

PRICING SCHEDULE

MANDATORY USE OF THIS WORKSHEET AND TERMS AND CONDITIONS FOR ALL BIDDERS:

Failure to complete and submit the worksheet for this solicitation, or modifications of or additions to the General and/or Special Terms and Conditions of this solicitation, may be cause for rejection of the bid proposal. However, the Department of Behavioral Health and Developmental Services (DBHDS) reserves the right to determine, on an individual basis, in its sole discretion, whether to accept or reject such bid.

The Bidder proposes to provide the services described in the Statement of Needs and their bid for the following proposed prices, inclusive of all tax. Enter "0" (zero dollars) for item(s) that are no charge.

DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED COST
CONFERENCE FACILITY				
MEETING ROOM	1 DAY	LOT	\$ <u>1500</u>	\$ <u>waived</u>
BREAKOUT ROOMS	1 DAY	LOT	\$ <u>1500</u>	\$ <u>waived</u>
Tax, gratuity, and other fees, if not included in above: All inclusive at <u>11.5%</u> X conference rental ^{22% service charge}				\$ <u>0</u>
CATERING SERVICES Note: Estimated 50 Attendees				
Continental Breakfast (<u>Oct. 10, 2019</u>)	Up to ²⁰⁰ 175	1 DAY	\$ <u>3000</u>	\$ <u>2800</u>
Hot plated Lunch (<u>Oct. 10, 2019</u>)	Up to ²⁰⁰ 175	1 DAY	\$ <u>5000</u>	\$ <u>3200</u>
Morning and Afternoon Beverage & PM Food Break (<u>Oct. 10, 2019</u>)	Up to 175	1 DAY	\$ <u>N/A</u>	\$ <u>N/A</u>
Tax, gratuity, and other fees, if not included in above: All inclusive at <u>11.9%</u> X catering services ^{22% service charge}				\$ <u>2,017.20</u>
AUDIO-VISUAL				
Audio-visual Equipment/Service (Including Accessories and Technical Support)	1	1 DAY	\$ <u>1585</u>	\$ <u>710</u>
Other Charges, if applicable (provide description)	Tax =		<u>199.65</u>	\$ <u>N/A</u>
LODGING				
Day before Training (<u>Oct. 9, 2019</u>)	<u>150</u>	PER NIGHT	\$ <u>179</u>	\$ <u>99</u>
Tax, gratuity, and other fees, if not included in above: All inclusive at <u>14%</u> X lodging \$2.00 accommodations				\$ <u>15.86</u>
TOTAL				\$ <u>9041.71</u>

CATERING SERVICES
(provide menu as part of proposal)

October 10 th	Continental Breakfast 7am-9am (coffee, tea, juice, water, muffins, bagels, yogurt, fruit)	Up to 200 Participants	Provide variety in menu to accommodate food allergies and dietary needs of the participants. Meals shall be provided at the published state rate or lower and inclusive of all fees (e.g. taxes, surcharge and gratuity). http://www.dca.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm
October 10 th	Coffee, Tea and Water	Up to 200 participant	Provide a continuous service of coffee, tea and water in meeting room throughout the day.
October 10 th	Hot plated Lunch 12pm-1pm	Up to 200 Participants	Provide variety in menu to accommodate food allergies and dietary needs of the participants. Meals shall be provided at the published state rate or lower and inclusive of all fees (e.g. taxes, surcharge and gratuity). http://www.dca.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm
October 10 th	Afternoon Snack (2:30pm)	Up to 200 Participants	Provide variety of granola bars and/ or cookies, fruit <i>(Include price with lunch)</i>

AUDIOVISUAL

October 10 th	General Session Room	<ol style="list-style-type: none"> 1. Projector and screen appropriate to the room size (2) for powerpoint presentation or viewing presenter 2. Podium 3. Lapel microphone (2) 4. Hand held, wireless microphone (2)
	Breakout Rooms	<ol style="list-style-type: none"> 1. Projector and screen 2. Podium 3. Microphone