

**Texas Parks and Wildlife Department
4200 Smith School Road
Austin, Texas 78744**

ADDENDUM

Addendum Number: 2 Dated: March 9, 2021
Solicitation Number: 802-21-3345
Solicitation Title: Rental of Conference Facility for TPWD State Parks Division Meeting
Due Date/Deadline: March 22, 2021 2:00pm CT

PURPOSE OF ADDENDUM: CLARIFICATIONS

Except as provided herein, all terms and conditions of the document referenced herein, remain unchanged and in full force and effect. The following are specifications to this solicitation. This Addendum may be attached to and form a part of the referenced solicitation document and any resulting awarded contract and may be considered in the response.

Questions and Answers

- 1) **Question:** Are you open to accommodations separate from the venue for the meeting space?
Answer: The accommodations may be separate from the venue for the meeting space if the facility meets the requirements stated in Section I, Item 6.5.3.
- 2) **Question:** Are all 260 attendees going to be in the same meeting?
Answer: Yes, the primary meeting room should seat all 240 participants and 20 instructors in classroom style per Section I, Item 6.4.7.1.
- 3) **Question:** Will there be breakouts and, if so, are y'all open to multiple locations for the meetings?
Answer: Yes, as stated in Section I, Item 6.7.4.2. there will be up to three additional breakouts seating up to 80 participants in classroom or auditorium style concurrently.
- 4) **Question:** We are located in McKinney, TX and wanted to ensure we'd be an option for you in order to put a proposal together to send your way.
Answer: As stated in Section I, Item 6.1., location shall be within the State of Texas and within an approximate 230-mile radius of Austin, Texas.
- 5) **Question:** When will a final hotel decision be made?
Answer: A contract award will be made after the solicitation evaluation is completed; we do not have a predetermined date at this time.
- 6) **Question:** What other destinations are you considering?
Answer: As stated in Section I, Item 6.1., location shall be within the State of Texas and within an approximate 230-mile radius of Austin, Texas.
- 7) **Question:** Is there a room rate range you desire, or must stay within?
Answer: As stated in Section I, Item 16.3.: Pursuant to the general appropriations act, state employees traveling cannot exceed federal travel rates set by the U.S. General Services Administration. <http://www.gsa.gov/portal/category/100120>
- 8) **Question:** Can you share recent/previous F&B expenditure?
Answer: The most recent conference had a food and beverage expenditure of \$ 35,427.35.

9) **Question:** Where was this held (or scheduled to be held) in 2021? 2020?

Answer: The most recent conference was held in February 2020 in San Antonio, Texas.

10) **Question:** Can the meeting room be used as the breakfast/dinner room? Would there be time/break that hotel can turn the room from classroom to rounds?

Answer: Per Section I, Item 6.7.4., meeting room shall not be used for meals. However, breakout rooms that are not the primary meeting room may be utilized for meals

11) **Question:** Section I, Paragraph 6.5.10., Page 6: Is the lounge area and seating areas in public space sufficient or are you asking for a large room where all can be together?

Answer: Public lounge area is sufficient.

12) **Question:** Section I, Paragraphs 6.6.2. and 6.6.3., Page 6: The per diem menus prepared for your proposal are based on group meals served banquet style with the charges to master account. Is that the intent of this request? Please clarify since the following schedule uses different terms when addressing meals.

Answer: Meals will be charged to the master account but total cost of the meals will be based on per diem limits of number of attendees.

13) **Question:** Section I, Paragraph 6.7.4.2., Page 7: Can the General Session room be used as one of the stated (3) are preferred?

Answer: Yes, the general/primary meeting room can be utilized as one of the three break out rooms.

14) **Question:** Section I, Paragraph 7.4., Page 8: The difference in terminology used on Tuesday and Wednesday confuses me (Wednesday: "Banquet Style Lunch"). Can you please clarify why there is a difference? Also, what do you mean by Dining Room? I have a meal room blocked and will present meals for banquet service at the government per diem as requested on page 6.

Answer: "Dining room" refers to set-up as round tables instead of classroom style. Dining room setup for both Tuesday and Wednesday is acceptable.

15) **Question:** Section III, Paragraph 26.1., Page 23: Unlike other vendors, the hotel has a high percentage of financial loss for refusing to sell our rooms and space to others because we commit them to you. May we request an exception and submit a replacement clause that is fair within 6 months of cancel?

Answer: Section III, Paragraph 32, Page 24, NOTE TO RESPONDENT: Any terms and conditions attached to a solicitation will not be considered unless specifically referred to on this solicitation form and may result in disqualification of the response submission. If any respondent takes a 'blanket exception' to the entire solicitation or does not provide proposed alternative language, the respondent's response may be disqualified from further consideration.

16) **Question:** Section III, Paragraph 61, Page 29: I have never been asked to submit the form 1295 and not sure if you are requiring it?

Answer: No, form 1295 is not required to submit a proposal. Form 1295 would be required from the awarded vendor only and would be requested by TPWD prior to award. Visit <https://www.ethics.state.tx.us/filinginfo/1295/> for more information.

17) **Question:** Section III, Paragraph 66, Page 30: We are not an individual contractor for small business. Is this necessary? I would not have access to the owners information and I read it as must have info to bid, is that correct?

Answer: If the Respondent is registered on the State of Texas Centralized Master Bidders List (CMBL) they are not required to complete the section. All Respondents that are NOT registered on the CMBL must provide the name of any owner that controls 25% or more of the organization. All Personal Information provided on a bid document will be redacted and protected.

18) **Question:** Section III, Paragraph 70, Page 31: We do not participate in E-Verify. May we bid with the request for an exception on items?

Answer: For exceptions to terms and conditions, please follow Section III, Paragraph 32, Page 24, NOTE TO RESPONDENT: Any terms and conditions attached to a solicitation will not be considered unless specifically referred to on this solicitation form and may result in disqualification of the response submission. If any respondent takes a 'blanket exception' to the entire solicitation or does not provide proposed alternative language, the respondent's response may be disqualified from further consideration.

Respondents are to acknowledge receipt of this Addendum by returning a signed copy with proposal submission.

I acknowledge receipt of this Addendum:

Respondent's Authorized Signature

Date

Company Name