



**REQUEST FOR QUALIFICATIONS:  
In-State Lodging Services  
RFQ No. 102-1612-09**

The State of Oregon seeks lodging accommodations for the State's official travelers including all executive departments and institutions of higher education. This solicitation packet will allow interested hotels, motels, and other overnight lodging properties to respond to the State's needs. This packet includes:

- 1) RFQ Statement of Work
- 2) RFQ Terms and Conditions
- 3) In-State Per Diems
- 4) Vendor Offer Form which must be returned
- 5) RFQ Signature Page which must be signed and returned

The State of Oregon invites you to review this packet and respond according to your interest. The State intends to issue authorizations to all vendors agreeing to the terms of this Request for Qualifications. The State will develop an in-state qualified establishment hotel listing from this solicitation which it will publish and distribute to all State agencies and institutions of higher education. If you respond to this Request for Qualification and your Offer is deemed responsive, the authorization will begin immediately.

Lodging vendors seeking authorization must respond to:

State of Oregon  
DAS State Procurement Office  
1225 Ferry Street SE U140  
Salem, OR 97301-4285

Contact for this Request for Qualification is:

Tim Hay, State Procurement Analyst  
Phone: (503) 378-4650 Fax: (503) 373-1626  
E-Mail: [tim.hay@state.or.us](mailto:tim.hay@state.or.us)

**REQUEST FOR QUALIFICATIONS**  
**STATEMENT OF WORK IN-STATE LODGING ACCOMMODATIONS**  
**Page 1 of 2 Pages**

**State Plan**

The State of Oregon plans to use rates as an incentive to direct travelers to selected hotels. State of Oregon travelers are not required to use any of the hotels receiving authorizations as a result of this Request for Qualifications.

Travel agencies and the contracted travel arrangers will receive a listing of State authorized hotels. The State will also make a listing of State authorized hotels available to State travelers. Hotels with State Authorizations may market themselves to State travel offices and travel agencies.

In addition to State of Oregon agency travelers, institutions of higher education and Oregon Cooperative Purchasing Program members may use any of the hotels receiving authorizations as a result of this Request for Qualifications.

**Background**

The State of Oregon travelers stay in hotels, motels, apartment suites or other accommodations (hereafter referred to as hotels) throughout the year. The State estimates the annual hotel spending at \$4,000,000 with total in-state hotel spending at \$2,000,000. The State will focus this volume to specific hotels throughout the State in order to obtain a better in-state lodging room rate and value.

**Estimated Volume and State Room Night Needs**

The State makes no guarantee of volume, but travel data indicates that those hotels with State Authorizations within a geographical area may anticipate a combined volume of nearly one-half of the total estimated room nights for that area. Analysis of travel management data gives \$92.32 as the average in-state hotel charge per trip with an average of two nights at any particular in-state location. The State does not intend to limit the number of authorized hotels by location or type. The only condition for qualification is the Offer of each Vendor hotel to agree to and abide by the requirements of this Request for Qualifications. Employees who attend conferences are encouraged to use conference hotels at the negotiated conference rates; otherwise, the State will encourage travelers to use hotels with State Authorizations.

**Firm Lodging Rates Solicited: Rates Lower Than Retail and GSA Per Diem Rates Sought**

The State of Oregon solicits firm Offers for room rates from [October 1, 2009 to September 30, 2010](#). The State seeks rates lower than retail (rack) rate that are at or below the State of Oregon per diem rates. Oregon per diem rates do not include tax. Rates that are above Oregon per diem rates may not be accepted. Please do not submit an Offer unless you plan to honor these rates for the entire period of this agreement according to the RFQ Terms and Conditions.

State of Oregon Travel Policy from the Oregon Accounting Manual #06 01 00 currently states that in-state lodging shall be reimbursed at the actual cost up to the specified federal per diem rate of the locality. The current federal per diem rates for the State of Oregon can be found in this document.

The State will solicit both from hotels and hotel chains. If the State receives more than one Offer for a particular hotel, the State will accept only the Offer most advantageous to the State.

The State reserves the right to extend the qualified lodging list rates beyond September 30, 2008 and retain the properties on the qualified lodging list. If the GSA changes its per-diem rates for the property location, the Vendor shall be responsible to notify the State and request a new Request for Qualifications to adjust the rate if it is higher. The Vendor shall continue honor the rates submitted in response to this Request for Qualification to travelers until the request is made by the Vendor to adjust the higher rate. If the new GSA per-diem is lower, the new lower per-diem shall automatically apply. The Vendor may be removed from the list by notifying the DAS State Procurement Office in writing of its request to be removed from the list.

## RFQ -- Statement of Work In-State Lodging Accommodations -- Page 2 of 2 Pages

### Rate Guaranteed by Travel Card Identification

State of Oregon employees or official state government travelers may use their State authorized travel card to make payment. This charge card is currently US Bank VISA Card for State of Oregon agencies and Oregon Cooperative Purchasing Program members and the Oregon University Systems and will continue as such throughout the term of this authorization. Most State employees carry VISA cards that include the designation "The State of Oregon" beneath their names on the card. Some travelers may use State warrants or a centrally-billed hotel accounts to avoid payment of sales tax. Travelers may also use their personal credit cards to make payment. The Oregon Department of Revenue requires that travelers who use the State-sponsored travel card must still pay hotel taxes.

### Hotel Requirements -- See Request for Qualification Sheet

Only Offers that meet all the following requirements will receive consideration by the State:

1. Room rates offered are below rack or retail rate and are at or below current Oregon Lodging per diems; run of the house/last room availability;
2. Room Taxes are not included in the lodging per diem rate;
3. Must offer last room availability;
4. Property will accept and honor reservations made by State Travel Management Contractor through the CRS/GDS, on-line booking tool, and/or reservation telephone number;
5. Non-smoking rooms are available;
6. There is NO cancellation penalty with a maximum of 24 hour notice or less if stipulated;
7. Property will honor confirmed reservations or will provide for stay at another comparable hotel in area;
8. Property must offer unrestricted rooms for all the room types offered and at the rates offered in this RFQ\*;
9. Property WILL NOT charge a deposit fee for rooms booked with more than 24 hours notice.

\* Please Note: The State requires unrestricted room rates to stop hotels from practicing capacity control. If a hotel receives authorization and is listed by the State, the State expects to benefit from these rates whenever the type of room offered is available. The State has also excluded prior contractual agreements -- a written contractual agreement with a company or consortium that holds a room or block of rooms from sale until a certain time or date. Prior contractual agreements do not apply to any general policy which prefers corporate clients with corporate rates that may be higher than the State government rate offered. All rooms comparable to the type of room offered by each hotel must be included and must not be restricted. If a hotel cannot comply with these requirements, the State asks that this hotel not respond to this Request for Qualifications.

### Historic Property, Historic Downtown designation

Governor's Executive Order 10-01 was signed in January 2010, which promotes the use of historic properties and staying in historic downtown locations when traveling on state business. Properties are to check yes on the vendor offer form if they are an historic property, located in an historic downtown or both. Historic properties are limited to properties listed on the National Register of Historic Places. Historic downtowns are limited to downtowns recognized on either the National Register of Historic Places or a locally designated historic register. Refer to <http://www.oregonheritage.org> for a listing of historic properties and historic downtowns. If the property doesn't meet the criteria defined in this section for an historic designation, then the property is to check no on the vendor offer form.

### Response Document Requirements

1. Completed and signed original copy of the RFQ "Signature Page;"
2. RFQ "Vendor Offer Form" -- page one and two filled out for each property offered.

### Evaluation

The State will accept offers from all lodging vendors that meet the terms and conditions of this Request for Qualifications. If the State receives more than one Offer for a specific hotel, the State will accept only the most advantageous Offer. Some political subdivisions such as authorities, counties, and cities use the current State authorized travel card contract with US Bank Visa Card and may wish to access hotel rates offered to the State of Oregon.

The State has a considerable number of travelers with concerns about safety. Wherever possible, State agencies and travelers may select properties with secure sleeping room floors or secure parking, secure meaning access limited to hotel guests and companions only. Hotels may respond positively to questions about security only if the types of rooms bid include these security features.

### All Qualified Offers to Receive State Authorization

All qualified Offers will receive a State Authorization for hotel services. This authorization entitles authorization holders to State of Oregon business under the terms of this Request for Qualification. All State agencies and State authorized travel agencies will receive a list of hotels with State authorizations. State authorization holders may market themselves to State offices and travelers.

## RFQ TERMS AND CONDITIONS

1. Late Requests for Qualifications. LATE RESPONSES TO REQUESTS FOR QUALIFICATIONS WILL NOT BE ACCEPTED OR CONSIDERED. It is the responsibility of the respondent (hereinafter "Vendor") to ensure that its response (hereinafter "Offer") to the Request for Qualifications (RFQ) arrives prior to the time and at the place indicated in the RFQ. Telephone or facsimile Offers will not be accepted.
2. Specifications. Specifications are provided to identify the service required and to establish an acceptable quality level. The State will not be the sole judge in determining comparable levels of service and quality in all Offers. Failure to furnish brochures, specifications, and/or reports as requested may be sufficient cause to consider an Offer non-responsive.
3. Information Required. Vendors shall furnish all the information required and are expected to examine any drawings, sample reports, specifications, schedule of delivery, all instructions, and the terms and conditions. Should the Vendor find any part of the listed specifications or terms and conditions to be discrepant, incomplete or otherwise questionable in any respect, it shall be the responsibility of the Vendor to call such matters to the attention of the DAS State Procurement Office immediately. Failure to do so will be at the Vendor's risk. Amendments to this RFQ will be official only if furnished, in writing, by the DAS State Procurement Office. Vendors shall not rely on verbal statements that alter any specifications or any term and condition of the RFQ.
4. Products/Services Provided. The Vendor shall furnish the services in strict accordance with the specifications, and within the price or price limitation, if any, set forth for each item, in the RFQ.
5. Vendor Response Format. Offers shall be submitted in a sealed envelope in accordance with the instruction in the RFQ. The RFQ number should be written in the lower left hand corner of the envelope. If the Offer package is too large to be returned in the envelope, the RFQ number should be affixed to the outside of the sealed package.
6. Valid Offer Period. No Offer shall be withdrawn by a Vendor for a period of less than sixty (60) calendar days subsequent to the opening date of the Offers, unless otherwise stipulated in the RFQ.
7. Offer Acceptance/Obligation. The State of Oregon Procurement Office reserves the right to reject any or all Offers and to waive informalities and minor irregularities in Offers received and to accept all or any portion of an Offer, if deemed in the best interest of the State and not contrary to law. This Offer implies no obligation on the part of any state agency to pay any costs incurred in the preparation or the submission of such Offers, or to purchase or contract for products or services, nor does the State of Oregon Purchasing Division's silence imply any acceptance or rejection of any Offer.
8. Evaluation and Authorization. Authorizations will be made to responsive and responsive vendors in accordance with the criteria described in the RFQ.
9. Valid Authorization. The DAS State Procurement Office will not be responsible for any services performed prior to issuance of an authorization signed by the purchasing analyst of the DAS State Procurement Office.
10. Vendor Forms. In the event Vendor's form(s) or part(s) of forms arrive as an attachment(s) to an Offer, Vendor agrees that, in the event of inconsistencies or contradictions, the terms and conditions of the Offer shall supersede and control over those contained in the Vendor's form (s) regardless of any statement to the contrary in the Vendor form(s).
11. Indemnification. In the event any article sold or delivered under this RFQ is covered by any patent, copyright, trademark, or application therefor, the Vendor will indemnify and hold harmless the State of Oregon from any and all losses, costs, expenses and legal fees on account of any claims, legal actions, or judgments on account of manufacture, sale, or use of such article in violation, infringement or the like of rights under such patent, copyright, trademark, or application thereof.
12. Removal: The DAS State Procurement Office reserves the right to remove properties from the qualified lodging list for violating the requirements set forth in this Request for Qualifications.
13. The DAS State Procurement Office reserves the right to extend the qualified lodging list rates beyond September 30, 2010 and retain the properties on the qualified lodging list. If the GSA changes its per-diem rates for the property location, the Vendor shall be responsible to notify the State and request a new Request for Qualifications to adjust the rate if it is higher. The Vendor shall continue honor the rates submitted in response to this Request for Qualification to travelers until the request is made by the Vendor to adjust the higher rate. If the new GSA per-diem is lower, the new lower per-diem shall automatically apply. The Vendor may be removed from the list by notifying the DAS State Procurement Office in writing of its request to be removed from the list.

# In-State Per Diem

## Maximum Per Diem Rates for Travel within the State of Oregon

The maximum rates listed below are prescribed for reimbursement of per diem expenses incurred during official travel with the State of Oregon. The amount shown is the maximum that will be reimbursed for lodging expenses. Seasonal rates apply during the periods indicated for markets with seasonal per-diems only. The Standard CONUS (continental United States) rate applies to all locations within Oregon not specifically listed below or encompassed by the boundary definition of a listed point. Where a county name is given, the rate applies to the entire county.

PER DIEM RATES FOR [October 2009 thru September 2010](#).

Key City	Per Diem Locality County and/or defined location	Maximum lodging amount
CONUS, Standard Rate		\$70.00
Ashland/Medford	Jackson	\$88.00
Beaverton	Washington	\$96.00
Bend	Deschutes	
(10/01 thru 6/30)		\$93.00
(7/1 thru 8/30)		\$120.00
(9/1 thru 9/30)		\$93.00
Clackamas / Milwaukie	Clackamas	\$91.00
Crater Lake/Klamath Falls	Klamath	\$88.00
Eugene/Springfield/Florence	Lane	\$103.00
Lincoln City/Newport	Lincoln	
(10/1 thru 6/30)		\$87.00
(7/1 thru 8/31)		\$110.00
(9/1 thru 9/30)		\$87.00
Portland	Multnomah	\$120.00
Seaside	Clatsop	
(10/1 thru 6/30)		\$92.00
(7/1 thru 8/31)		\$132.00
(9/1 thru 9/30)		\$92.00

RFQ -- **VENDOR OFFER FORM** -- Page 1 of 2 Pages

**Identification of Hotel**

Number of AAA Diamond rating or Equivalent: \_\_\_\_\_

Name of Hotel/Chain: \_\_\_\_\_  
Key Person for Contract Compliance & Information: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State and Zip/Mail Code : \_\_\_\_\_ County \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_ Internet Web Site URL: \_\_\_\_\_  
Toll-Free Phone: \_\_\_\_\_ FEIN: \_\_\_\_\_

*Federal Employer Identification Number*

Offer submitted: by individual hotel \_\_\_\_\_ or by hotel chain \_\_\_\_\_

**Facility**

Define number of room type offered using one of following descriptors:

- Standard \_\_\_\_\_
- Standard with kitchenette \_\_\_\_\_
- Suite \_\_\_\_\_
- Furnished Apartment \_\_\_\_\_
- Other: \_\_\_\_\_

How many total rooms does the property have? \_\_\_\_\_ Total number of non-smoking rooms? \_\_\_\_\_  
Must offer last room availability

**Location**

Give distance in miles or tenths of miles to major airport, downtown, and one other primary location:

Nearest major airport: \_\_\_\_\_ Mileage Distance: \_\_\_\_\_  
Downtown location: \_\_\_\_\_ Mileage Distance: \_\_\_\_\_  
Another key location: \_\_\_\_\_ Mileage Distance: \_\_\_\_\_

Historic Property  Yes  No Located in Historic Downtown  Yes  No

**Amenities, Services, and Facilities**

**Yes No**

- 1. Sleeping rooms on secure floor \_\_\_\_\_
- 2. Secure parking \_\_\_\_\_
- 3. Parking available \_\_\_\_\_  
Free Parking  Yes  No Cost \_\_\_\_\_
- 4. Free shuttle to nearest airport \_\_\_\_\_
- 5. Full service restaurant on premises \_\_\_\_\_
- 6. Exercise facility \_\_\_\_\_
- 7. Business service center on premises \_\_\_\_\_
- 8. Free local telephone calls \_\_\_\_\_
- 9. Cost free connection to long distance carrier \_\_\_\_\_
- 10. Reservations can be made through CRS \_\_\_\_\_
- 11. Car rental agency on premises \_\_\_\_\_
- 12. Wireless Internet Connection \_\_\_\_\_  
Free Wi-Fi Connection  Yes  No Cost \_\_\_\_\_
- 13. Other cost saving features & benefits such as cable TV & premium channels, indoor/outdoor pools, saunas, hot tubs, A.V. costs, Park & Fly policies & rates, architect name...  
a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_  
e. \_\_\_\_\_

13. If compliant with Federal Fire Safety Act, list F.E.M.A. number: \_\_\_\_\_  
F.E.M.A. numbers are found on the Internet website: <http://Www.usfa.fema.gov/hotel/search.html>

14. List A.D.A. approved handicap accessibility features available: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RFQ -- VENDOR OFFER FORM -- Page 2 of 2 Pages

Please limit your Offer to year-round rates (with the exception of locations with seasonal per-diem rates).

The following rates include: \_\_\_\_\_ a complimentary full breakfast full menu or buffet which offers comparable choices - with seating provided  
\_\_\_\_\_ a complimentary continental breakfast.  
\_\_\_\_\_ no breakfast.

YEAR-ROUND RATES:

1. Guaranteed Year-round Daily Rates for the period of 10/1/2009 through 9/30/2010

Single Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
room rate room tax rate with tax

Double Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(with 2 beds) room rate room tax rate with tax

No Seasonal or Black Out dates allowed.

SEASONAL RATES (For locations with seasonal per-diem rates ONLY.)

2a. Guaranteed Seasonal Daily Rates for the period of \_\_\_\_\_ through \_\_\_\_\_

Single Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
room rate room tax rate with tax

Double Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(with 2 beds) room rate room tax rate with tax

2b. Guaranteed Seasonal Daily Rates for the period of \_\_\_\_\_ through \_\_\_\_\_

Single Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
room rate room tax rate with tax

Double Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(with 2 beds) room rate room tax rate with tax

2c. Guaranteed Seasonal Daily Rates for the period of \_\_\_\_\_ through \_\_\_\_\_

Single Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
room rate room tax rate with tax

Double Occupancy \$ \_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(with 2 beds) room rate room tax rate with tax

OTHER STATES: Will your Offer extend these rates to government employees from other states? \_\_\_\_\_ Yes \_\_\_\_\_ No

No Black Out Dates Allowed.

Please do not submit an Offer unless you plan to honor these rates for the entire period of this binding agreement according to the RFQ Terms and Conditions making them available to all State agencies, institutions, universities and colleges. Please do not submit an RFQ unless you plan to offer all rooms available for the room types offered in the RFQ. Failure to honor the rates set forth above shall cause removal from the qualified lodging list.

# REQUEST FOR QUALIFICATIONS

Date: [Sept 01, 2009](#)  
Request No: RFQ – [102-1612-09](#)  
Direct Inquiries to: See Below



**RETURN OFFER TO:**  
State of Oregon  
DAS State Procurement Office  
1225 Ferry Street SE U140  
Salem, OR 97301-4285  
Phone: (503) 378-4650  
Fax: (503) 373-1626

REQUEST RETURN INFORMATION: Requests for Qualifications submitted in envelopes properly marked in the lower left corner with the Request Number and the Return Deadline Date and Hour, subject to the stipulated Terms and Conditions and in accordance with the specifications set forth and/or attached - including this page signed in ink and both sides of Vendor Information and Room Rates Sheet -- will be accepted at the Department of Administrative Services – State Procurement Office, 1225 Ferry Street SE U140, Salem, OR 97301-4285.

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## COMPLETE DESCRIPTION OF IN-STATE LODGING SERVICES

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These authorizations are permissive, travelers are not required to use authorized hotels. The State of Oregon uses federal lodging per diems as a base line in its lodging solicitations, but such use in no way affects State reimbursement policy for lodging or meal expenses as set by the State Controller's Office.

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This Request for Qualifications is a solicitation by the State of Oregon for in-state lodging accommodations for use by State employees for official State of Oregon government travel. The State intends to issue authorizations to all vendors agreeing to the terms of this Request for Qualifications that will extend from [October 1, 2009](#) to [September 30, 2010 with extension options](#). The DAS State Procurement Office reserves the right to extend the qualified lodging list rates beyond September 30, 2010 and retain the properties on the qualified lodging list. If the GSA changes its per-diem rates for the property location, the Vendor shall be responsible to notify the State and request a new Request for Qualifications to adjust the rate if it is higher. The Vendor shall continue honor the rates submitted in response to this Request for Qualification to travelers until the request is made by the Vendor to adjust the higher rate. If the new GSA per-diem is lower, the new lower per-diem shall automatically apply. The Vendor may be removed from the list by notifying the DAS State Procurement Office in writing of its request to be removed from the list.

**Primary Contact:** Tim Hay, Phone (503) 378-4650, Fax (503) 373-1626

### RFQ Response Requirements -- See Page 2 of RFQ -- Statement of Work

Only Offers that agree to ALL of the following requirements will receive consideration by the State:

1. Room rates offered are below rack or retail rate and are at or below current Oregon Lodging per diems; run of the house/last room availability;
2. Room Taxes are not included in the lodging per diem rate;
3. Must offer last room availability;
4. Property will accept and honor reservations made by State Travel Management Contractor through the CRS/GDS, on-line booking tool, and/or reservation telephone number;
5. Non-smoking rooms are available;
6. There is NO cancellation penalty with a maximum of 24 hour notice or less if stipulated;
7. Property will honor confirmed reservations or will provide for stay at another comparable hotel in area;
8. Property must offer unrestricted rooms for all the room types offered and at the rates offered in this RFQ;
9. Property WILL NOT charge a deposit fee for rooms booked with more than 24 hours notice.

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### SIGNATURE BELOW VERIFIES VENDOR RESPONSE

\_\_\_\_\_  
*Typed or printed name of Vendor signatory*

\_\_\_\_\_  
*Handwritten Signature of Vendor or its agent  
Must be signed in ink*

Title: \_\_\_\_\_ Vendor: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

This response to Request for Qualifications is subject to Terms and Conditions herein.

**Please complete and sign this Signature Form and return with both completed pages of Vendor Offer Form.**