

Bidding Workbook for Family Strengthening Program Retreat

Please enter the rate for each CLIN in the yellow highlighted box. The total will automatically calculate and appear in the orange and blue highlighted box(s).

Company Name/ Hotel Name:	
Address:	
Quote Date:	
DUNS & CAGE Code:	
Point of Contact Name:	
POC Telephone Number & Email:	

Quantity	Requirement Description							
CLIN 0001	Lodging: Check-In at 1500 on 28 August and Check-Out at 1300 on 30 August							
	- Bed size is Queen or better							
	\$0.00	(Room Rate)	x	37 Rooms	x	2 nights	Lodging Total:	\$0.00
CLIN 0002	Meeting Rooms							
	Main Meeting Rooms (1 rooms x 3 days)							
	- Main Meeting Room includes 12 covered & skirted tables that seat 6 per table, 1 long table with 4 chairs for registration							
	- Room shall be available from 1:00 pm on 28 August 2015 through 2:00 pm on 30 August 15							
Administration Room (1 rooms x 3 days)								
- Administration Room next to Main Meeting Room with 1 table and 6 chairs and be located next to the Main Meeting Room								
- Room shall be available from 1:00 pm on 28 August 2015 through 2:00 pm on 30 August 15								
	\$0.00	(Room Rate)	x	2 Meeting Rooms	x	3 days	Admin Room Total:	\$0.00

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CLIN 0003	Meals						
	Day 1 (28 August 2015)						
	<ul style="list-style-type: none"> - Dinner - at 6:00pm HST - Buffet dinner to be provided in the Main Meeting Room for 70 adults - Dinner to be provided in the hotel's childcare facility for 20 children 						
	Day 2 (29 August 2015)						
	<ul style="list-style-type: none"> - Breakfast - at 8:00am HST - Buffet breakfast to be provided in the Main Meeting Room for 70 adults - Breakfast to be provided in the hotel's childcare facility for 20 children - Lunch - at 11:45am HST - Buffet lunch to be provided in the Main Meeting Room for 70 adults - Lunch to be provided in the hotel's childcare facility for 20 children - Dinner - at 6:00pm HST - Dinner vouchers to the hotel's restaurant shall be provided - Dinner shall be eaten in the hotel's restaurant (adults and children) 						
	Day 3 (30 August 2015)						
	<ul style="list-style-type: none"> - Breakfast - at 8:00am HST - Buffet breakfast to be provided in the Main Meeting Room for 70 adults - Breakfast to be provided in the hotel's childcare facility for 20 children 						
	\$0.00	Meal Rate	x	70 Adults	x	5 Meals	Meal Totals: \$0.00
	\$0.00	Meal Rate	x	20 Children	x	5 Meals	Meal Totals: \$0.00
Meal Grand Total:							\$0.00
CLIN 0004	Parking						
	- On site parking for all days of the retreat (37 Spaces x 3 days)						
		\$0.00	(Parking Rate)	x	37 spaces	x	3 days

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Childcare						
CLIN 0005	Day 1 (28 August 2015)					
	- Childcare provided between the hours of 5:30 pm - 8:00 pm					
	- Dinner for children shall be provided at the Hotel's childcare facility					
	Day 2 (29 August 2015)					
	- Childcare provided between the hours of 7:30 am - 4:00 pm					
- Breakfast and lunch for children shall be provided at the Hotel's childcare facility						
Day 3 (30 August 2015)						
- Childcare provided between the hours of 7:30 pm - 12:00 pm						
- Breakfast for children shall be provided at the Hotel's childcare facility						
	\$0.00 (Childcare Rate)	x	20 children	x	15.5 hours	Childcare Total: \$0.00

Grand Total: \$0.00