

UNIVERSITY OF MASSACHUSETTS AMHERST

REQUEST FOR BID

HOUSING AND RESIDENCE LIFE

Fall 2009 Semester Hotel Accommodations



AA10-RH-3374

INTRODUCTION

Housing and Residence Life at the University of Massachusetts Amherst requests bids from area hotel establishments for long-term accommodations for students. Rooms will be used to house students for whom we do not have space in our residence halls. Room assignments and supervision of the students would be handled by Housing and Residence Life.

SECTION 1 – CONTRACT TERMS

1.0 TERM OF CONTRACT

- 1.1 The term of this contract shall be from September 2, 2009 through December 20, 2009. Rooms will be occupied from September 3, 2009 through December 20, 2009.
- 1.2 The successful bidder(s) will be required to sign a University Contract for Services (CFS); the terms and conditions of which are incorporated herein. For informational purposes a copy can be viewed at: http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf The successful vendor will be required to sign this contract without changes. Failure to agree to this clause is grounds for rejection of the vendors bid.
- 1.3 If the Contractor has a contract or other document that requires the University's signature, it shall be included with the Contractor's bid response packet. The University will not consider outside contracts that are presented after the bid opening date.

1.1 BID AWARD

- 1.1.1 Only bids that are received by the bid opening date and time will be considered. The UNIVERSITY reserves the right to reject any or all bids, wholly or in part and to make an award in a manner deemed by the Director of Procurement at the Amherst campus to be in the University's best interest. The UNIVERSITY reserves the right to make a partial award for the services requested, or to make an award to more than one vendor.
- 1.1.2 The award will be made to the Bidder(s) who, in the opinion of the selection committee, offer(s) the best package based on a point system. The evaluation will include, but not be limited to, the following (in rank order of importance to the University):
1. Proximity to campus and accessibility via public transportation
 2. Number of rooms available
 3. Cost to the University
 4. Conformance with this specification

1.2 QUESTIONS/CONTACT PERSONS

- 1.2.1 Questions pertaining to this RFB must be submitted in writing via fax or via E-Mail at procurement@admin.umass.edu and received no later than 5:00 P.M. on Thursday, June 18, 2009 to the following. No telephone calls will be entertained.

Rosemary Hassay
Purchasing Manager
University of Massachusetts
Amherst, MA 01003
Fax (413) 545-1643
E-Mail: rhassay@admin.umass.edu

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- 1.2.2 *The University's response to written questions by Official Addendum will be sent no later than Tuesday, June 23, 2009.* The UNIVERSITY will extend the bid opening date only if such information significantly amends this RFB or makes compliance with the original proposed due date impractical.

1.3 BID OPENING DATE/TIME

Bidders shall deliver their bid to the following address by **Tuesday, June 30, at 1:00pm, at which time the bids will be opened and publicly read.** Bids shall be clearly marked and addressed to:

**University of Massachusetts
Procurement Department
405 Goodell Bldg. ~ 140 Curry Hicks Way
Attention: RFB # AA10-RH-3374
Amherst, MA 01003
FAX 413/545-1643**

It is the sole responsibility of the bidder to insure that its bid is delivered to the Procurement Department in its entirety by the due date and time. Late bids will not be considered, and will be placed, unopened, in the bid file. Faxed bids will be accepted provided they are followed up by the original within 5 business days.

1.4 PUBLIC INFORMATION

All bids and related documents submitted in response to this RFB are subject to the Massachusetts Freedom of Information Law, M.G.L. Chapter 66, Section 10 and to M.G.L. Chapter 4, Section 7, Subsection 26, regarding public access to such documents. Statements in the bid response that are inconsistent with those statutes will be disregarded.

1.5 COST TO SUBMIT/PRESENT BID

The University is not responsible for any expenses that may be incurred by any bidder to prepare, submit, or present bids.

1.6 COMPENSATION

Invoices submitted to the University by the successful bidder for services provided under the contract will be itemized and priced out by the successful bidder in accordance with the figures contained in the bidder's response to this RFB, Part 3, Bid Response. Therefore, bids must be all inclusive. All payments shall be made in arrears, after services have been rendered.

Invoices shall be submitted on a monthly basis to Alice Kielbowicz, Bookkeeper, Housing and Residence Life, 213 Berkshire House, University of Massachusetts, Amherst, MA 01003-0630.

1.7 HOLD HARMLESS

Vendor agrees: To indemnify, save harmless, and defend the University of Massachusetts, its trustees, officers, employees, and agents, from and against any and all claims, demands, actions, debts, liabilities, judgements, costs, and attorney's fees arising out of, claimed on account of, or in any way predicted upon loss of or damage to, including but not limited to the destruction of the property of third parties and injuries to, including but not limited to the death of, any and all persons whatsoever in any manner caused or contributed to by VENDOR, its agents, employees, or independent contractors. Further the VENDOR will indemnify, save harmless and defend the University, its trustees, officers, employees, and agents from and against any and all claims, demands, actions, debts, liabilities, judgements, costs, and attorney's fees arising out of, claimed on account of, or in any way predicated upon any act or failure to act by VENDOR, its employees, agents, or independent contractors.

1.8 INSURANCE REQUIREMENTS

1.8.1 Prior to contract award, the successful bidder shall provide a certificate of insurance naming the University as an additional insured that shows that the vendor maintains without deductibility, General Liability Insurance in not less than the following amounts:

	<u>Bodily Injury</u>		<u>Property Damage</u>	
Each Person	Each Accident		Each Accident	Aggregate
\$1,000,000	\$3,000,000		\$1,000,000	\$3,000,000

- 1.8.2 Prior to contract award, the Contractor shall provide a Certificate of Insurance showing coverage for Worker's Compensation in accordance with the provisions of Massachusetts General Laws, Chapter 438, Acts of 1938.

SECTION 2 – SPECIFICATIONS

2.1 SCOPE

2.1.1 **Bidders must be able to supply a minimum of ten (10) and as many as eighty (80) double-occupancy rooms per location for the entire period of the contract.** Student occupancy in a room must be continuous with no interruptions or moves unless the Housing Assignment Office (HAO) approves alternate arrangements. Preference may be given to those bidders who can supply larger blocks of rooms (see Section 1.1.2, Bid Award).

2.1.2 The successful bidder(s) will provide the Housing Assignment Office with a list of room numbers. Rooms should be contiguous and in as close proximity to each other as possible. All room assignments will be made by HAO and communicated with the vendor. Problems with roommates or room assignments should be directed to HAO.

2.1.3 Bidders' must also be easily accessible to campus via public transportation. Bidders may be disqualified if students cannot readily access the campus in the event they do not have their own transportation.

2.2 QUANTITY OF ROOMS

HAO estimates that they will be able to communicate the actual number of reservations, if any, needed on or about August 21, 2009.

HAO will need to have 10 rooms available beginning on September 3, 2009 and the remainder on September 6, 2009 for 12:00 noon check-ins. This will be confirmed with the successful vendor(s) at the time of bid award as it will depend on whether the award is made to multiple properties.

2.3 CANCELLATION

In the event HAO does not use the entire block of rooms after the number of reservations is communicated, bidders should outline their cancellation policy.

2.4 AMENITIES

2.4.1 Maid Service

Housing and Residence Life would consider reduced maid service in order to lower costs.

2.4.2 Laundry

Hotels should have on-site laundry facilities whereby students can do their own laundry.

2.4.3 Telephone Service

Local and toll-free calls should be provided at no additional cost. Students will be responsible for any long-distance charges.

2.4.4 Parking

For locations greater than one half-mile from campus, two parking spaces should be available for each double room for students who will provide their own transportation.

2.4.5 Other Charges

Hotels shall collect credit card or other billing information from students in the event other amenities such as pay-per-view or long distance calls are charged to the room. The University will not be responsible for charges outside of the daily room rate.

2.4.6 Mail

Hotels should be able to collect mail and packages sent to students while residing in their facility.

2.4.7 Cable Television

All rooms should be equipped with basic cable television service. Additional charges for premium or pay-per-view services are the responsibility of the room occupant.

2.4.8 Internet

All rooms shall be equipped with high-speed Internet. Hotels shall be able to handle the load of the maximum number of occupants online simultaneously at any given time.

Students will be responsible for providing their own network or wireless card. Hotels shall provide any additional equipment, if necessary, to ensure that each student guest can access the service.

2.4.9 Refrigerators & Microwaves

Bidders should outline whether they have refrigerators and or microwaves available for student rooms or for general use in the facility. Bidders should also indicate whether students could bring their own small capacity refrigerators or microwaves.

2.4.10 Furniture

Bidders shall outline the complement of furniture that is standard with each double room. Housing and Residence Life reserves the right to provide student occupants with additional bureaus or desks, as space allows, to provide adequate storage for their belongings.

2.4.11 Other amenities

Bidders should outline any other amenities available for student use such as fitness area, pool, or meeting spaces that could be reserved for study space.

2.5 Student Behavior

2.5.1 Code of Student Conduct & Residence Hall Contract

All students assigned to live at the hotel will be required to sign a residence hall contract. Their actions and behavior are all subject to the University's Code of Student Conduct. Copies of the Residence Hall Contract and the Code of Student Conduct can be found at the following websites:

http://www.housing.umass.edu/hao/rh_contract.html

http://www.umass.edu/dean_students/codeofconduct/

2.5.2 Resident Assistants

Housing and Residence Life will assign a minimum of one student Resident Assistant (RA) to reside at each hotel location. RAs will be responsible for providing University and Housing information, monitoring student behavior, following emergency protocol and providing general assistance with students' concerns.

2.5.3 Reporting Behavior Problems

Housing and Residence Life will work with the successful vendor(s) to establish a protocol in the event there are health and safety emergencies or student discipline concerns. As part of this protocol, Housing and Residence Life will provide 24-hour numbers for emergencies or problems.

2.5.4 Damage to Rooms or Hotel Property

Hotels shall collect credit card or other billing information from students in the event damage occurs in rooms. The University will not be responsible for charges outside the daily room rate.

2.5.6 Access to Alcohol

Hotel facilities should not be in the business of regularly selling or providing alcohol to patrons. Hotels may be disqualified if they have bars, lounges, or banquet facilities that regularly provide alcohol to customers or at functions.

In coordination with Housing and Residence Life staff, the successful vendor may consider asking students to sign a no-party policy at check-in.

SECTION 3 – BID RESPONSE

- 3.1 All bids shall be guaranteed for a minimum of ninety (90) days from the bid submission deadline.
- 3.2 All responses to this bid shall be made on the Bid Response Sheet accompanying this specification, or an exact facsimile thereof.
- 3.3 The successful bidder will be required to enter into a Contract for Services (Long Form), a copy of which is available at http://www.umass.edu/procurement/Fill-In_Forms/CFSL_RE_060208.pdf for informational purposes. This is the document upon which this contract will be executed.
- 3.4 If the Contractor has a contract or other document that requires the University's signature, it shall be included with the Contractor's bid response packet. The University will not consider outside contracts that are presented after the bid opening date.
- 3.5 If a Bidder takes exception to any provision of this bid specification or Contract for Services attached herewith, those variances shall be clearly identified in his/her bid response. Failure to note a variance will be interpreted as the Bidder's intention to comply therewith.
- 3.6 The University reserves the right to reject any Bid Proposal that is not in full compliance with the Contract Specifications and to reject any or all bids in whole or in part; to waive technicalities; to make awards in a manner deemed in the best interest of the University; and to correct any award erroneously made as a result of a clerical error on the part of the University.

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University of Massachusetts Amherst
Housing and Residence Life

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Long-Term Hotel Accommodations
Bid Response Form

1. Quantity of Rooms

Bidders should identify the number of rooms available for this contract.

Total number rooms available = _____

2. Price

Bidders should identify the cost per double room. Please note any **price break** as the quantity of reservations increases. Prices must be guaranteed for the entire semester with no increases. All taxes or fees must be included.

Cost for up to 10 rooms	\$ _____/night
Cost for up to 20 rooms	\$ _____/night
Cost for up to 30 rooms	\$ _____/night
Cost for up to 40 rooms	\$ _____/night
Cost for up to 50 rooms	\$ _____/night
Cost for up to 60 rooms	\$ _____/night
Cost for up to 70 rooms	\$ _____/night
Cost for up to 80 rooms	\$ _____/night

3. Cancellation

In the event Housing and Residence Life does not use the entire block of rooms for the entire term of the contract, bidders should outline their cancellation policy.

4. Maid Service

Housing and Residence Life would consider reduced maid service in order to lower costs. Bidders should outline frequency of maid service and any cost reduction suggestions that you feel would help the University reduce their costs.

5. Laundry

Does the Bidder have on-site laundry facilities whereby students can do their own laundry?

Yes _____ No _____

If yes, please indicate how services are charged (coin-op, included in room fee) and the cost per load of wash and dry.

6. Parking & Transportation

Bidders should indicate if they are on a PVTA bus route.

Yes _____ No _____

If yes, indicate route(s) _____

Bidders shall indicate the number of parking spaces available for each room.

Spaces per Room = _____

7. Cable Television

Bidders should provide a listing of cable channels covered by their basic services. Please also include information on additional fees or upcharges for premium channels or pay-per-view. Attach additional sheets as necessary.

8. Internet Services

Bidders should indicate the type of Internet service available in their rooms. Please also indicate the number of jacks available to occupants in each room and what additional equipment, other than a network card or wireless card, will be necessary for Internet service.

9. Refrigerators & Microwaves

Bidders should outline whether they have refrigerators and or microwaves available for student rooms or for general use in the facility. Bidders should also indicate whether students could bring their own small capacity refrigerators or microwaves.

10. Furniture

Bidders should outline the typical complement of furniture provided in a double room. Housing and Residence Life reserves the right to provide student occupants with additional bureaus or desks, as space allows, to provide adequate storage for their belongings.

11. Other Amenities

Bidders should outline any other amenities available for student use such as fitness area, pool, or meeting spaces that could be reserved for study space.

Your signature below signifies that your company is in compliance with the specifications of this RFB.

Vendor Name: _____

Street Address: _____ City: _____ State: _____

Telephone: _____ FAX: _____ E-Mail: _____

Name of Person Submitting Bid: _____

Authorizing Signature: _____