

MONTANA NATIONAL GUARD  
REQUEST FOR QUOTATION (RFQ) FOR LODGING, MEETING SPACE AND CATERED MEALS  
Helena Montana, Dec 4 - 5<sup>th</sup>, 2009

Offers shall propose a fixed price for hotel rooms, meeting space and catered meals in Missoula, MT from December 4 - 5, 2009.

A. Lodging:

1. The Montana National Guard anticipates purchasing 86 each hotel rooms. 43 rooms will be procured on Friday, December 4<sup>th</sup> 2009 and 43 rooms will be procured on Saturday, December 5<sup>th</sup> 2009. Check out will occur on Sunday, December 6<sup>th</sup> 2009. All quotes must be good through December 10<sup>th</sup>, 2009. Offeror quotes should be for double occupancy room charges **only** and should not include state or local tax. Government will provide letter from Montana Department of Revenue documenting its tax exempt status upon request. Government shall not be responsible for incidental charges billed to the room by the room guests.

B. Catered Meals:

1. The Montana National Guard anticipates purchasing of catered meals, 2 lunch meals to be delivered to the armory and a holiday dinner meal to take place at the hotel. Please quote 260 lunch meals, 130 each day. Please quote on taco meal, with refried beans, cheese, Spanish Rice, Taco/Picante Sauce, Sour cream, sliced olives, lettuce, fresh fruit and 2 cookies per person. This meal shall have coffee, a cold drink and water. Please quote a holiday meal, to be served at the hotel. Please quote 130 EA for a Turkey Dinner, gravy, cranberries, mashed potatoes, dressing, sweet potatoes, green beans, salad, and rolls. Desert is a pumpkin pie with whipped cream. The meal shall have coffee, milk, a cold drink. If there is a room charge for the meal, please include this as a separate line item. Please inform the contracting officer how much your properties gratitude is.

The provision of FAR 52.212-3, Offeror Representations and Certifications -- Commercial Items (Jun 2009) applies to this RFQ. 52.212-3, the clause needs to be completed and a signed copy of this provision shall be submitted with any offer. 52.212-2, Evaluation, Commercial Items (Jan 1999). The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers: Price, Past Performance and Technical Capability. Past performance and technical capability, when combined, are less important when compared to price or cost. The following Federal Acquisition Regulation (FAR) and its supplements DFAR and AFAR provisions and clauses apply to this acquisition; 52.212-1, Instructions to Offerors -- Commercial Items (Jun 2008); 52.212-4, Contract Terms and Conditions -- Commercial Items (Mar 2009); Contract Terms and Conditions Required to Implement Statutes or Executive Orders -- Commercial Items (Jun 2009) 52.202-1, Definitions (July 2004); 52.219-6, Notice of Total Small Business Set-Aside (June 2003); 52.219-28 -- Post-Award Small Business Program Rerepresentation (Apr 2009); 52.222-3 -- Convict Labor (June 2003); 52.222-19 -- Child Labor—Cooperation With Authorities and Remedies (Feb 2008); 52.222-21 -- Prohibition of Segregated Facilities (Feb 1999); 52.222-26 -- Equal Opportunity, (Mar 2007); 52.222-50 -- Combating Trafficking in Persons, (Feb 2009); 52.225-13 -- Restrictions on Certain Foreign Purchases (Jun 2008); 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003); 52.233-3 -- Protest After Award (Aug. 1996); 52.233-4 -- Applicable Law for Breach of Contract Claim (OCT 2004); 52.239-1 -- Privacy or Security Safeguards, (Aug. 1996); 52.249-2, Termination for Convenience of the Government (Fixed-Price) (May 2004); 52.252-2, Clauses Incorporated by Reference (Feb 1998); 252.201-7000 Contracting Officer's Representative (DEC 1991); 252.203-7002 Requirement to Inform Employees of Whistleblower Rights (JAN 2009) 252.204-7003, Control of Government Work Product (April 1992); 252.204-7004, ALTERNATE A, CENTRAL CONTRACTOR REGISTRATION (SEP 2007) 252.225-7001 Buy American Act and Balance of Payments Program (JAN 2009); 252.247-7024 Notification of Transportation of Supplies by Sea, (MAR 2000). You can visit the website at <http://farsite.hill.af.mil/> for the provisions and clauses needed for this synopsis/solicitation.

Offers must be CCR registered. Offers may be submitted by email to the TSgt Kristen Jaumotte no later than November 9th by 12:00 P.M. Mountain Standard Time at [kristen.jaumotte@us.army.mil](mailto:kristen.jaumotte@us.army.mil). If you have

any questions, please contact TSgt Kristen Jaumotte at Com 406-324-3411 or [kristen.jaumotte@us.army.mil](mailto:kristen.jaumotte@us.army.mil)