

maintained until all obligations under the Agreement are

satisfied.

33 Insurance Requirements Applicable Workers Compensation insurance to cover \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

liability imposed by Federal and State statutes having

jurisdiction over Supplier employees engaged in the

performance of the Supplier’s service. Employer’s Liability

insurance of no less than $500,000 each employee and

$500,000 each accident.

34 Insurance Requirements Commercial General Liability insurance with a minimum \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

limit of ONE MILLION DOLLARS ($1,000,000) per

occurrence. This policy shall include coverage for bodily

injury and property damage, including completed

operations, personal injury, coverage for contractual

employees, blanket contractual and products and

completed operations. Policy shall contain a severability of

interests provision.

35 Insurance Requirements Commercial Automobile Liability insurance with a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

combined single limit for bodily injury and property damage

of not less than ONE MILLION DOLLARS ($1,000,000)

with respect to Supplier’s owned, non-owned, hired, or

borrowed vehicles, assigned to or used in performance of

this agreement.

36 Insurance Requirements Umbrella Liability insurance with a minimum limit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

$1,000,000 per occurrence and shall apply to all

underlying and primary liability coverages required above.

37 Insurance Requirements Errors and Omissions (Professional Services Liability) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

insurance with a minimum limit of $1,000,000 per claim.

The policy shall include coverage for contingent bodily

injury liability.

38 Insurance Requirements The Commercial General Liability, Commercial Automobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Liability and Umbrella Liability policies required herein shall

be endorsed to include the State of Iowa; University of

Iowa; Board of Regents, State of Iowa, their agents,

officials, and employees as additional insured.

39 Insurance Requirements Supplier and its insurers providing the required coverages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

shall waive all rights of subrogation or recovery against the

State of Iowa; University of Iowa; Board of Regents, State

of Iowa, their agents, officials and employees.

40 Insurance Requirements All required insurance policies shall be issued by reputable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

insurance companies duly authorized to engage in the

insurance business in the State of Iowa, with an A.M.

Best’s rating of A-, VII or better. These policies shall be

primary coverage. Certificates shall specify name of the

project and provide that no less than 30 days notice of

non-renewal, cancellation, or material change shall be

given to the University of Iowa.

41 Insurance Requirements Two (2) Certificates of Insurance showing Supplier’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

current coverages and limits must be submitted with the

Supplier proposal. Prior to a signed Agreement, Supplier

must procure required insurance and provide University

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with two (2) Certificates of Insurance. Certificates must

reference this RFP number. Supplier’s proposal must

include the cost of the required insurance.

42 Insurance Requirements Failure on the part of the Supplier to procure or maintain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

required insurance shall constitute a material breach of

contract upon which The University may immediately

terminate an Agreement, or, at its discretion, procure or

renew such insurance and pay any and all premiums in

connection therewith, and all moneys so paid by The

University shall be repaid by the Supplier to The University

upon demand, or The University may offset the cost of the

premiums against any moneys due to Supplier.

43 Insurance Requirements The University reserves the right to request and receive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

certified copies of any or all of the above policies and/or

endorsements.

44 Insurance Requirements The University reserves the right to waive or reduce the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

insurance requirements at the University’s sole discretion.

45 \*\*\*Taxes\*\*\* (No Response Required)

46 Taxes The University of Iowa is exempt from all excise, state, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

local and use taxes for services rendered, equipment or

parts supplied for this contract. Exemption certificates will

be furnished upon request.

47 Taxes Certification regarding sales and use tax: By executing this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Contract the Supplier certifies it is either (a) registered with

the Iowa Department of Revenue, collects, and remits Iowa

sales and use taxes as required by Iowa Code chapter

423; or (b) not a “retailer” or a “retailer maintaining a place

of business in this state” as those terms are defined in

Iowa Code subsections 423.1(42) & (43). The Supplier

also acknowledges that the University of Iowa may declare

the Contract void if the above certification is false. The

Supplier also understands that fraudulent certification may

result in the University of Iowa or its representative filing

for damages for breach of contract.

48 Trade Secret or Proprietary Information Shall Be The laws of the State of Iowa require that at the conclusion \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Handled as Follows: of the selection process, the contents of all proposals will

be placed in the public domain and be open to inspection

by interested parties. Trade secrets or proprietary

information that are recognized as such, and are protected

by Iowa law may be withheld, if clearly identified as such in

the proposal unless disclosure is required by a court order.

49 Targeted Small Business The University is committed to the development of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Targeted Small Businesses, a State of Iowa program. If

subcontracting is necessary, the contractor will make

every effort to use Targeted Small Businesses in the

performance of this contract. A report will be required at

the completion of the contract indicating the extent of

Targeted Small Businesses participation. A description of

the Supplier’s expected efforts to solicit Targeted Small

Businesses participation should be enclosed with the

proposal.

50 Miscellaneous Terms and Conditions No individual, department, school, college or office at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

University of Iowa has the authority to solicit or receive

official proposals other than the Purchasing Department.

All solicitation is performed under the direct supervision of

the Director of Business Services and in accordance with

University, Regent, State and Federal laws, policies,

procedures and guidelines.

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51 Miscellaneous Terms and Conditions Most Favored Nation: The selected Supplier represents \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

that the terms, conditions and prices established under

the subsequent contract resulting from this Request for

Proposal, are equal to or better than those offered to other

institutions, comparable universities, teaching hospitals,

colleges, and/or community colleges. If during the term of

the contract, the selected Supplier offers more favorable

terms, conditions or prices to another institution,

comparable universities, teaching hospitals, colleges,

and/or community colleges, the selected Supplier agrees

to notify the University of Iowa. The contract resulting from

this Request for Proposal shall be amended to reflect the

more favorable terms, conditions, or prices.

52 Miscellaneous Terms and Conditions The University reserves the right to conduct discussions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

with Suppliers, and to accept revisions of proposals, and to

negotiate price changes. Any person, firm, corporation or

association submitting a proposal accepts all the terms,

conditions and requirements in this Request for Proposal.

53 Miscellaneous Terms and Conditions The successful Supplier agrees it will not use the name or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

intellectual property, including but not limited to, University

trademarks in any manner, including commercial

advertising or as a business reference, without the

expressed prior written consent of the University.

54 Miscellaneous Terms and Conditions The successful Supplier shall not remove any records from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

the University of Iowa. This includes but is not limited to,

paper documents, microfiche, microfilm, or any electronic

media.

55 University of Iowa Vendor Statement of Aspiration The University of Iowa has a deep respect for the intrinsic \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

value of each human being, and a steadfast commitment

to promoting and protecting human rights on its Iowa City

campus, in its surrounding community, and beyond. For

this reason, the University shall aspire to engage in

business practices that effect positive change in human

working conditions domestically and abroad.

56 Conflict of Interest Should Contractor be a paid employee of the University or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

any other Iowa Regent Institution or State of Iowa Agency,

Contractor will be considered a “conflict of interest

vendor.” In addition, should any individual who is a paid

employee of the University or any other Regent institution

or State of Iowa Agency, also be a partner in Contractor’s

firm or own five percent (5%) or more of Contractor’s

corporate stock or receive consulting payments, a conflict

of interest exists. Whenever Contractor represents a

conflict of interest or whenever there is a disclosure or

indication of a conflict of interest, Contractor must have

approval by the Director of Purchasing prior to transacting

business with the University. Contact the Purchasing

Department at (319) 335-0668 or (319) 335-1726 for

further information and do not sign this Agreement, until

express approval has been given by the Purchasing

Department. In addition, the Office of Management and

Budget (OMB) Circular A-110 imposes additional

requirements on federally funded projects. See

Procurement Standards #42 Codes of Conduct,

www.whitehouse.gov/omb/circulars/a110/a110.html#42

57 Export Control Supplier acknowledges that a foreign national(s) may use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

the device/technology/and or data you propose, at the

University. Supplier shall comply with all U.S. export

control laws and regulations, including but not limited to

the International Traffic in Arms Regulations (ITAR), 22

CFR Parts 120 through 130, and the Export Administration

Regulations (EAR), 15 CFR Parts 730 through 799, in the

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performance of this Agreement. In the absence of

available license exemptions/exceptions, Supplier shall be

responsible for obtaining the appropriate licenses or other

authorizations, if required, for exports of hardware,

technical data, and software, or for the provision of

technical assistance. Supplier shall be responsible for all

regulatory record keeping requirements associated with

the use of licenses and license exemptions/exceptions.

Prior to disclosing or transferring to University any

hardware, technical data, software or product utilizing any

such data which is subject to export controls under federal

law, Supplier shall notify the University in writing of the

nature and extent of the export control. The University

shall have the right to decline any such technical data or

product utilizing such data. In the event Supplier sends any

such technical data or product that is subject to export

control, without notice of the applicability of such export

control, the University has the right to immediately

terminate this Agreement.

58 Proposal compliance I hereby certify total compliance with all terms, conditions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

and specifications listed above in this Request for

Proposal except as expressly stated here. Please list

exceptions by number and provide reason for exception. If

no exceptions are listed, Supplier certifies total compliance

with all terms, conditions and specifications listed herein.

59 Presentations Suppliers may be asked to provide a presentation on our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

campus. If needed, these events will be scheduled on a

mutually agreed upon date and time.

60 \*\*\*Supplier Information\*\*\* (No Response Required)

61 Supplier Information Provide a brief description of your firm including the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

name(s) of its owner(s) and/or principal officer(s), the date

of origin and/or incorporation and the length of time your

company has been providing similar products/services.

62 Key Staff Biographies Provide resumes or biographical sketches of the principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

owners or key staff members of the firm most likely to be

assigned to any resultant agreement for The University.

63 Financial Statements Supplier shall have adequate financial resources and be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

financially sound as demonstrated by the furnished audited

balance sheet/financial statements, showing that the

Supplier has been in business continually for the last three

(3) years. Also to be submitted is a profile of your

company’s gross revenues over the past three years with

attention to market growth and customer satisfaction.

64 Supplier Information If your firm is currently for sale or involved in any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

transaction to expand or to become acquired by another

organization, please explain. If your firm has been involved

in any reorganization, acquisition, or merger within the last

three (3) years, please explain.

65 Supplier Information Have any complaints been filed with state or federal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

agencies or have any law suits been brought in the courts

of the State of Iowa in which your firm was alleged to have

violated any laws? If so, describe in detail the

circumstances and the outcome, including the names and

the docket number of the case.

66 \*\*\*References\*\*\* (No Response Required)

67 References The successful Supplier must satisfy The University that it (No Response Required)

has adequate experience. Please submit three (3)

references for which the Supplier has provided these

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services. Of particular interest to us would be your firm’s

previous work with comparable institutions using services

outlined in this Request for Proposal. Client references

should represent major accounts of the Supplier. Include

the business or institution’s name and address, as well as

the contact’s name with a telephone number, fax number

and e-mail address.

68 Reference 1 Include the business or institution’s name and address, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

well as the contact’s name with a telephone number, fax

number and e-mail address.

69 Reference 2 Include the business or institution’s name and address, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

well as the contact’s name with a telephone number, fax

number and e-mail address.

70 Reference 3 Include the business or institution’s name and address, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

well as the contact’s name with a telephone number, fax

number and e-mail address.

71 Additional References Include the business or institution’s name and address, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

well as the contact’s name with a telephone number, fax

number and e-mail address.

72 \*\*\*Award and Evaluation\*\*\* (No Response Required)

73 Responses Your proposal must contain information relative to each of (No Response Required)

the items listed below to be considered responsive.

Answers should be detailed and complete. It is the

responsibility of the Supplier to clearly mark and identify

any and all trade secret, proprietary, or confidential

information.

74 Method of award Evaluation of proposals will be based on, but not limited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

to, the following criteria, which are listed in no particular

order of importance. The University reserves the right to

further subdivide these categories. Response to

specifications; Demonstrated expertise and service record;

system technical maintainability and usability; financial

responsibility/stability of the Supplier; References of the

Supplier; New functionalities; Pricing schedule; Supplier

experience, commitment and demonstrated understanding.

75 Evaluation A committee designated by The University of Iowa will (No Response Required)

evaluate proposals to discern and recommend award to

Supplier(s) proposal deemed most valuable to The

University. Supplier’s submission of a proposal constitutes

Supplier acceptance of the evaluation technique and

Supplier recognition and acceptance that subjective

judgments will be used by The University of Iowa during

the assignment of points.

76 Letter of Acceptance If and when an award is made, The University will require: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

A letter of acceptance of our general terms and conditions

as listed on the website at

http://www.uiowa.edu/~purchase/purchase/Documents/RFPterms.pdf.

Documentation of insurance will also be required.

77 PSA Professional Services Agreement: If the successful (No Response Required)

Supplier has employees or representatives that will visit

and work on campus, a Professional Services Agreement

(PSA) will need to be completed and signed. This form

may be viewed at website

http://www.uiowa.edu/~purchase/purchase/psahome.htm.

78 \*\*\*Payments\*\*\* (No Response Required)

79 Payment Terms Bid response should be submitted with minimum of 2%10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

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Net 30 days for payment if cash discount is offered.

Discount period will begin upon receipt of material or

invoice, whichever is later.

80 Prompt Payment Suppliers shall list any and all prompt payment discounts. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

81 Electronic Payments The University of Iowa is interested in doing business with (No Response Required)

Suppliers electronically. We currently have the ability to

deposit payments for invoices directly into a Supplier’s

bank account.

Please indicate your ability to accept the following

electronically:

82 Electronic Payments Discount Please indicate the percentage discount for The University \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

of Iowa for processing your payments electronically. (Optional)

83 Payment Method Supplier accepts electronic payments. State method: EDI \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

or XML

84 Invoices Supplier accepts electronic invoices. State method: EDI or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

XML

85 Purchase Orders Supplier accepts electronic Purchase Orders. State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

method: EDI or XML

86 Credit Card Payments Please check if payments by Visa credit card will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

accepted.

87 \*\*\*Supplier Certification\*\*\* (No Response Required)

88 Iowa Code Pursuant to 2005 Iowa Acts SF 413 – which creates new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

Iowa Code subsections 423.2(9A) & 423.5(8) – a retailer

in Iowa or a retailer maintaining a business in Iowa that

enters into a contract with a state agency must register,

collect, and remit Iowa sales tax and Iowa use tax levied

under Iowa Code chapter 423 on all sales of tangible

personal property and enumerated services. The Act also

requires Suppliers to certify their compliance with sales tax

registration, collection, and remission requirements and

provides potential consequences if the certification is false

or fraudulent.

89 Iowa Retailer Supplier is registered with the Iowa Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Revenue, collects, and remits Iowa sales and use taxes as

required by Iowa Code chapter 432

Valid Responses: [Please Select], Yes, No

90 Non-Iowa Retailer Supplier is not a “retailer” or a “retailer maintaining a place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

of business in this state” as those terms are defined in

Iowa Code subsections 423.1(42) & (43).

Valid Responses: [Please Select], Yes, No

91 Certification By submitting a proposal in response to the (No Response Required)

aforementioned Request for Proposal Number (RFP), the

undersigned certifies the following:

92 Certification Acknowledgement Supplier also acknowledges that The University of Iowa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

may declare the Supplier’s bid or resulting contract void if

the above certification is false. The Supplier also

understands that fraudulent certification may result in The

University of Iowa or its representative filing for damages

for breach of contract.

93 Energy Star Purchases Whenever possible, the UI will purchase equipment that is (No Response Required)

rated energy efficient by this joint program of the U.S.

Environmental Protection Agency and the U.S.

Department of Energy.

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94 Compliance with the Law The Contractor, its employees, agents, and subcontractors (No Response Required)

shall comply with all applicable federal, state, and local

laws, rules, ordinances, regulations and orders when

performing under the Contract, including without limitation,

all laws applicable to the prevention of discrimination in

employment and the use of targeted small businesses as

subcontractors or suppliers. The Contractor, its

employees, agents and subcontractors shall also comply

with all federal, state and local laws regarding business

permits and licenses that may be required to carry out the

work performed under the Contract. The Contractor may

be required to submit its affirmative action plan to the

University of Iowa to comply with the requirements of 541

IAC chapter 4.

95 Required Federal Contract Clauses All contracts, including small purchases, awarded by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

recipients and their contractors shall contain the

procurement provisions as outlined below: These

provisions are available on the following website.

OMB: http://www.whitehouse.gov/omb/circulars\_a110#48

2 CFR 215.48

Equal Employment Opportunity -All contracts shall contain

a provision requiring compliance with E.O. 11246, ”Equal

Employment Opportunity” (30 FR 12319, 12935, 3 CFR,

1964-1965 Comp., p. 339), as amended by E.O.

11375,”Amending Executive Order 11246 Relating to

Equal Employment Opportunity,” and as supplemented by

regulations at 41 CFR part 60, ”Office of Federal Contract

Compliance Programs, Equal Employment Opportunity,

Department of Labor.”

Copeland ”Anti-Kickback” Act (18 U.S.C. 874 and 40

US.C. 276c) -All contracts and subgrants in excess of

$2000 for construction or repair awarded by recipients and

subrecipients shall Include a provision for compliance with

the Copeland ”Anti-Kickback” Act (18 U.S.C B74), as

supplemented by Department of Labor regulations (29

CFR part 3, ”Contractors and Subcontractors on Public

Building or Public Work Financed in Whole or in Part by

Loans or Grants from the United States”). The Act

provides that each contractor or subrecipient shall be

prohibited from inducing, by any means, any person

employed in the construction, completion, or repair of

public work, to give up any part of the compensation to

which he Is otherwise entitled. The recipient shall report

all suspected or reported violations to the Federal

awarding agency.

Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)

-When required by Federal program legislation, all

construction contracts awarded by the recipients and

subrecipients of more than $2000 shall include a provision

for compliance with the Davis-Bacon Act (40 U.S.C. 276a

to a-7) and as supplemented by Department of Labor

regulations (29 CFR part 5, ”Labor Standards Provisions

Applicable to Contracts Governing Federally Financed and

Assisted Construction”). Under this Act, contractors shall

be required to pay wages to laborers and mechanics at a

rate not less than the minimum wages specified in a wage

determination made by the Secretary of Labor. In

addition, contractors shall be required to pay wages not

less than once a week. The recipient shall place a copy of

the current prevailing wage determination issued by the

Department of Labor in each solicitation and the award of

a contract shall be conditioned upon the acceptance of the

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wage determination. The recipient shall report all

suspected or reported violations to the Federal awarding

agency. This does not apply to Federal disaster funding

unless otherwise specified by local regulations.

Contract Work Hours and Safety Standards Act (40 U.S.C

327-333) -Where applicable, all contracts awarded by

recipients in excess of $2000 for construction contracts

and in excess of $2500 for other contracts that involve the

employment of mechanics or laborers shall include a

provision for compliance with sections 102 and 107 of the

Contract Work Hours and Safety Standards Act (40 U.S.C.

327-333), as supplemented by Department of Labor

regulations (29 CFR part 5). Under section 102 of the Act,

each contractor shall be required to compute the wages of

every mechanic and laborer on the basis of a standard

work week of 40 hours. Work In excess of the standard

work week is permissible provided that the worker is

compensated at a rate of not less than 1 ½ times the

basic rate of pay for all hours worked in excess of 40 hours

in the work week. Section 107 of the Act is applicable to

construction work and provides that no laborer or

mechanic shall be required to work in surroundings or

under working conditions which are unsanitary, hazardous

or dangerous. These requirements do not apply to the

purchases of supplies or materials or articles ordinarily

available on the open market, or contracts for

transportation or transmission of intelligence.

Rights to Inventions Made Under a Contract or

Agreement -Contracts or agreements for the performance

of experimental, developmental, or research work shall

provide for the rights of the Federal Government and the

recipient in any resulting invention In accordance with 37

CFR part 401, ”Rights to Inventions Made by Nonprofit

Organizations and Small Business Firms Under

Government Grants, Contracts and Cooperative

Agreements,” and any implementing regulations issued by

the awarding agency.

Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal

Water Pollution Control Act (33 U.S.C. 1251 et seq.) as

amended -Contracts and subgrants of amounts in excess

of $100,000 shall contain a provision that requires the

recipient to agree to comply with all applicable standards,

orders or regulations issued pursuant to the Clean Air Act

(42 U.S.C. 7401 et seq.) and the Federal Water Pollution

Control Act as amended (33 U.S.C. 1251 et seq.).

Violations shall be reported to the Federal awarding

agency and the Regional Office of the Environmental

Protection Agency (EPA).

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

-Contractors who apply or bid for an award of $100,000 or

more shall file the required certification. Each tier certifies

to the tier above that it will not and has not used Federal

appropriated funds to pay any person or organization for

influencing or attempting to influence an officer or

employee of any agency, a member of Congress, officer or

employee of Congress, or an employee of a member of

Congress in connection with obtaining any Federal

contract, grant or any other award covered by 31 U.5.C.

1352. Each tier shall also disclose any lobbying with

non-Federal funds that takes place in connection with

obtaining any Federal award. Such disclosures are

forwarded from tier to tier up to the recipient.

Debarment and Suspension (E.O.s 12549 and 12689)-A

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contract award with an amount expected to equal or

exceed $25,000 and certain other contract awards (see 2

CFR 180.220) shall not be made to parties listed on the

government-wide Excluded Parties List System, in

accordance with the OMB guidelines at 2 CFR part 180

that Implement E.O.s 12549 (3 CFR, 1986 Comp., p. 189)

and 12689 (3 CFR, 1989 Comp., p. 235), ”Debarment and

Suspension.” The Excluded Parties List System contains

the names of parties debarred, suspended, or otherwise

excluded by agencies, as well as parties declared

ineligible under statutory or regulatory authority other than

E.O. 12549. [69 FR 26281, May 11, 2004, as amended at

70 FR 51879, Aug. 31, 2005]

Section 503 of the Rehabilitation Act of 1973, as

amended (29 U.S.C. 793)- This Contractor and

Subcontractor shall abide by the requirements of 41 CFR

60-741.5(a). This regulation prohibits discrimination

against qualified individuals on the basis of disability, and

requires affirmative action by covered prime contractors

and subcontractors to employ and advance in employment

qualified individuals with disabilities.

Vietnam-era Veterans’ Readjustment Assistance Act of

1974, as amended (VEVRAA), (38 U.S.C. 4212)- This

Contractor and Subcontractor shall abide by the

requirements of 41 CFR 60-300.5(a). This regulation

prohibits discrimination against qualified protected

veterans, and requires affirmative action by covered prime

contractors and subcontractors to employ and advance in

employment qualified protected veterans.

96 Diversity and Inclusion The University of Iowa has a broad commitment to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

inclusion and diversity. The supplier agrees to provide

information about diversity spend upon UI request.

97 Software Accessibility Software solutions provided to the University of Iowa shall (No Response Required)

be compliant with Federal statute Section 508 standards

and WC3.org Web Content Accessibility Guidelines

(WCAG 2.0 Level AA) for accessibility for persons with

disabilities for the minimum level of accessibility. Please

review the links provided for specifics related to these

referred to standards and guidelines. WCAG guidelines

http://www.w3.org/TR/WCAG20/ and Section 508

http://www.section508.gov/. The University reserves the

right to request that the Supplier provide audit and/or test

results that document the software’s compliance and the

testing methodology utilized.

If software is included in this quotation please describe

how the software meets the accessibility requirements

included with Section 508 and WCAG 2.0 Level AA.

98 Supplier Background If applicable, Supplier shall ensure that background checks (No Response Required)

are obtained and documented with respect to all assigned

Supplier and subcontractor personnel with all such

background checks being current within the last 12 months

as of the time when each individual is first assigned to the

performance of the Services and including investigation

and identification of all state or federal misdemeanor or

felony convictions of such individual. At the request of the

University, Supplier shall deliver a written certification to

the University that a background check has been

performed, and the subject individual has passed such

verification procedures as set forth in this Section.

99 \*\*Hotel Specifications/Requirements and Following are the requirements specific to this RFP. (No Response Required)

Information\*\* Please respond and/or provide information as required for

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each item.

100 University of Iowa Local Hotel Spend The University spends approximately $6.5 million annually \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

on direct payments for hotels/motel rooms and services,

including meetings and events. It is estimated that

approximately one third to one half of this spend is on

transient/guest rooms. In addition some University guests

elect to pay for their own rooms and are reimbursed by the

University. This expense is also considered official

University of Iowa Business. In addition, employees from

other Big 10 Universities travel to the University to conduct

collaborative business between their institution and the

University of Iowa. Statistics are not available on the

number of room nights other Big 10 institutions utilize in

Iowa City/Coralville, but because of the shared interests

involving research, administration, athletics, etc. the

number is substantial. Contract rates must also be

extended to these guests.

101 Award/No Exclusive Contract The nature of University related travel is very diverse, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

ranging from world-renowned guest speakers and

performers to international students or UIHC patients on

very limited funds, and everything in between. Length of

stays can vary from a single day to several months. In

order to meet these diverse needs, the University intends

to make multiple awards to a limited number of Suppliers

in each market tier, and to promote those awarded

suppliers as the University's Preferred Lodging providers.

Awards will be based upon specifications, analysis of

response, price, and a subjective evaluation of each

property during an on site visit. Awards will be made to

hotels who, at the sole discretion of the evaluating

committee, offer the best overall value to the University,

taking into consideration rates, service, amenities,

cleanliness, security, etc. No exclusive vendor contracts

will be awarded and no specific number of room nights will

be guaranteed. The University reserves the right to solicit

or accept contract rates from new suppliers that may enter

the market in the future if those properties meet the

university's high standards and accept the specifications

of this RFP. Please note also that the University’s own

Iowa House is its primary preferred lodging provider.

102 Contract Term/Renewal Options Contract rates shall be effective for the 2015 calender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

year. The University reserves the right to renew contracts

with awarded vendors for four (4) additional one (1) year

terms, provided that both parties can reach mutually

agreeable financial terms/rates for subsequent years. The

University also reserves the right to reissue the bid for

subsequent year(s) if they are unable to negotiate mutually

agreeable rates with a sufficient number of properties or if

it is in their best interest to do so. Selected Suppliers are

responsible for submitting any rate adjustments 60 days

prior to contract expiration date for University review and

approval. Either party may terminate the agreement at any

time by delivering 60 days’ written notice to the other

party.

103 Business Travel -Rates Proposed Contract Rates offered below (other than the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

optional Vendor and UIHC visitor rates) must extended to

all University of Iowa Visitors/Guests and employees of

other Big 10 institutions traveling to Iowa City on business

for their institution. Business travel is defined as any travel

that is done primarily for the benefit of the university, the

cost of which will ultimately be paid by the University of

Iowa (or other Big 10 school) either directly or indirectly.

104 Verification of Business Travel The hotel may not require direct UI payment in order to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

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offer the ”UI Rate”. The hotel may, however, set specific

reservation guidelines or requirements in order to verify

that the traveler is a UI Guest, and that travel is authorized

as official UI business travel. If you have specific

reservation requirements, (i.e. a direct phone line, specific

Discount Code, direct online booking code, reservation

made by UI Department, a UI contact name, etc.), please

define those requirements. If there are no specific

requirements, state ”none”.

105 Contract Rates and application The University expects that contracted rates will be applied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

consistently and according to the following requirements:

\*Rates are for ”transient” UI Business Travel (individual

room rates or small groups of up to 10) and must be

offered to all UI Guests/Visitors who are on official

University of Iowa Business \* The same rate must be

offered to all UI departments. Different contract rates may

not be established for specific departments. \*Rates must

be offered up to last room availability except for specifically

defined black-out dates.

106 Black Out Dates Please specify any black-out dates when contract rates will \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

not apply. University reserves the right to not select a

Supplier if black-out dates or rate availability is too

restrictive.

107 Payment Options Hotels must agree to accept the following forms of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

payment: \* Individual Guest Pay via personal Credit Card

\*Direct Pay by University via UI Procurement Card (This is

the preferred method of payment for University guests

whose accommodations will be at university expense.) \* UI

direct payment via check Method of payment will be

determined by the department who is inviting the guest

and paying for the room. It is the Supplier's responsibility

to negotiate in good faith with University department

and/or UI Guests to resolve any disputed/questionable

charges. The purchasing office will become involved only if

the Supplier and Department are unable to reach a

mutually acceptable resolution.

108 Compliance with Applicable Codes Hotel/Property must be in full compliance with all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

applicable State Codes and Regulations governing the

hospitality industry, including Iowa Code Chapters 137C,

Hotel Sanitation Code, and 137F, Food Establishment

Regulations, and any applicable county or city codes,

including building, fire, safety, food or any other applicable

codes. Please attach copies of applicable licenses and

verification of safety inspections.

109 Quality/Cleanliness/ On Site Inspections Hotel guest rooms, meeting rooms and common areas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

must meet high standards of cleanliness and must show

evidence of routine maintenance and upkeep. The

University reserves the right to schedule an on-site visit to

inspect the property and verify safety and cleanliness

standards prior to contracting and/or to visit the property

unannounced for the same purpose at any time thereafter.

The university reserves the right to decline any offer or to

revoke a contract if at any time the hotel fails to meet the

University's expectations at their sole discretion. The

University will notify the property manager immediately of

any such decision. Please state when your property was

last updated and/or describe your maintenance schedule

and steps you take to assure that your property is kept up

to date, safe and clean.

110 Planned Renovations Please state any planned/upcoming renovations. Include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

additional ameneties, equipment, or other aspects related

to this RFP, including but not limited to, the amenities form

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and safety and security form. Provide the dates of the

renovation from onset of improvements/construction

through the expected date of completion. If no plans are

known at this time, please state ”No planned renovations.”

111 Renovations or Improvements Renovations or improvements may take place during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

contract period(s) which are not foreseeable. The vendor

agrees to provide advanced notification of any upgrades,

construction, reduction of amenities or safety features, or

improvements on the contracted property.

Include additional ameneties, equipment, or other aspects

related to this RFP, including but not limited to, the

amenities form and safety and security form. Provide the

dates of the renovation from onset of

improvements/construction through the expected date of

completion.

The notification shall be given to the appropriate

Purchasing Agent by contacting the University of Iowa

Purchasing Department.

112 Alternate Accommodations/ Oversold Policy If vendor is unable to provide lodging for University guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

with reservations, they must assist in relocating the

traveler to other comparable accommodations at a

comparable price and must refund any deposits or costs

that have been incurred by the traveler or the University to

hold the reservation. Please describe your oversold policy.

113 Cancellations Cancellations must be allowed up to 6 PM the day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

reservation without charges being incurred for UI/Big Ten

guests. Any additional cancellation policies must be

specified.

In addition, please provide the cancellation policy for

black-out dates stated above.

114 American Disabilities Compliance Describe how your property adheres to Americans with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

Disabilities Requirements.

115 Online Booking Will you offer online booking of reservations for this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

contract? If so, please explain process that will be used. If

not, please explain why not and whether this may be an

option in the future.

116 Green Initiatives Please describe any Green Initiatives or Policies of your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

parent company and specifically those in place at this

property.

117 Reports Can you offer any quarterly or annual reports of UI/Big 10 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

usage and/or Savings reports? If so, describe options.

118 Promotion of Preferred Suppliers The University of Iowa and the Big 10 have a successful \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

history of directing substantial business volume to travel

service providers who are awarded “Preferred Status”.

This is accomplished through posting of preferred

Suppliers to the Travel and Purchasing Web pages,

referencing preferred vendor usage in travel policy,

periodic memorandums, travel seminars and notification to

contracted travel agencies. However, each selected hotel

bears the primary responsibility for marketing their

services to University travelers and departments.

119 Hotel Website Please provide the URL for your hotel property Website to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

be posted to the University of Iowa Web page for

promotional purposes

120 Advertising In submitting the Proposal, the Supplier agrees not to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

the proposal results as a part of any news release or

commercial advertising without prior written approval of the

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contracting University. Suppliers are prohibited from

making reference to the University in any literature,

promotional material, brochures or sales presentations

without written consent of the University.

121 Property Type Please indicate your Property Type or Hotel Market Tier by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

selecting the category/description that best fits your hotel.

Valid Responses: Luxury Upscale, Moderate/Midscale,

Bed & Breakfast, Extended Stay, Economy

122 Hotel Rating If your property has achieved a specific rating status (i.e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

Mobil, AAA, etc.), please state your rating and the source

123 Event Please specify if your property offers convention or event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

space. If so, describe the type or size events that you can

accommodate. Also indicate if you already have or would

be willing to negotiate a contract template that would be

used for all University related events.

Please, provide your discount structure for any event

booking(s). The discount should be a minimum discount

offered which may be expanded for additional discounting

for event booking.

124 Event - furnishings and equipment If your property offers event/convention space, all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

furnishings and equipment will be included within the cost

of the event price. All additional fees will be waived for the

addition of furnishings or equipment provided by the hotel.

Please, check here if you agree.

125 Event - Food Service If your property offers convention or event space, please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

indicate the options available for food service your

property is able to provide or arrange in relation to an

event.

Provide the discount structure for any food service

offerings. The discount given should be a minimum

discount, and may be expanded to offer additional

discounts for food services.

126 Event - Coordinator/Manager If your property offers convention or event space, please \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

provide information about your event management or

coordinators. Provide the name of the person who will be

the primary contact and primarily responsible for this

account if your property is selected. Provide the names

and brief bios of any other staff who will be directly

involved in providing service for any event.

By responding, the hotel agrees to maintain

communication with the University of Iowa representative

should the manager/coordinator of events, or key staff

change prior or during the event.

127 Hotel Management- Local Please provide information about your local management \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

team. Provide the name of the person who will be the

primary contact and primarily responsible for this account if

your property is selected. How long has the person been

with your hotel and how will they be involved with this

contract? Provide the names and brief bios of any other

staff who will be directly involved in providing service for

any resulting contract.

Please provide or indicate the name and contact

information for the owner of the potential contract from this

RFP.

128 Hotel/Property Management Company If your property is owned and/or operated by another \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Optional)

company please provide the name of the management

company and owner. How long have you been affiliated

with this management company? How will this affiliation

benefit the University of Iowa? Provide any other pertinent

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information relative to property management.

129 Individual Stay Contracts - Groups & Meetings The hotel will provide a standard template to be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

securing reservations and rates of groups/blocks and

meetings. Said template will be agreed upon by both

parties, and attached to the Memorandum of Agreement

for qualified bid participants. An example of such contract

is provided as an attachment on this bid (site).

130 Reward Points (promotions) At times, hotels may provide Reward Points, loyalty points, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

or other promotional activity. The University of Iowa or

affiliated guests may not be presented with such points,

gifts, or other promotional activity for staying at the

property or for any reason including their relationship to

the University of Iowa.

131 Line Items/Pricing instructions Bidders should submit proposed contract rates in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Required)

”price” field in the line items section below for each room

type/rate you offer. If you are not offering a contracted rate

for a specific rate category below, you may select ”No Bid”

for that line. Please also complete the two attached

documents, Hotel Amenities and Hotel Security

documents.

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Line Items

# Qty UOM Description Response

1 1 EA Single/Double Room Rate for University of Iowa/Big 10 Business Travelers(i.e. Guest

Lecturer, Faculty Recruit, Consultant, etc.)--Weekday Rate

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

2 1 EA Single/Double Room Rate for University of Iowa/Big 10 Business Travelers(i.e. Guest

Lecturer, Faculty Recruit, Consultant, etc.)--Weekend Rate

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

3 1 EA Extra Person Charge (if any)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

4 1 EA Extended Stay Rate for UI Guests (Business travelers) --Specify # of days required to

qualify for this rate in the Items Notes field

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

5 1 EA Long Term Extended Stay Rate (i.e. monthly) for UI Guests (Business travelers) --Specify

# of days required to qualify for this rate in the Items Notes field

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

6 1 EA Single/Double Room Rate for UIHC patients (UI pay)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

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7 1 EA Single/Double Rate for UI Vendors/Suppliers (Optional)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Item Notes: Suppliers often travel to Iowa City to conduct business with the University of Iowa. When their travel is primarily for the

benefit of and paid by their company, this is not considered UI Business. However if you are willing to offer a

contracted discount rate to these Suppliers, please state that rate here.

Supplier Notes:

8 1 EA Single/Double Room Rate for UI or UIHC visitors(i.e.patient families or student's families

visiting Iowa City; individual pay (Not UI business)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Item Notes: If you are willing to offer a rate for individuals visiting the University of Iowa for personal reasons and at their own

expense please provide that rate here.

Supplier Notes:

9 1 EA Parking Charge (if any)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Item Notes: If there is no charge, please enter $0.00

Supplier Notes:

10 1 EA Wireless Internet charge (if applicable)

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Item Notes: If there is no charge, pelase enter $0.00

Supplier Notes:

11 1 EA BLACK OUT RATE - FOOTBALL WEEKENDS/GRADUATION

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Item Notes: If rates provided require a minimum number of nights per stay, please provide this information in Attribute #58 "Black

Out Dates."

Supplier Notes:

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12 1 EA Other rates - please specify

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

13 1 EA Other rates - please specify

Manufacturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manufacturer #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_

(Optional)

Unit Price

Supplier Notes:

14 Event Space Booking (minimal discount)

$\_\_\_\_\_\_\_\_\_\_\_

(Required)

Percent

Supplier Notes:

15 Food Service discount (minimum discount)

$\_\_\_\_\_\_\_\_\_\_\_

(Required)

Percent

Supplier Notes: