

STATE OF LOUISIANA
2011 - 2012
FORMAT AND GUIDELINES
HOTEL AND MOTEL SERVICES

The purpose of this SFO format is to allow the State of Louisiana, Office of Purchasing and Travel to establish multiple, discounted, nonexclusive rates for in-state providers of hotel and motel services, which will provide services for employees of state agencies traveling on official business and, may, at the discretion of the hotel/motel management be made available to employees of local government entities traveling on official business, at established rates.

I. Process

Anyone interested in entering into or renewing a discounted nonexclusive rate (for the fiscal year period from July 2011 through June 30, 2012, for hotel and/or motel services with the State of Louisiana should submit a SFO (Solicitation for Offer) which shall include the following:

- A. A completed copy of the State of Louisiana Hotel/Motel Services 2011-2012 Lodging Rate SFO form, (see attachment), signed by an authorized representative of the company. By signing this form, the vendor is certifying that neither the vendor nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in Federal assistance programs. **Also, by signing this form, the vendor is certifying that pricing will be firm for the contract period July 1, 2011, through June 30, 2012.**

II. Terms and Conditions

By submitting an Offer the firm is indicating an understanding of and agreement with the following terms and conditions:

- A. The rates bid will be applicable for a STANDARD SINGLE and a STANDARD DOUBLE room. Whenever a standard single or standard double room is available for the general public, the State Offers rate shall be honored.
- B. The state rate will apply for check-in on Sunday and check-out on Friday, or any days in between when the employee identifies him/her self as a state or government employee at, or prior to, check-in and the reservation is confirmed. If rates are available 7 days a week please indicate on the Lodging Rate. The hotel/motel may choose to require identification at check-in.
- C. State rates do not apply to group meetings such as conferences, workshops, board meetings, etc.
- D. Any state government employee requesting a "state rate", when such is not available, **MUST** be so advised at the time and quoted the best available rate. It shall also be noted on the lodging receipt that no state rate room was available at the time of check-in.
- E. The receipt to the employee shall show the base rate before taxes are added, and then include the tax and total to ensure the employees are receiving the state rate.
- F. Desk clerks shall be made aware of this rate made available to state employees. When state employees request the "state" rate, this rate shall be honored when indicated above.
- G. Refusal to honor contract rates shall result in the facility being removed from the State Travel web site.

III. Acceptable Rates

In order to offer a lodging rate to the State of Louisiana, lodging rates must be offered within the required state rate or lower. **NOTE:** Rates cannot be limited on a seasonal basis unless otherwise provided for below. Rates quoted for this offer are for state employees traveling on official business for the State of Louisiana. This includes statewide elected officials, state agency employees, including employees of state institutions of higher education and other persons traveling on behalf of state agencies when their travel expenses are paid by the state. The State of Louisiana's allowance for lodging rates is shown below. These allowances are the State's maximum rates. *You are urged to offer lower rates than the maximum allowed.*

**** State of Louisiana use the Federal GSA rate as a bench mark, however the GSA may increase during our contract period. This increase does not mean that the State of Louisiana prices increase as well. Base on this, rates quoted shall be effective for the period of July 1, 2011 through June 30, 2012. ****

Location	Dates	Maximum Amount
In – State Cities (except as listed)	July 1, 2011 - June 30, 2012	\$77
Baton Rouge - EBR	July 1, 2011 - June 30, 2012	\$96
Covington/Slidell – St.Tammany	July 1, 2011– June 30, 2012	\$88
Lafayette	July 1, 2011 – June 30, 2012	\$87
Lake Charles – Calcasieu	July 1, 2011– June 30, 2012	\$79
New Orleans – Orleans, St. Bernard, Jefferson Plaquemines Parishes	July 1, 2011 - September 30, 2011	\$98
New Orleans – Orleans, St. Bernard, Jefferson, Plaquemines Parishes	October 1, 2011 - June 30, 2012	\$131

(Rates listed above exclude any taxes and/or mandated surcharges)

NOTE: If rates are higher than Per Diem, your offer will not be accepted.

IV. Effective Dates

The Offer for hotel/motel services are effective **July 1, 2011 through June 30, 2012**; therefore, SFO must be Faxed (225-342-5019) or mailed to the Office of State Purchasing and Travel before **May 31, 2011**.

V. **Distribution and Web Site**

All hotel/motels which submit an Offer which is in compliance with this format and guidelines will be entered on the State of Louisiana Travel web site, .
www.doa.Louisiana.gov/osp/travel which is used by all State Travelers and State Contracted Travel Agency for locating and booking lodging.

VI. **Where To Submit SFO and Ask Questions**

SFO should be submitted prior to **May 31, 2011** to:

**Shelita Woods
Office of State Purchasing and Travel
P.O. Box 94095
Baton Rouge, LA 70804
225-342-6322
FAX: 225-342-5019**

Effective Date: 07/01/2011

State of Louisiana – Hotel /Motel Services

2011 - 2012 Lodging Rate

Hotel Name:		
Hotel Address:	Mailing/P. O. Box:	
	City:	Zip:
	Parish:	
On-site Hotel Phone/Reservations:	Local:	Toll Free:
On-site Hotel Fax:		
Onsite Hotel e-mail address/website:	E-Mail:	
	Website:	
Daily Room Base Rates: <i>Do Not Include Tax</i>	\$ _____ Single	\$ _____ Double
New Orleans Rates <u>ONLY</u> July 1, 2011 - September 30, 2011 <i>Do not Include Tax</i>	\$ _____ Single	\$ _____ Double
New Orleans Rates <u>ONLY</u> October 1, 2011 – June 30, 2012 <i>Do not Include Tax</i>	\$ _____ Single	\$ _____ Double
	_____ Total Rooms on Property:	
	_____ Total Number of rooms available at Quoted Rate	
	_____ Yes, Rates are available Sunday - Thursday	
	_____ Yes, Rates are also available Friday-Saturday	
	_____ No, Rates are not available Friday-Saturday	

Parking Facility:	<input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ Per day <input type="checkbox"/> Complimentary	
Payment Options:	<input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Diner's Club <input type="checkbox"/> Discover <input type="checkbox"/> Carte Blanch <input type="checkbox"/> Traveler's Check <input type="checkbox"/> Cash <input type="checkbox"/> Personal Check <input type="checkbox"/> Other: _____	
Services <i>check all that apply</i>	<input type="checkbox"/> Free Continental Breakfast <input type="checkbox"/> Free Full Breakfast <input type="checkbox"/> Free Parking <input type="checkbox"/> Free Shuttle <input type="checkbox"/> Fitness Center <input type="checkbox"/> Indoor Pool <input type="checkbox"/> Business Center <input type="checkbox"/> Free Internet Access <input type="checkbox"/> Outdoor Pool <input type="checkbox"/> Free Local Phone Calls <input type="checkbox"/> Free Cable TV <input type="checkbox"/> Hair Dryers <input type="checkbox"/> In-hotel Restaurant(s) <input type="checkbox"/> In-room Coffee maker <input type="checkbox"/> Golf Package <input type="checkbox"/> In-room Iron and board <input type="checkbox"/> In-room Micro/fridge <input type="checkbox"/> Spa/Sauna <input type="checkbox"/> Guest Laundry Facilities <input type="checkbox"/> Free Newspaper(s) <input type="checkbox"/> Senior Discount <input type="checkbox"/> ADA Handicapped Accessible Rooms <input type="checkbox"/> Restaurant on Property <input type="checkbox"/> Additional Amenities - <i>list below:</i> _____ _____ _____	
Services Continued; <i>check all that apply</i>		
Rates extended to Employees for Personal Use:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Check-in/Check-out times:	<input type="checkbox"/> Check-in <input type="checkbox"/> Check-out	
Cancellation Policy:	<input type="checkbox"/> 4 PM <input type="checkbox"/> 6 PM <input type="checkbox"/> 24 Hours <input type="checkbox"/> *Other *please list:	
On-Site Contact Information for Disputes, Questions, etc.:	Contact Name/Position:	Contact Phone:

Print Authorized Name: _____

Authorized Signature: _____ Date: _____

Note: By signing above, you are indicating your rates will be effective according to the guidelines as set forth in

the SFO Format and Guidelines and Check List Form for Hotel and Motel Services for the period of July 1, 2011 -June 30, 2012.