

# STATE OF LOUISIANA



**(SFO)**  
**SOLICITATION FOR OFFER**  
**FORMAT AND GUIDELINES**

**FOR**

**HOTEL AND MOTEL SERVICES**

**2012-2013**

**Division of Administration**  
**Office of State Purchasing / State Travel Office**  
**P.O. Box 94095, Baton Rouge, LA 70804-9095**

STATE OF LOUISIANA  
2012 - 2013  
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 2012 through June 30, 2013, 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 2012-2013 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, 2012, through June 30, 2013.**
- B. A complete copy Hotel Inspection Checklist must accompany (see attached) with the SFO

II. **Terms and Conditions**

By submitting an Offer the participating vendor 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.
- C. 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 or contractor that is working on behalf of State of Louisiana 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.
- D. State rates do not apply to group meetings such as conferences, workshops, board meetings, etc.
- E. 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.
- F. The receipt to the employee shall show the base rate before taxes are added (State taxes shall be excluded from final room total only). Tax exemption form must be presented prior to checking in or out, to ensure the employees are receiving the state base rate excluding state tax.
- G. 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.
- H. Refusal to honor contract rates shall result in the facility being removed from the State

Travel web site.

- I. By signing this SFO 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 thru June 30, 2013.

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 uses 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, 2012 through June 30, 2013. \*\*

<b>Location</b>	<b>Dates</b>	<b>Maximum Amount</b>
In – State Cities (except as listed)	July 1, 2012 - June 30, 2013	\$77
Baton Rouge - EBR	July 1, 2012 - June 30, 2013	\$93
Covington/Slidell – St.Tammany	July 1, 2012– June 30, 2013	\$89
Lafayette	July 1, 2012 – June 30, 2013	\$85
Lake Charles – Calcasieu	July 1, 2012– June 30, 2013	\$77
Alexandria/Leesville/Natchitoches	July 1, 2012- June 30, 2013	\$80
New Orleans – Orleans, St. Bernard, Jefferson Plaquemines Parishes	July 1, 2012 - September 30, 2013	\$101
New Orleans – Orleans, St. Bernard, Jefferson, Plaquemines Parishes	October 1, 2012 - June 30, 2013	\$135

**Areas Not Listed Above - \$77**

**(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, 2012 through June 30, 2013**; therefore, SFO must be Faxed (225-342-5019) or mailed to the Office of State Purchasing and Travel before **May 31, 2012**.

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](http://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, 2012** to:

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

State of Louisiana - Hotel /Motel Services

2012 - 2013 Lodging Rate

<b>Hotel Name:</b>		
<b>Hotel Address:</b>	<b>Mailing/P. O. Box:</b>	
	<b>City:</b>	<b>Zip:</b>
	<b>Parish:</b>	
<b>On-site Hotel Phone/Reservations:</b>	<b>Local:</b>	<b>Toll Free:</b>
<b>On-site Hotel Fax:</b>		
<b>Onsite Hotel e-mail address/website:</b>	<b>E-Mail:</b>	
	<b>Website:</b>	
<b>Daily Room Base Rates:</b> <i>Do Not Include Tax</i>	\$ _____ Single	\$ _____ Double
<b>New Orleans Rates <u>ONLY</u></b> July 1, 2012 - September 30, 2012 <i>Do not Include Tax</i>	\$ _____ Single	\$ _____ Double
<b>New Orleans Rates <u>ONLY</u></b> October 1, 2012 - June 30, 2013 <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	

<b>Parking Facility:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    \$ _____ Per day <input type="checkbox"/> Complimentary	
<b>Payment Options:</b>	<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: _____	
<b>Services</b> <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> _____ _____ _____	
<b>Services Continued;</b> <i>check all that apply</i>		
<b>Rates extended to Employees for Personal Use:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Check-in/Check-out times:</b>	<input type="checkbox"/> Check-in <input type="checkbox"/> Check-out	
<b>Cancellation Policy:</b>	<input type="checkbox"/> 4 PM <input type="checkbox"/> 6 PM <input type="checkbox"/> 24 Hours <input type="checkbox"/> *Other *please list:	
<b>On-Site Contact Information for Disputes, Questions, etc.:</b>	Contact Name/Position:	Contact Phone:

Print Authorized Name:

\_\_\_\_\_

Authorized Signature:

Date:

\_\_\_\_\_

## HOTEL INSPECTION CHECKLIST

Hotel: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Web Site: \_\_\_\_\_  
Hotel Contact: \_\_\_\_\_  
Email: \_\_\_\_\_

### HOTEL

Check-In time? \_\_\_\_\_ Check-Out time? \_\_\_\_\_

What is the policy for late check-out? \_\_\_\_\_

Room guarantee policy? \_\_\_\_\_

Room cancellation policy? \_\_\_\_\_

Extended rate (night before)? \_\_\_\_\_ (night after)? \_\_\_\_\_

If the hotel is sold out, what arrangements are made for confirmed hotel guest?

Is luggage storage available for early arrivals and late departures? Yes \_\_\_\_\_  
No \_\_\_\_\_ Cost \_\_\_\_\_

### TRANSPORTATION

What is the closest airport? \_\_\_\_\_

How many miles from airport to hotel? \_\_\_\_\_

Travel time to hotel? (rush hour) \_\_\_\_\_ (non-rush hour) \_\_\_\_\_

Does the hotel offer complimentary shuttle service to and from the airport?

\_\_\_ Yes \_\_\_ No

Estimated taxi fare to hotel from airport: \_\_\_\_\_

Estimated shuttle fare to the hotel from airport: \_\_\_\_\_

Does the hotel offer self-service parking? \_\_\_\_\_ Valet parking? \_\_\_\_\_

What are the rates: self-service parking? \_\_\_\_\_ Valet parking? \_\_\_\_\_

What are the In/Out privileges? \_\_\_\_\_

Closet Metro? \_\_\_\_\_ Subway? \_\_\_\_\_

Other: \_\_\_\_\_

ACCOMMODATIONS

Hotel occupancy tax? \_\_\_\_\_ City tax? \_\_\_\_\_ Other? \_\_\_\_\_

Number of handicap accessible rooms: \_\_\_\_ Smoking: \_\_\_\_ Non-Smoking: \_\_\_\_\_

Number of regular non-smoking rooms: \_\_\_\_\_ Specific floors available? \_\_\_\_\_

\_\_\_\_\_ In-room hotel amenities (check all that apply):

- |                               |                            |
|-------------------------------|----------------------------|
| _____ refrigerator/mini-bar   | _____ irons/ironing board  |
| _____ hair dryer              | _____ PC dataport          |
| _____ complimentary newspaper | _____ voice mail           |
| _____ coffee maker/coffee     | _____ dry cleaning/laundry |
| _____ other, specify: _____   |                            |

HOTEL SERVICES

Does the hotel have a business center? \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Does the hotel offer room service? \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

What recreational facilities are available to hotel guest? (check all that apply):

\_\_\_\_ swimming pool      \_\_\_\_ fitness center      \_\_\_\_ jogging path

Cost for guest to use recreational facilities? \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Are there shops located on-site? \_\_\_\_\_

How many restaurants are on-site? \_\_\_\_\_

Hours of operation: (breakfast) \_\_\_\_\_ (lunch) \_\_\_\_\_ (dinner) \_\_\_\_\_

Other: \_\_\_\_\_

OTHER CONSIDERATIONS

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What type of security does your hotel offer? \_\_\_\_\_

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Is there free transportation to local attractions? \_\_\_ Yes \_\_\_ No

Are there any service charges, gratuities or sales taxes that have not been included in the prices? \_\_\_ Yes \_\_\_ No If so, what are they? \_\_\_\_\_

Parking fees? \_\_\_ Yes \_\_\_ No If so, what are they? \_\_\_\_\_