

NYS Department of Corrections and Community Supervision

IFB 2019-18 Lodging DOCCS' Training Academy Recruits & DOCCS' Staff

July 19, 2019

Question and Answers

Q1.) Is it possible to get production numbers for 2018? (i.e. number of total room nights actualized per hotel?)

A1.) The below breakdown shows how many singles and doubles were utilized per hotel during 2018:

Hotel #1 – Singles – 93
Doubles – 1389

Hotel #2 – Singles – 492
Doubles – 1312

Hotel #3 – Singles – 26
Doubles – 237

Q2.) The rooms that are requested, will you consider a hotel offering a block of only a portion of rooms?

A2.) No, Page 23 of IFB 2019-18 under Mandatory requirements for Lodging Facilities: "Facility has a minimum of 40 double occupancy rooms and 10 single occupancy rooms for DOCCS Training Academy use."

Q3.) To clarify, if we are selected, we will be holding a block of rooms up until the Friday before arrival, for a rooming list?

A3.) Yes, Page 23 of IFB 2019-18 states: "All efforts will be made to notify the Hotel of the names of DOCCS students and/or staff requiring lodging by 4pm the Thursday before the upcoming week. Reservations will be made no later than 4pm on the Friday before the upcoming week."

Q4.) If accepted, it would be rooms every week Sunday through Friday?

A4.) Page 23 of IFB 2019-18 states: "No minimum rentals are guaranteed. Rooms will be rented expressly for the convenience of the NYS DOCCS Training Academy."

Q5.) Are there weeks that the group would not stay the full week?

A5.) Groups of recruits would be staying full weeks. Inservice classes may stay from one night up to a full week.

Q6.) Does the group have time off during holiday periods?

A6.) The only holidays we do not utilize lodging are:

- Thursday and Friday of Thanksgiving week
- Christmas: Either one- or two-days dependent on the day of the week it falls. This year it is on a Wednesday, so we would only shut down for the one day.

Q7.) What are the actual dates of these trainings? Currently is states it runs every week with 50 rooms needed every night.

A7.) We submit a proposed schedule to the Division of Budget who approves our classes two or three at a time, so we will not know for sure.

Q8.) What is the number of rooms needed? Will it be consistent with each training or does it vary?

A8.) Page 23 of IFB 2019-18 states: "No minimum rentals are guaranteed. Rooms will be rented expressly for the convenience of the NYS DOCCS Training Academy"

Q9.) What is the stay pattern?

A9.) See answer to question #4 above.

Q10.) How are reservations made? paid for?

A10.) Page 23 of IFB 2019-18 states: "Reservations will only be accepted from the designated DOCCS coordinator and only those DOCCS students and staff names provided will be processed for payment through the Training Academy.

Q11.) Is this for sleeping rooms only? Or are you in need of meeting space? If no meeting space - where does this training take place?

A11.) Yes, this is for sleeping rooms only. Training for all recruits and staff takes place at the NYS DOCCS Training Academy located at 1134 New Scotland Rd., Albany, NY 12208.

Q12.) How do people arrive?

A12.) By personal vehicle.

Q13.) What is the stay pattern for this group? (Arrival/departure days each week)

A13.) See answer to question #4 above.

Q14.) Will the rooms be occupied by the same guests week after week?

A14.) The list of names could change week after week

Q15.) Under the scope of services (located on page 23/24 of the RFP), the RFP states “the actual number of hotel rooms required will be based on the number of classes that are run at the Academy throughout the year. There is no guarantee of the number of rooms to be rented under this contract.” Does that mean this business isn’t guaranteed to occur weekly?

A15.) [Correct, please see answer to question #7 above.](#)

Q16.) Has this piece of business previously taken place at an area hotel? If so, what hotel was the business placed in?

A16.) [Yes, we have used the following hotels is in the past:](#)

- [Comfort Inn & Suites](#)
- [Best Western \(Western Avenue location – Now closed\)](#)
- [Travel lodge](#)
- [Ramada Plaza](#)

Q17.) Will the dates of the training sessions be released prior to the due date of the bid to ensure hotel availability?

A17.) [No. Please see answer to question #7 above.](#)

Q18.) Assuming that the groups will be arriving Sunday, departing Friday each week. Please confirm.

A18.) [See answers to questions #4 and #5 above.](#)

Q19.) Is it needed, or would it be nice to have a study room for your trainees?

A19.) [No. This is not a requirement.](#)

Q20.) Will the group require laundry services?

A20.) [No. DOCCS assumes no responsibility for expenses incurred by employees lodging at the hotel, other than the agreed upon overnight rate. All other charges are to be billed to the lodger and are solely the responsibility of the lodger.](#)

Q21.) Parking – will each student drive his/her own vehicles?

A21.) [Yes, each recruit would have their own personal vehicle.](#)

Q22.) Is there a preference that all students stay on the same floor?

A22.) [No, this is not mandatory.](#)

Q23.) Understanding that the final determination is rate driven, is there a value placed on if the hotel offers breakfast or other value added amenities like internet?

A23.) No. Page 19 of IFB 2019-18, Method of Award: DOCCS intends to award up to four contracts by LOT to the Lowest Grand Total responsive and responsible bidders meeting mandatory requirements.