

**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: Do Not Include Tax	\$ _____ Single	\$ _____ Double	
New Orleans Rates <u>ONLY</u> July 1, 2011 - September 30, 2012 Do not Include Tax	\$ _____ Single	\$ _____ Double	
New Orleans Rates <u>ONLY</u> October 1, 2011 – June 30, 2012 Do not Include Tax	\$ _____ 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:	___ Yes ___ No \$ _____ Per day ___ Complimentary		
Payment Options:	_____ Mastercard _____ Visa _____ American Express _____ Diner's Club _____ Discover _____ Carte Blanch _____ Traveler's Check _____ Cash _____ Personal Check _____ Other: _____		
	Services check all that apply	_____ Free Continental Breakfast	_____ Free Full Breakfast
_____ Free Shuttle		_____ Fitness Center	_____ Indoor Pool
_____ Business Center		_____ Free Internet Access	_____ Outdoor Pool
_____ Free Local Phone Calls		_____ Free Cable TV	_____ Hair Dryers
_____ In-hotel Restaurant(s)		_____ In-room Coffee maker	_____ Golf Package
_____ In-room Iron and board		_____ In-room Micro/fridge	_____ Spa/Sauna

