

## N00014-15-Q-0038

### Meeting Space in support of ShipTech Conference

This is a combined synopsis/solicitation for meeting space prepared in accordance with the format in FAR Part 13 Simplified Acquisition Procedures and any additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested and a written solicitation will not be issued. This combined synopsis/solicitation is being issued as a Request for Quotation (RFQ).

The Office of Naval Research (ONR), 875 N. Randolph St, Arlington, VA 22203-1995 wishes to solicit quotations for meeting space to support a ShipTech Conference. The meeting space will be used for a conference as a forum for the domestic shipbuilding industry, its supplier base, the U.S. Navy Program Offices and the U.S. Navy-sponsored shipbuilding research programs to exchange information on shipbuilding technical developments. The conference will be held in Charleston, SC. The conference will take place March 1st – 2nd, and a block of sleeping rooms will be need from Sunday February 28th – Wednesday March 2nd.

This Request for Quotation (RFQ) is using full and open competition, i.e., unrestricted. The associated North American Industry classification System (NAICS) code is 721110 with a small business size standard of \$32.5 million.

Any resulting purchase order will include the clauses at FAR 52.212-4, Contract Terms and Conditions -- Commercial Items, and FAR 52.212-5, Contract Terms and Conditions Required To Implement Statutes Or Executive Orders -- Commercial Items. The following additional provisions or clauses within paragraph (b) of FAR 52.212-5 will be checked selected as applicable in any ensuing purchase order: FAR 52.222-3, FAR 52.222-21, FAR 52.222-26, FAR 52.222-50, FAR 52.223-18, FAR 52.232-33; within paragraph (c) FAR 52.222-41, FAR 52.222-42. Applicable DFARS provisions and/or clauses related to this acquisition include: 252.203-7000, 252.203-7005, 252.204-7011, 252.204-7012, 252.232-7003, 252.232-7006 (Wide Area WorkFlow Payment Instructions), 252.232-7010, 252.239-7017, 252.239-7018, 252.244-7000, and 252.247-7023.

Only paragraphs (f), (g), (k), (j), and (l) of provision FAR 52.212-1 apply to this Request for Quotation (RFQ). The Government may consider late bids if it's in the best interests of the Government. FAR 52.212-2 does not apply to this Request for Quotation (RFQ). The Request for Quotation (RFQ) document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2005-77 and DFARS Publication Notice (DPN) 20141014. Delivery and acceptance will be F.O.B. Destination to the Office of Naval Research (ONR), 875 N. Randolph St, Arlington, VA 22203-1995.

### **Requirements**

#### **SLEEPING ROOM REQUIREMENTS**

- Room Block Details
  - Sunday – 15 rooms
  - Monday – 180 rooms
  - Tuesday – 180 rooms
  - Wednesday – 90 rooms
- Mostly non-smoking single occupancy
- Individual call in
- Government per diem required

## MEETING ROOM REQUIREMENTS

Day	Function	Set-up Requirement	# of People
<b>Day 1- Set up</b>	Registration	(6) 6' tables ( <b>3 tables in front, 3 tables in back for materials</b> )	4
	Registration Office (Close proximity to registration area)	Conference style ( <b>Minimum 400 sq ft</b> )	8
	Storage Area	Storage space ( <b>Minimum 500 sq ft</b> )	
	Exhibit Hall & Poster Session– Pre show Set-up	10 freestanding 10' x 10' exhibits, rounds for 75 ( <b>Minimum 5,000 sq ft</b> )	
	Team Meeting	U-shaped	30
<b>Day 2- Conference</b>	Storage Area	Storage space ( <b>Minimum 500 sq ft</b> )	
	Exhibitor Hall & Poster Session	10 freestanding 10' x 10' exhibits, rounds for 75 ( <b>Minimum 5,000 sq ft</b> )	300
	Registration	(6) 6' tables ( <b>3 tables in front, 3 tables in back for materials</b> )	4
	Registration Office (Close proximity to registration area)	Conference style ( <b>Minimum 400 sq ft</b> )	8
	General Session	Classroom style (2 per 6)	325
	Breakout 1	Conference	10
	Breakout 2	Classroom style (2 per 6)	80
	Breakout 3	Classroom style (2 per 6)	80
	Breakout 4	Classroom style (2 per 6)	80
	Breakout 5	Classroom style (2 per 6)	80
<b>Day 3- Conference</b>	Storage Area	Storage Space ( <b>Minimum 500 sq ft</b> )	
	Exhibit Hall & Poster Session	10 freestanding 10' x 10' exhibits, rounds for 75 ( <b>Minimum 5,000 sq ft</b> )	300
	Registration	(2) 6' tables ( <b>3 tables in front, 3 tables in back for materials</b> )	4
	Registration Office (Close proximity to registration area)	Conference style ( <b>Minimum 400 sq ft</b> )	8
	Breakout 1	Conference	10
	Breakout 2	Classroom style (2 per 6)	80
	Breakout 3	Classroom style (2 per 6)	80
	Breakout 4	Classroom style (2 per 6)	80
	Breakout 5	Classroom style (2 per 6)	80
	General Session	Classroom style (2 per 6)	325

Note: Estimated square footage does not include columns, exits, staging and audio visual.

## AUDIO VISUAL REQUIREMENTS

<b>Day</b>	<b>Function</b>	<b>A/V Requirement</b>
<b>Day 1- Set up</b>	Registration	Wireless internet access Electrical outlets to accommodate 10 laptops
	Registration Office	Wireless internet access Electrical outlets to accommodate 8 laptops
	Exhibit Hall – Pre-show Set-up	Electrical outlets for 10 exhibits 8 – 4’ x 8’ poster boards
	Team Meeting	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
<b>Day 2- Conference</b>	Exhibitor Hall & Poster Session	Electrical outlets for 10 exhibits 8 – 4’ x 8’ poster boards
	Registration	Wireless internet access Electrical outlets to accommodate 4 laptops
	Registration Office	Wireless internet access Electrical outlets to accommodate 8 laptops
	General Session	Stage to accommodate 1 speaker at podium, panel of five people, American flag, and screen 1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 3 panel microphones 3 wireless handheld microphone with stand 1 courtesy monitor for speakers 1 wireless presenter 1 speaker timer
	Breakout 1	Wireless internet access Electrical outlets to accommodate 2 laptops
	Breakout 2	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 3	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 4	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 5	1 podium with wired microphone

		1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
<b>Day 3- Conference</b>	Exhibitor Hall & Poster Session	Electrical outlets for 10 exhibits 8 – 4' x 8' poster boards
	Registration	Wireless internet access Electrical outlets to accommodate 10 laptops
	Registration Office	Wireless internet access Electrical outlets to accommodate 8 laptops
	Breakout 1	Wireless internet access Electrical outlets to accommodate 2 laptops
	Breakout 2	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 3	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 4	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	Breakout 5	1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 1 wireless presenter
	General Session	Stage to accommodate 1 speaker at podium, American flag, and screen 1 podium with wired microphone 1 LCD package (projector, screen, cables) 1 wireless lapel microphone 3 wireless handheld microphone with stand 1 courtesy monitor for speakers 1 wireless presenter 1 speaker timer

### **CONCESSIONS REQUESTS**

- If ONR uses an outside AV company, the vendor is allowed to patch into house sound or will require additional electricity without additional charges.
- Complimentary am/pm breaks on Days 2 and 3 to include beverages and food item
- Complimentary welcome reception on Day 2 to include drinks for purchase by attendees and light reception food (veggie platters, meat and cheese platters, light hors d'oeuvres)
- Complimentary water stations in each meeting room.

## **SUBMISSIONS**

Quotations should include the following:

- Offeror's Point of Contact for the quote, including name, position title, telephone number, and email.
- Offeror's CAGE Code, DUNs number, and verification of an active registration in System for Award Management (SAM).
- Agreement to hold the prices in its quote firm for at least 30 calendar days from RFQ due date.
- Description of each **ALL** costs for Meeting Room and A/V (indicate service charge percentages).
- Acknowledgment of Solicitation Amendments (if any);
- Commercial Items Representation and Certification form completed by the Offeror. (Note: The Commercial Items Representation and Certification form required to be submitted with any quote is attached to the FBO notice for this RFQ.)

Primary Point of Contact for quotations and or questions should be directed to Robert Fekete, Procurement Technician, 703-696-0590, [robert.fekete.ctr@navy.mil](mailto:robert.fekete.ctr@navy.mil) within the time frame referenced above.

Secondary Point of Contact for quotations and or questions should be directed to Nataki McCowin, Senior Contracts Officer, [nataki.s.mccowin@navy.mil](mailto:nataki.s.mccowin@navy.mil) within the time frame referenced above.