

ADDENDUM #001

Solicitation Number: FDC ITB-18-037

Solicitation Title: Hotel Accommodations for the 2018 Statewide Conference

Opening Date/Time: January 25, 2018 at 2:00 p.m., Eastern Time

Addendum Number: 001

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Please be advised that the changes below are applicable to the original specifications of the above referenced solicitation. Added or new language to the ITB is highlighted in **yellow**, while deleted language has been struck.

This Addendum includes the Department's answers to written questions received.

This Addendum also includes the following changes:

Change No. 1

A change to Section 1.5, Specifications, to be revised as follows:

1.5 Specifications

The specifications for hotel lodging, accommodations and meeting space, are indicated below.

- 1.5.1** The Bidder shall be located in Clearwater, downtown St. Petersburg, or the St. Petersburg Beach area, within the following zip codes 33706, 33707, 33767 and 33701;
- 1.5.2** The Bidder shall accommodate attendees arriving on April 23, 2017 and checking out April 27, 2017;
- 1.5.3** The Bidder will allow cancellations, free of charge, per room up to 24 hours prior to check-in date;
- 1.5.4** The Bidder shall be able to accommodate an estimated 350 attendees with a final count, to be provided by the Department, seven (7) days prior to the check-in date;
- 1.5.5** The Bidder recognizes that the State of Florida, by virtue of its sovereignty, is not required to pay any taxes on the services or goods purchased under the terms of this ITB.
- 1.5.6** The room rate should be inclusive of parking and resort fees;
- 1.5.7** The Bidder shall provide a secure storage room for the Department's equipment and materials during its stay;
- 1.5.8** The Bidder shall provide a registration area for distribution of packets to attendees;
- 1.5.9** The Bidder shall provide a meeting space to accommodate the 350 attendees that is hardwired for internet connection, **has tables and chairs, and is** Wi-Fi capable; and

1.5.10 The Bidder shall provide four (4) Wi-Fi capable breakout rooms to accommodate 75-100 attendees each, and one (1) Wi-Fi capable break out room to accommodate 50 attendees. These rooms shall be “classroom” style with tables and chairs.

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**Responses to Written Questions
FDC ITB-18-037
Hotel Accommodation for the 2018 Statewide Conference**

Question Number	Question	Answer
1.	Is the Orlando/Kissimmee area being considered or is it only the St. Pete/Clearwater area under consideration?	Please see Section 1.5.1 of the ITB.
2.	What is the requested room set up and is space needed for any breakouts?	Please see Change No. 1 of this Addendum.
3.	Does the State's Request for Proposal (RFP) include a request for a Conference Planner, in addition to a venue for the Conference?	No, FDC staff will facilitate and plan all conference activities.
4.	Would the State reject a bid from an individual or entity that is able to locate and contract with a hotel or other facility that met all of the State's requested specifications? Or does the State require that a hotel or other facility submit a bid on their own?	The Bidder must be able to directly provide hotel lodging, accommodations and meeting space in accordance with Section 1.5 of the ITB.

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