

COLUMBUS RECREATION AND PARKS – SPECIAL EVENTS – ARTIST HOTEL ROOMS

Purpose

To establish an Indefinite Quantity Agreement for hotel rooms on an as needed basis. The estimated dollar amount to be spent on this agreement is up to and not to exceed \$50,000.00. This is an estimate of the annual needs of the City of Columbus (City) under this Agreement and are for bidding purposes only. This estimate is not to be construed as representing an actual order for that amount, or a guarantee that any minimum amount will actually be purchased. Subsequent to the acceptance of an offer, individual written purchase orders may be issued as needed by the City to purchase items listed herein during the term of the agreement. At no time shall the obligation of the City agency exceed the dollar amount of any associated purchase order.

General Requirements and Services

- Property must be located within Downtown Columbus boundary as follows: Interstate 670 (north boundary), Interstate 70 (south boundary), Interstate 71 (east boundary) & State Route 315 (west boundary).
- Property rating of 3-star or greater.
- Bidding vendor must submit entire catalog of hotel room options including all relevant services, billable amenities as well as guest parking and tour bus rates.
- City is tax-exempt. Federal or State taxes are not to be included on any rates, services or amenities. Bidding vendor will be provided an exemption certificate, upon request.
- Bidding vendor to guarantee late check-in on all reservations.
- Bidding vendor to provide the City with a point of contact that can be reached during room rental term.
- City to provide Hotel with rooming list, including names, check-in/check-out dates, room types and other pertinent information in advance of stay.
- Amenities:
 - Parking on site
 - Free WiFi
 - 24-hour front desk
 - Non-smoking rooms
 - Fitness center
 - Restaurant on site

Scope of Work

Selected vendor will provide hotel rooms for Columbus Recreation and Parks Department 2024 events. Rooms and parking are to be billed to the master account. Incidentals are to be billed to the guests directly. There are three (3) events/series currently scheduled that have an immediate need for hotel rooms, but other event dates may be added. The chart indicates projected hotel room needs.

Projected Room Night Commitment

Jazz & Rib Fest	Thu 07/18/2024	Fri 07/19/2024	Sat 07/20/2024	Sun 07/21/2024	JRF TOTAL
Standard King Room	8	20	30	20	78
Standard Suite	2	2	2	2	8
					86
CBUS Soul Fest	Fri 08/16/2024	Sat 08/17/2024			CSF TOTAL
Standard King Room	5	20			25
Standard Suite	1	2			3
					28
Rhythm on the River (Concert Series)	Fri 05/31/2024	Fri 06/28/2024	Fri 07/26/2024	Fri 08/30/2024	ROTR TOTAL
Standard King Room	9	9	9	9	36
Standard Suite	1	1	1	1	4
					40

Example Types of Rooms

- Standard King Room (1-king bed)
- Standard Queen Room (2-queen beds)
- Standard Suite (1-bedroom/1-bathroom suite)
- Executive King Room (1-king bed)
- Executive Suite (1-bedroom/1-1.5 bathroom suite)

Bidding Instructions

For each line please provide the unit cost as requested. These additional line items will be made available to the City at the pricing submitted through the Indefinite Quantity Agreement expiration date. Bidder must add any additional charges and fees not covered in the lines. Any charges not specifically listed here will not be approved for payment, should a purchase order be awarded. Please send completed bid sheet to ELMacGregor@columbus.gov by deadline.